University of Rhode Island
College of Arts & Sciences/Political Science

PSC 101X: Workplace Readiness for Social Science Majors
[Fall 2020]

Instructors: Drs. Marc Hutchison & Brian Krueger

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Office: Washburn Hall 208 & Chafee Hall 217

Office Hours:

Wednesdays 10-Noon via Webex

Primary: https://rhody.webex.com/meet/bkruegeruri.edu

Backup: https://rhody.webex.com/meet/mlhutchuri.edu

Classroom: Zoom

Class Time: Wednesdays 5-6pm

Prerequisites: sophomore, junior or senior standing; for CCJ, PSC, SOC, APG, ECN, GWS, ISD, or AAF majors only

Course Description
This course is an online career readiness workshop designed for social science majors in the College of Arts and Sciences. Students will create personalized career readiness content, discuss various related topics with associated URI alumni and other expert guests and engage with fellow social science majors across the college about these issues.

THIS ONLINE COURSE IS A 1 CREDIT COURSE AND THE GRADING IS S/U.

Course Goals
To help Arts and Sciences social science majors translate their education into a marketable package and prepare for success in the workplace.

Student Learning Outcomes.
Upon successful completion of this course, each student will be able:
1. **To translate your social science education and skills developed within your major into a resume**
2. **To prepare for job searching activities such as networking**
3. **To identify workplace best practices such as inclusion and expectations**
4. **To create a high-quality LinkedIn account**

Required Readings
All readings and videos will be posted on the course Brightspace site.

Other Equipment / Material Requirements
Access to the internet and a computer/laptop (or the equivalent) with external or built-in webcam and microphone. This is an online class.

Assignments and Grading Policy: The course is graded S/U. Certain courses do not lend themselves to precise grading. For these courses, only a Satisfactory (S) or Unsatisfactory (U) shall be given to all students enrolled. An S/U course is not to be counted as a course taken under the Pass/Fail grading option.

Grades of S or U in this class will be determined by <u>completion</u> of assignments, <u>participation</u> in the Brightspace forums and <u>attendance</u> at the class sessions.

<u>The Following is the *Minimum* Students Must Complete for an S Grade:</u>
1) *Complete all three assignments*
   &
2) *Post at least 2 messages a week in at least 8 different weeks (Brightspace discussion forums)*
   &
3) *Attend at least 8 of the online class sessions*

Late Policy: Timely assignments are important. Assignments will not be accepted after two weeks past the due date.

Accommodations for Special Needs: The Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 require the University of Rhode Island to provide academic adjustments or the accommodations for students with documented disabilities. The student with a disability shall be responsible for self-identification to the Disability Services for Students in the Office of Student Life, providing appropriate documentation of disability, requesting accommodation from the instructors in a timely manner, and follow-through regarding accommodations requested. It is the student's responsibility to provide

official accommodation letters and the instructor's responsibility to accommodate them with the assistance of the Office of Disability Services for Students.

Please send us your Disability Services for Students (DSS) accommodation letter early in the semester so that we have adequate time to discuss and arrange your approved academic accommodations. If you have not yet established services through DSS, please contact them to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom. DSS in Kingston is located in room 302 of the Memorial Union, 401-874-2098, web.uri.edu/disability/ . DSS in Providence is in room 239 of the Shepard Building, 401-277-5221, web.uri.edu/disability/providence/ .

Academic Honesty & Integrity: All submitted work must be your own. If you consult other sources (class readings, articles or books from the library, articles available through internet databases, or websites) these MUST be properly documented, or you will be charged with plagiarism and will receive no credit for the paper. In some cases, this may result in a failure/U of the course as well. In addition, the charge of academic dishonesty will go on your record in the Office of Student Life. If you have any doubt about what constitutes plagiarism, visit the following: the URI Student Handbook, and Sections 8.27.10 – 8.27.21 of the University Manual (web.uri.edu/manual/). As a URI student, it is your responsibility to know plagiarism rules; unfamiliarity with what constitutes transgressions is not a valid excuse. Any good writer's handbook as well as reputable online resources will offer help on matters of plagiarism and instruct you on how to acknowledge source material. If you need more help understanding when to cite something or how to indicate your references, PLEASE ASK.

Academic Enhancement Center: The Academic Enhancement Center helps URI students succeed through three services: Academic Coaching, STEM Tutoring, and The Writing Center. To learn more about any of these services, please visit web.uri.edu/aec or call 401-874-2367 to speak with reception staff. In Providence, the Academic Skills Center (ASC) is at 239 Shepard Building, (401) 277-5221. Hours are posted each semester at web.uri.edu/ceps/academic-skills-center/

The Writing Center: In the Undergraduate Writing Center, located in Roosevelt 009, students work with peer tutors to find ways to best communicate their ideas in writing. Tutors can help students get "un-stuck" on any writing assignment, at any stage of the writing process: from understanding a prompt and brainstorming ideas, to outlining and drafting, to developing strategies for revision. Appointments are free! We recommend scheduling ahead of time as spaces do fill up. Students can view the current schedule and book appointments online at uri.mywcoline.com or call the Undergraduate Writing Center reception desk: 401-874-5839.

Class Attendance: <u>Students are expected to attend all of the online class activities.</u> Occasionally, students may miss class activities due to illness, severe weather, or sanctioned University events. Also, it is the policy of the University of Rhode Island to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students desiring to observe a holiday of special importance must inform each instructor and discuss options for missed classes or examinations. Students should consider any holidays that might apply, cross-check these with their course schedules and meet with the instructors at the start of the semester. See Sections 8.51.11 – 8.51.14 of the University Manual for policy regarding make-up of a missed class or examination.

Classroom Decorum: This class requires all students to treat everyone with respect. At times, we may engage in discussion of topics for which students may possess strong opinions. While disagreement is crucial to healthy discourse, we will not tolerate behavior that either impinges learning or results in personal attacks on others. At no time verbally or via forums may any student insult or single out any other person on the basis of gender, race, class, sexual orientation, religion, age, ethnicity, or nationality, etc. We will ask any student who commits such an offense to exit class and will dock their participation grade accordingly. Furthermore, students should not use the class period to text with friends, surf the internet, study for another class or in some other way be disruptive. Students are responsible for being familiar with and adhering to the published "Student Code of Conduct" which can be accessed in the University Student Handbook (https://web.uri.edu/studentconduct/student-handbook/).

Course Schedule

Week	Class Meeting Date	Topics, Readings, Assignments, Due Dates
1	Sept 9	**Introductions to class & each other** *Read syllabus and place key syllabus dates on your calendar* Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. For week one please post an introduction message in Brightspace discussion board. **Videos (Due before class meeting):** **"Future of Work"**
2	Sept 16	**21st century skills that employers seek** Discussions (Due Friday @5pm after class meeting date):

		A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"5 Soft Skills You Will Need"** Readings (Due before class meeting): "Falling Short? College Learning and Career Success" "CAREER READINESS for the New College Graduate"
3	Sept 23	**Data analysis skills for 2020+** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"Data skills to Learn in 2020"** **"What is Power BI"** Readings (Due before class meeting): "7 MUST-HAVE SKILLS FOR DATA ANALYSTS"
4	Sept 30	**Mapping major to skills, Why liberal arts** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"Scott Hartley: The Fuzzie and the Techie: Why the Liberal Arts Will Rule"** Readings (Due before class meeting): "Microsoft's president says liberal arts majors are necessary for the future of tech" "Technology alone is not enough"
5	Oct 7	**Writing in the workplace** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"Letters, Memos, and Emails"** **"Email Etiquette Tips - How to Write Better Emails at Work"** Readings (Due before class meeting): "I Won't Hire People Who Use Poor Grammar. Here's Why."

6	Oct 14	**Resume and Cover Letter** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Assignment (Due Friday @5pm after class meeting date):** **Use the URI Resume Module to Create Your Resume and Submit it for Review via Brightspace** **Videos (Due before class meeting):** **"Crafting a Great Cover Letter"** Readings (Due before class meeting): "10 things you should know when writing your first resume" "Sample Cover Letter"
7	Oct 21	**Workplace norms and responsibilities** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"Navigating the Multigenerational Workplace"** Readings (Due before class meeting): "10 Unwritten workplace rules" "Unwritten Office Rules"
8	Oct 28	**Identity and inclusion in the workplace** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"Apple's Inclusion & Diversity"** **"The business, legal, and moral case for diversity and inclusion"** Readings (Due before class meeting): "3 Requirements for a Diverse and Inclusive Culture"
9	Nov 4th	**Networking** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Assignment (Due Friday @5pm after class meeting date):**

		See the Elevator pitch examples and tips from the reading assignments and create your own. Submit your pitch in Brightspace. Videos (Due before class meeting): "How To Hack Networking" "The 3 Bones of Networking for Student Success" Readings (Due before class meeting): "Elevator Pitch Examples"
10	Nov 18	**Interviewing** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. Videos (Due before class meeting): "Top Interview Tips: Common Questions, Body Language & More" "Top 30 Interview Questions - From a Recruiters Hiring Playbook" "Mock Interview Preparation: Common Questions with Feedback!" Readings (Due before class meeting): "15 Helpful Questions to ask in an Informational Interview" "What to Wear"
11	Nov 25	**LinkedIn** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. Assignment (Due Friday @5pm after class meeting date): Watch and read the assigned materials. Then establish your own Linked in account. Submit your account link in Brightspace. Then, link/connect your account with at least two other people in the class. Videos (Due before class meeting): "How To Get STARTED On LinkedIn In 2020" Readings (Due before class meeting): "10 LinkedIn Tips for Students & New Grads" "How to Network on LinkedIn "
12	Dec 2	**Graduate School** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. Videos (Due before class meeting): "INSIDE Grad School Admissions - My Experience on an Admissions Board"

		"Applying to a Graduate Program: Statement of Purpose Help & More from Alum" Readings (Due before class meeting): "Should You Go to Grad School? This Expert Explains How to Decide"
13	Dec 9	**COVID and Jobs** Discussions (Due Friday @5pm after class meeting date): A new chat will be posted each week. Read the messages. You should write at least two discussion messages per week. **Videos (Due before class meeting):** **"What to Expect When Looking for a Job During Coronavirus | Finding a Job in a Pandemic"** **"Zoom Interview Tips | Strategies for Acing Online Interviews and Calls"** Readings (Due before class meeting): "THE NEW RULES OF JOB-HUNTING DURING COVID19" "URI's Handshake: Read the STUDENT F.A.Q."
	Finals	No Final Exam for this Class