

Instructor: Brianna Burke
Office Location: ALB 307
Phone: 715-346-3016
Email: bburke@uwsp.edu

Bus 305: Strategic Career-Planning Seminar

Fall 2021: First 8-week session (09/02/2021 – 10/22/2021)

Tuesdays 5-5:50pm, CPS 209

Course Description

Welcome! This eight-week, one-credit hybrid course utilizes CANVAS as the learning management system. We will meet the first 8 Tuesdays from 5:00pm-5:50pm in CPS 209 during the fall semester. Expect to spend approximately fifty minutes per week completing online work following our fifty-minute weekly course meetings. Each weekly Tuesday course meeting will prepare you for completing the online assignments that are due by 11:59pm Sunday of that week.

The objective of the course is for you to invest in yourself, and this course is designed to help facilitate strategic examination of your strengths, values, and career potential via engaged dialogue, reflection, and action. Course discussions and materials will assist you in exploring your strengths, workplace values, and career paths and prepare you for your career next steps.

Communicating with your Instructor

If you have a general course question (not personal in nature), please post it to the Course Q&A Discussion Forum found on the course homepage. I will post answers to all general questions in the Course Q&A Discussion Forum so that all students can view, reply, and learn. I will make every attempt to reply to emails as soon as I am able.

Office Hours

Office hours will be held from 4-5pm on Tuesdays. Students can stop by my office in ALB 307 or connect with me via Zoom. See below for Zoom information. Other meeting times are available by appointment.

Zoom link: <https://wisconsin-edu.zoom.us/j/3036696671?pwd=QjVDeWR1YVBLTXFOV3JRMEdpERkxoQT09>

Meeting ID: 303 669 6671

Password: 635241

Add/Drop information for this course

Sept 2-8: Clear Drop Deadline – no signatures needed

Sept 9-Oct 6: W-Drop Deadline – adviser and instructor signature needed

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP Important Policy Dates (<https://www.uwsp.edu/regrec/Pages/importantDatesAndPolicies.aspx>) for information. A serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

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Attendance Policy

Class attendance will be taken at every class session/event. If you do not attend and participate in a class session or event, you will not receive the points designated for that class session or event. It is your responsibility to inform the course instructor of any and all absences that will impact your assignment completion or class attendance in advance. Please contact the instructor as soon as possible if this poses significant concern, if accommodations are needed, or circumstances arise that prevent you from attending.

Please refer to the “Absences due to Military Service” and “Religious Beliefs Accommodation” below for more information.

Course Learning Outcomes

The broad course learning objectives include students being able to:

- Gain a greater understanding of strategic career readiness through peer feedback and reflection exercises
- Identify and reflect on personal career readiness to develop individualized strategic career development plans
- Examine their knowledge, skills, experiences, strengths, and interest as it relates to their own career development
- Compare their knowledge, skills, experiences, strengths, and interests to those that are looked for within a professional career
- Evaluate their career documents and networking profiles for readiness

Students will meet the outcomes listed above by participating in and completing the combination of course assignments and activities listed in the Course Outline at the end of the syllabus.

Course Requirements

Your engagement level within this course is up to you, but a reminder that weekly module resources, class session/event activities, and online assignments are worth points and will build upon one another. The culminating course exam consists of the submission of your final assignment. *Outside of extenuating circumstances*, if you do not submit this final class assignment, you will fail the course regardless of accumulated points from the course assignments or event attendance. I encourage you to notify the course instructor if accommodations are needed or circumstances arise that prevent you from completing the final assignment by the deadline.

Important Note

This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be noted in a course announcement, in class, and/or through email.

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Late Work

Due dates for each module are published in canvas and in the course outline. Work turned in by 11:59pm Central Standard Time on the due date will be considered on time. Prompt submission of assignments for assessment allows the instructor to provide guidance and timely feedback.

Contact the instructor in advance if you are going to be late or miss an assignment. Timely communication is an e-learning best practice. Prior email notice to the instructor with enough time to allow for discussing an alternative schedule is required.

The instructor will review late requests and circumstances on a case-by-case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, please email the instructor as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected.

Grading Scale

93 – 100%	= A	84 – 86%	= B	74 – 76%	= C	60 – 66%	= D
90 – 93%	= A-	80 – 83%	= B-	70 – 73%	= C-	<59%	= F
87 – 89%	= B+	77 – 79%	= C+	67 – 69%	= D+		

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student, on or before Oct 6th, creates an assignment completion plan with the instructor. All incomplete course assignments must be completed no later than the last day of classes of the term in which you enrolled in the course.

Required Course Materials

There is no required text rental or supplemental text for this course. Resources will be posted to weekly modules as needed. Students are also encouraged to post career-related resources for fellow classmates as well. Please be sure to site your sources when referencing, discussing, sharing, or quoting resources in either MLA or APA format.

Technology Guidelines

This course utilizes Canvas as our online learning management system. For tutorials, Canvas Support Center, or to log-on, access the following link: <https://www.uwsp.edu/canvas/Pages/default.aspx>.

Course Technology Requirements

This hybrid course (50% online, 50% in-person) requires you to have access to the following: (1) computer, laptop, or mobile device with keyboard/keypad (or speech-text/text-speech software); (2) webcam; (3) microphone; (4) printer; (5) stable and reliable internet connection.

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Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website: <https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy:

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

UWSP Technology Assistance

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
 - Phone: 715-346-4357 (HELP)
 - Email: techhelp@uwsp.edu
 - Location: ALB 108A

Cell Phone Usage

Research supports that having visual access to a cell phone diminishes our ability to learn. Checking social media, texts, emails, and messages is unprofessional and disrespectful to our class community. There may be times in class where you'll be encouraged to follow along on your phone. However, please refrain from using your phone otherwise during class. If I notice that you are using your phone during class, I may ask you to share what you are researching or ask you to put it away. Thank you for following these guidelines as they help create a positive learning community.

Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at dos@uwsp.edu.

I commit to doing my part as well by keeping myself informed on the most recent research and practices that best support inclusive learning. I last completed [UWSP's Safe Zone training](#) on: October 15, 2019.

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Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

Religious Beliefs Accommodation

It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

Course Accommodations

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation before classes start. The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu.

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon

academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe their disability. If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 ALB, or (715) 346-3365.

UWSP Academic Honesty Policy & Procedures

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

UWSP 14.01 Statement of principles.

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

1. Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts
2. Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and

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intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

Course Outline (*subject to change*)

Week	Topic
1	In Class: Introductions, Syllabus Review, & Course Outline Outside of Class: Class Pre-Assessment & Strengths Assignment Assignment Due Date: September 12, 2021 – 11:59pm
2	In Class: Resumes & Cover Letters; Career Competencies, Interests, and Workplace Values Outside of Class: Strengths, Interests, and Workplace Values Reflection Assignment Due Date: September 19, 2021 – 11:59pm
3	In Class: Interviewing; Resume & Cover Letter Peer Reviews – Bring 2 printed copies of your resume & cover letter to class Outside of Class: Resume & Cover Letter Assignment Assignment Due Date: September 26, 2021 – 11:59pm
4	In Class: Networking & Conducting Employer Research Outside of Class: Elevator Pitch Discussion Post; Career Fair Employer Research Assignment Due Date: October 3, 2021 – 11:59pm
5	In Class: Career Fair Prep Outside of Class: Practice Interview Assignment Assignment Due Date: October 10, 2021 – 11:59pm
6	In Class: No Class – Attend the Career Fair Outside of Class: Career Fair Reflection Assignment Assignment Due Date: October 17, 2021 – 11:59pm
7	In Class: Salary Negotiation & SMART Goals Outside of Class: Post-Class Assessment & Gap Analysis Assignment Assignment Due Date: October 24, 2021 – 11:59pm