**Rutgers University**

**Department of English & University Career Services**

**Draft Outline for Pilot Course**

**Spring 2015**

**Course Title:**  01:359:101 Career Readiness for English (Humanities) Majors

**Catalog Description:** Dynamics of career-development process for students in the humanities focusing on how to showcase the particular strengths of liberal arts majors for potential employers.

**Course Description:**  This one-credit pilot course is designed to assist English (humanities) majors understand the dynamics of the career-development process, with a particular focus on preparing successfully for internship positions. The course is intended for sophomores, but other students may enroll with the permission of the instructor.  Maximum enrollment will be 25 students. The course will be taught by the Executive Director of University Career Services, with assistance from key members of the University Career Services staff.  Class participation will be heavily encouraged.  Grading will be on a Pass/Fail basis, dependent upon class participation and the timely submission of assignments. Students who complete the course will be followed longitudinally to measure the impact of this course on their success in securing satisfying internships and/or post-graduation career-entry positions.

**Course Objective:** Students who successfully complete the course will have a firm understanding of how to showcase their particular strengths as liberal arts majors for potential employers, including their training in composing effective written arguments and their expertise in deep analysis of complex problems. Students will learn to recognize:

* Their career interests
* The skills and qualifications employers seek in new hires
* The dynamics of the contemporary job market
* The centrality of actual experience related to their respective fields

of career interest

* The critical importance of first-rate employment-related correspondence, including resumes
* Their skills in presenting their interests and qualifications to prospective employers and/or internship sponsors
* Common standards of etiquette in the workplace
* The process of identifying potential positions and the ability to conduct a successful job-/internship-search

**Course Texts:**   Creating Career Success*,* Fabricant, Miller, and Stark, (Wadsworth Publishers, Boston MA, 2014)

Career & Internship Guide, University Career Services, (Rutgers University, New Brunswick NJ, 2014)

**Weekly Outline:**10 Sessions, 80-miuntes each

Session 1:

* Course overview, rationale, and organization
* Assignments and grading criteria
* Attendance
* Pre-test
* The 5-stage career development model

*Assignment:*  Complete FOCUS 2 career interest profile

Session 2:

* Discuss FOCUS 2 profiles
* VIPS – values, interests, personality, skills – and their role in the career-decision making process

*Assignment:*  Research the top 3 career fields indicated in FOCUS 2 profile [career exploration]

Session 3:

* The employment process – from the employer’s point of view
* Your network

- As a source of information

- “Networking” as a life skill

*Assignment*:  Informational interview (based on FOCUS 2 profile)

Session 4:

* Qualities and attributes sought in prospective interns and new graduates
* Transferrable skills
* How to gain qualifications

- Academic options

- Experiential education

* National Association of Colleges and Employers (NACE) research on employer preferences

*Assignment:*  Identify 5 current skills related to field(s) of interest and 5 necessary skills to be developed, with an explanation as to how these additional skills will be cultivated

Session 5:

* Resume development
* Resume critiques as a frame of reference
* Introduction to CareerKnight online “ResumeBuilder” tool

*Assignment:*  Draft resume

Session 6:

* In-class resume-critique dyads
* Internship 101 – The Basics

- Why internships are important (esp. for humanities majors)

- Resources (incl. University Career Services, CareerKnight, academic departments, Alumni Career Network, etc.)

- The process (networking for information and opportunities)

*Assignment:*  Create CareerKnight profile and identify a position posting of interest in CareerKnight

Session 7:

* Professional etiquette – formal correspondence, email, dining, workplace, generational

*Assignment:*  Draft cover letter template

Session 8:

* Interviewing

*Assignment:*Complete online mock interview using InterviewStream tool and submit to assigned Career Development Specialist for critique

Session 9:

* Workplace transition
* Work-life balance
* Resolving conflicts
* Maximizing impact
* Post-test

*Assignment:*  Reflection paper

Session 10:

* Discuss reflections
* Next steps for students
* Feedback on the course for future improvement