**HPW 445 Preprofessional Transition Spring 2018**

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Office Hours: after class or by appointment

**COURSE DESCRIPTION**

HP/W 445 is designed to prepare health promotion seniors to enter their HP/W 450 internship along with successful transition into your career.  The course offers insights and hints about life after college and the job search.  The class includes a required retreat at the Treehaven Environmental Station [Tomahawk, WI.]. Through class exercises, lectures, assignments and guest lectures students will learn how to position themselves for a productive internship experience, and later, for the job of their choice.

Remember, the goal of this course is not to just secure an internship but be ready to secure your first job and understand the skills and competencies employers are looking for in new employees.

**COURSE OBJECTIVES**

HP/W 445 students will:

1. Assess VIA Signature Strengths.
2. Demonstrate respect for diversity, including: gender, age, nationality, sexual orientation, race, socioeconomic status, religious affiliation, and learning ability.
3. Examine issues and trends related to the HPW profession in diverse learning environments.
4. Develop a career plan and seek strategies to attain personal and professional goals.
5. Develop job search skills including resume/cover letter writing, and interviewing.
6. Explore use of professional portfolio/Eportfolio.
7. Secure an appropriate internship site.
8. Complete all pre-internship requirements.
9. Understand the meaning of “prudent professional” and “professional liability”.

**COURSE POLICIES**

Rationale:

This course emphasizes learning professional skills to help you be successful in transitioning from your undergraduate career, to internship, and finally to your full-time career.  There is a disconnect between how well you feel prepared to enter the work world and what hiring managers believe. A [survey](https://www.fastcompany.com/3059940/these-are-the-biggest-skills-that-new-graduates-lack)showed 87% of recent graduates feel well prepared to hit the ground running after earning their diplomas, only half of hiring managers agree with them. The skills employers say they value and find important to develop are these:

1. Being on time both in attendance and in completing projects and assignments on time.

2. Appropriate use of technology in the workplace.

3. Appropriate communication skills: verbally or orally with colleagues, managers, and customers.  It is especially important to know how to appropriately craft an email, make phone calls, present to others, or have conversations with others.

4. Time management and how to schedule work flow, personal and professional time, and scheduling appointments and meetings around other obligations.

Read this [article](https://www.forbes.com/sites/nickmorrison/2015/06/04/the-four-key-skills-generation-y-is-missing/#277af2361ad4)from Forbes, a leading business magazine to learn about a survey of UK human resource professionals.

Because of this, I will be emphasizing these skills in what we do in class and have expectations that you will model these in class.

5. Attendance

The main teaching method employed in the classroom portion of this course will be discussion.  Therefore, please be prepared to ask questions, share experiences, participate in critiques, assist peers, play with new information and challenge yourself. Attendance is required to all classes on the schedule unless otherwise indicated by the instructor.  **Please be on time to class, turn cell phones off, and make timely advising appointments with the instructor**.

This also includes being in class throughout the assigned course time.  Getting up and leaving and coming back is not only disruptive to the flow of the course or instruction, but also distracting to other students.  This is unprofessional.  Please get your drinks and take a bathroom break before or after class. If you absolutely have to take a call, let the instructor know PRIOR to class why this is important.

6. Waiving Internship: *There is no waiving of internship as of Fall 2010.*

7*.*Graduation**:**

Review your current progress report with your adviser by the date listed in the course schedule. Make sure all substitutions, waiver of courses and graduate requirements for the major have been completed and documented on your progress report. This can be completed through email or in person.

Apply for graduation: If you are planning on graduating, and you have not yet applied for graduation, it is important that you do so the semester your internship is completed.  If you have not applied, there is a possibility that your name will not appear in the commencement bulletin. You may apply for graduation in the Registration & Records Office, 101 Student Service Complex.  Please do so immediately when you return to school. If you have any questions, contact the Graduation Auditors in Registration & Records.

8. Late work:

Some assignments are due in class as indicated by the course schedule.  Other assignments are due on the due date in the dropbox or discussion board by 11:59 p.m. on the due date.  This does not count as the DATE you might have completed an assignment, but the date you turned it in.  Each day these are late reduces your score by 10% per day.  For example, a ten-point assignment that is two days late will be reduced by two points.  This would mean that more than 10 days late means this would be reduced so much that you get a zero.

9.  Internship requirements:

Failure to complete internship requirements, including a signed internship plan by the final deadline will result in a grade of F and HPW 445 will have to be repeated**.** This providing an intent letter to your site, approval by the ***INTERNSHIP PLACEMENT COORDINATOR*** (HPW 445 instructor) of a draft plan, and a final signed internship plan that meets both the intern site and academic requirements for internship.

10. Retreat:

Each semester retreat is required and has been a long-established part of this class.  There is no reason to miss retreat.  There are no alternatives to retreat.

**Missing retreat** will result in a “C” or less grade for this class.

**POLICY ON INSTRUCTIONAL MODIFICATION**

If you have a disability or condition that may require assistance or accommodation, or you have questions related to any accommodations for testing, note takers, readers, etc. please speak with the course instructor as soon as possible.  Student may also contact the Office of Disability Services with questions about such services.

**OTHER REQUIREMENTS OF INTERN SITES**

Some sites may require you to get a background check, security, or drug test.  Others might want you to purchase a policy for liability.  Here is more information about those requirements.

**Professional Liability Insurance:** Though what a company might want you to purchase might sound like a lot ($1,000,000 policy) it is relatively inexpensive to purchase. Though there are several companies that offer insurance, and we do not promote one over another, here is a company many of our students have used in the past:

Mercer Consumer, a service of Mercer Health & Benefits Administration LLC:   You can call Customer Service at 1-800-503-9230 (explain situation and they will fax appropriate application to you) or email them at info@proliability.com. This is a Health Professional Liability Insurance Program for students providing 1-3 million coverage. This is the main website for the Professional Liability Insurance is: <https://www.proliability.com/>. You will be a student under the healthcare professions tab.

**Security & Drug clearance:**Students may complete a background check through Dr. Tom Wetter or as the class transitions to Dr. Huck, he will have that information.  You will need to know if you are asked to get a regular background check, or a caregiver check.

Some sites also require **drug testing** and they should give you information about where and when this is required.

**GRADING**

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| --- | --- |
| **Assignment** | **Points** |
| **Course Overview Quiz** | **5** |
| **Graduation Requirements**   * DPR Review (10) * Apply for Graduation (5) | **15** |
| **RETREAT**   * Attendance (50) * ELE/Skit (20) * Post retreat summary (10) * Proposal (10) * VIA Signature Strengths (20)   + Survey   + Graphic | **110** |
| **Resume (20)**  **& Cover Letter (20)**  **Professional Review (10)** | **45** |
| **Interview**   * Complete Big Interview (10) * Interview a professional (10) | **20** |
| **Internship**   * 3 Potential sites/descriptions and Discussion (10) * Intent to Intern documentation (20) * Draft Intern Plan Approved (25) * Final Intern Plan Signed (20) | **70** |
| **Professional Development**   * Join/Explore LinkedIn (15) * Identify Certifications/memberships (15) * Attend two professional development programs (15 points each for 30 total) | **60** |
| **Adult CPR/First Aid** | **15** |
| **Class Attendance documentation by journal**  (Through last week of scheduled class) minimum of 10 completed thoughtful and thorough weekly entries | **60** |
| **TOTAL POINTS** | **400** |

**Grades:**

**372 – 400             A**

**360 – 371             A-**

**352– 359             B+**

**332 – 351             B**

**320 – 331             B-**

**280 – 319             C**

**240 – 279             D**

**<240                     F**