

SPRING 2024 SYLLABUS:

PRAC 102- Building Skills for Career Success

Enrollment Deadline: February 29, 2024



COURSE DESCRIPTION/OBJECTIVE

PRAC 102 (Building Skills for Career Success) is a zero-credit, pass-fail course that is recorded on the student's permanent transcript to provide a record of the student's participation in University-sanctioned professional skills development. The purpose of this course is to provide a forum for students to recognize the transferable skills they are developing in their on-campus jobs and help develop them as reflective learners and workers.

PRAC 102 REQUIREMENTS – FIVE STEPS TO SUCCESS

| | Requirements | Description | Due Date |
|---|--|---|---|
| 1 | Complete your Learning Objectives on Handshake . Instructions: Log in to Handshake and click Career Center > Experiences > View Details for this experience. • Click the Learning Objectives tab and add 3 to 6 objectives. | This form includes your learning objectives and action plan. In this section, you will create 3 to 6 specific learning objectives as determined by you and your supervisor. | Friday, March 15th |
| 2 | Attend at least two Professional Development Workshops and/or Career Center Events | EVENTS THAT COUNT AS PROFESSIONAL DEVELOPMENT WORKSHOPS FOR PRAC 102 (see Career Center Calendar for URLs and location details as rooms and times are subject to change): This listing of Professional Development and Recruiting events will be periodically updated as new events become available. | Monday, May 13th |
| 3 | Complete one action item to benefit your career path during the course of the spring semester. | <u>Examples include:</u> Completing a practice interview in Big Interview (Interviews > Practice Sets) and submitting your recording link (Interviews > My Videos) in Blackboard for feedback, attending a career fair, scheduling an appointment at the Career Center, attending an employer information session, joining Retrievers Connect and making a post on the discussion board, or responding to an existing post. | Monday, May 13th |
| 4 | Attend at least one virtual or in-person Reflection Session by the end of the semester. | Reflection Session Dates: Wednesday, May 1st, 12:00-1:00 PM (Virtual) Tuesday, May 6th, 5:00-6:00 PM (Virtual) Friday, May 10th, 12:00-1:00 PM (Virtual) | Attend one session during the scheduled time. |

| Requirements | Description | Due Date |
|--|--|--------------------------------|
| <p>5 Complete the <u>Evaluations tab</u> on <u>Handshake</u>. Instructions: Log in to Handshake and click Career Center > Experiences. Near the end of the semester, select View Details under your Spring 2024 experience. Click the Evaluations tab and submit your Final Evaluation. You will also receive a link via email. Remind your supervisor that a <u>Performance Review</u> will be sent via e-mail to complete on your behalf.</p> | <p>Your supervisor will be sent a unique link to complete your performance evaluation via email approximately two weeks prior to the deadline. Your supervisor can also use their departmental review form if preferred. We encourage supervisors to review this information with you.</p> | <p>Monday, May 13th</p> |

DIRECTIONS ON HOW TO ACCESS PRAC 102 REQUIREMENTS THROUGH Handshake

All underlined tabs are to be completed *electronically* on Handshake.

To access your Handshake account:

- 1) Log into Handshake and click Career Center > Experiences > View Details for this experience.
- 2) Click the Learning Objectives tab and add 3 to 6 objectives.
- 3) You will be required to complete the Evaluation Tab.

PRAC 102 BLACKBOARD: The PRAC 102 course will appear on your Blackboard following your enrollment. You can reference the Blackboard site for course announcements and a copy of the syllabus. As long as the PRAC 102 course appears on your Blackboard account, you are still enrolled in the course. The course should be open and viewable so if it appears locked or you have trouble accessing it please inform Stephanie Taylor, staylor18@umbc.edu, immediately.

GRADING POLICY INFORMATION: Students who fail to meet the requirements of the practicum by the posted deadlines will earn a Fail (F) grade. Incomplete (I) grades will not be granted unless specifically requested by the student prior to the end of the term and are assigned at the discretion of the student's designated UMBC PRAC 102 Coordinator. Grades will not be posted on Blackboard. Dropping the practicum once enrolled does result in a "W." **

IMPORTANT: Friday, April 5th, is the last day to withdraw from individual courses. You will receive a grade of W.

INSTRUCTOR CONTACT INFORMATION: For PRAC 102 questions, ask to speak to a Career Specialist at the Career Center- 410-455-2216. Instructors include Stephanie Taylor (staylor18@umbc.edu), and Christine Routzahn (routzahn@umbc.edu).

EVENTS THAT COUNT AS PROFESSIONAL DEVELOPMENT WORKSHOPS AND RECRUITING EVENTS

Career Center Calendar (Rooms and times are subject to change)

Professional development events will be periodically updated as new events become available.

EVENTS THAT COUNT AS ACTION ITEMS

Take at least ONE action as listed below:

- Schedule an appointment with a Career Center staff member by calling 410-455-2216 or using Handshake. The following appointment types are available:

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|---|-----------------------------------|--------------------------------------|
| <i>Major Exploration/Choosing a Major</i> | <i>Career Assessment</i> | <i>Resume Review</i> |
| <i>Job and/or Internship Search Support</i> | <i>Career Decision-Making</i> | <i>Mock Interview/Interview Prep</i> |
| <i>Graduate School Application Prep</i> | <i>Personal Statement Reviews</i> | <i>LinkedIn</i> |
- Record your answer to a practice interview question in Big Interview and submit it to interviews@umbc.edu for feedback.
- Join Retrievers Connect AND make a discussion post or reply to a previously posted discussion topic.
- See the Career Center Calendar for alternative **Action Item** opportunities