



FALL 2017 SYLLABUS:

PRAC 102- Building Skills for Career Success

Enrollment Deadline: October 4, 2017

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

	Requirement	Description	Due Date	Check if Complete
1	Complete the Basic Exp. Learning Information on UMBCworks . Click EDIT underneath your Fall 2017 experience. Complete all required fields and submit.	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, October 13th	
2	Attend at least two Professional Development Workshops	View a list of Career Center workshops on pg. 2 or on the Career Center events calendar .	Friday, December 8th	
3	Complete one action item to benefit your career path during the course of the fall semester.	<u>Examples include:</u> joining our Alumni-Student Networking Group on LinkedIn and posting a comment or question in response to one of the articles or discussion topics, attending a career fair, scheduling an appointment at the Career Center, attending an employer information session, etc.	Friday, December 8th	
4	Attend at least one Reflection Session by the end of the semester. All Reflections are held in Math/Psychology Career Center Conference RM 210.	Reflection Session Dates: Wednesday, November 29 th , 12:00-1:00PM Thursday, November 30 th , 4:00-5:00PM Tuesday, December 5 th , 4:00-5:00PM Wednesday December 6 th , 12:00-1:00PM	Attend one session during scheduled time.	
5	Complete the Self Evaluation Tab and Site Evaluation Tab on UMBCworks .	Your supervisor will be sent a unique link to complete your performance evaluation via email approximately 2 weeks prior to the deadline. If he/she prefers to complete this form in hard copy, you may download it from the Document Library found on the homepage of UMBCworks. Your supervisor can also use his or her departmental review form if preferred. We encourage supervisors to review this information with you.	Friday, December 8th	

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DIRECTIONS ON HOW TO ACCESS PRAC 102 REQUIREMENTS THROUGH UMBCworks

All underlined tabs above are to be completed electronically on UMBCworks.

To access your UMBCworks account:

- 1) Log into [UMBCworks](#) and click “Intern, Work & Service Practicum,” under the Shortcuts.
- 2) Click Edit underneath your Fall 2017 experience.
- 3) You will be required to complete the EDIT tab, SELF EVALUATION, and SITE EVALUATION.

PRAC 102 BLACKBOARD: The PRAC 102 will appear as a course on Blackboard after you enroll. You can reference the Blackboard site for course announcements, a copy of the syllabus, and documents related to PRAC 102 workshops and presentations, such as handouts or flyers. As long as the PRAC 102 course appears on your Blackboard account, you are still enrolled in the course.

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 Coordinator.

INSTRUCTOR CONTACT INFORMATION: For PRAC 102 questions, ask to speak to a Career Specialist at the Career Center-410-455-2216. Instructors include Caroline Bodnar, Lauren Barrett, Diane Crump-Fogle, and Christine Routzahn

SAMPLE PROFESSIONAL DEVELOPMENT WORKSHOPS FOR PRAC 102 (see [Career Center calendar](#) for details):

**Hosted by the UMBC Counseling Center*

Event	Employer/Topic	Date	Time	Location
Keys to Success:	Get Ready to be Hired! Get the Most Out of a Job Fair	9/11/2017	Noon – 1:00 pm	Commons 331
Keys to Success:	Get Ready to be Hired! Resumes	9/12/2017	5:00-6:00 pm	Commons 331
Keys to Success:	Get Ready to be Hired! Interviewing	9/13/2017	5:00-6:00 pm	Commons 331
Senior Success Conference	Everything you need to know to find a job before graduation (Dec/May graduates only)	9/15/2017	12:00 – 4:00 pm	UC Ballroom
The Inside Scoop:	Marketing Careers Panel	10/02/2017	Noon - 1:00 pm	Commons 331
Keys to Success:	LinkedIn/Social Media	10/09/2017	Noon – 1:00 pm	Commons 331
The Inside Scoop:	On-Campus Research Panel	10/16/2017	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Procrastination	10/25/2017	Noon- 1:00 pm	Commons 328
Keys to Success:	Personality + Team Dynamics = Successful Group Experiences!	10/20/2017	Noon – 1:00 pm	Commons 331
The Inside Scoop:	Health IT Careers	10/23/2017	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Stress Management	11/01/2017	Noon – 1:00 pm	Commons 328
The Inside Scoop:	Film & Video Careers	11/06/2017	Noon – 1:00 pm	Commons 331
Intern Success Conference	Strategies and skills to land your ideal internship or research opportunity	11/08/2017	4:30 – 8:00 pm	Skylight Room, 3 rd Floor Commons
Keys to Success:	Job Search Skills	11/13/2017	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Time Management	11/09/2017	Noon – 1:00 pm	Commons 328
*Skills 4 Success	Test Anxiety	11/15/2017	Noon – 1:00 pm	Commons 328
The Inside Scoop:	Entrepreneur Panel	11/20/2017	Noon – 1:00 pm	UC 310
*Skills 4 Success	Motivation/Goal-setting	11/29/2017	Noon – 1:00 pm	Commons 328
*Skills 4 Success	Sleep/Get through Finals	12/06/2017	Noon – 1:00 pm	Commons 328

SAMPLE ACTION ITEMS FOR PRAC 102 (see [Career Center calendar](#) for details):

Take at least ONE action item from the chart above or ONE service from below to benefit your career. You can also attend any Networking & Information Session to fulfill this requirement. Descriptions can be found in UMBCworks or the [Career Center calendar](#).

Event	Employer/Topic	Date	Time	Location
Campus and Local Part-Time Job Fair	Various	8/29/2017	Noon – 2:00 pm	UC Ballroom
UMBC Connects:	United States Navy	9/13/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC Ballroom
UMBC Connects:	IBM	9/20/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Fall Career and Internship Fair	Various	9/27/2017	11:30 pm – 3:30 pm	RAC
UMBC on the Road: Explore Outside the Loop	Morgan Stanley	9/29/2017	Check UMBCworks for RSVP details.	Off-campus
UMBC Connects:	T. Rowe Price	10/04/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	National Security Agency (NSA)	10/11/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	Mindgrub Technologies, LLC	10/13/2017	Check UMBCworks for RSVP details.	Off-campus
UMBC Connects:	Northrop Grumman Corporation	10/18/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	Constellation, an Exelon company	10/20/2017	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	TIAA	10/25/2017	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	Commons Main Street
Diversity Recruitment Event	Meet & hear from employers interested in diversifying their workforce	10/25/2017	5:30 – 8:00 pm Check UMBCworks for RSVP details.	UC Ballroom
UMBC on the Road: Explore Outside the Loop	Space Telescope Science Institute	10/27/2017	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Next Century Corporation	11/01/2017	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	T. Rowe Price	11/03/2017	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Leidos	11/15/2017	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312

ADDITIONAL ACTION ITEM OPTION:

You can call the Career Center at 410-455-2216 to schedule an appointment to meet with a staff member for one of the following appointment types:

Major Exploration/Choosing a Major
Job and/or Internship Search Support
Graduate School Application Prep

Career Assessment
Career Decision Making
Personal Statement Reviews

Resume Review
Mock Interview/Interview Prep