

Fall, 2012

SAINT MARTIN'S UNIVERSITY

COURSE SYLLABUS

Business Administration BA 395

Be Career Ready (1 cr)

Rev: (2-2012)

Class Meeting Time: Tues @ 1:00-1:50 a.m.
Instructor: Paul Patterson & Ann Adams
Office: Room 378, Old Main
Office Hours: MWF 10-11:30a.m.; Tues. Thurs., by appointment
Telephone: Office, 360-438-4373;
Assistant: Keri Olsen; 360-438-4512
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Email: ppatterson@stmartin.edu & aadams@stmartin.edu
Text: Professionalism, Skills for Workplace Success, 3rd Ed. Anderson, Lydia and Sandra B. Bolt. Pearson Publishing 2013 ISBN:10:0-13-262466-4 (paperback)

Pre-Assignments:

Read Anderson, Chapter 1

The Course Objective:

Provide students with the skills, knowledge and abilities needed to obtain satisfying employment within and contribute to organizations.

Course Description:

A no frills hands-on practical course addressing what it takes and how to manage your career from job search through organizational promotion and job satisfaction. That is, how to obtain and be in control of your career in today's competitive environment. Nearly every student, regardless of major, sophomore through senior will directly benefit from this course. Warning: Rigid deadlines and corporate level expectations are to be met throughout the entire course.

Relationship of Course to Program Curriculum:

BA 395, *Be Career Ready*, is a special topics elective course applicable to every student contemplating working in a paid organizational position, sophomore through senior.

Entry Competencies and Requirements:

Students entering this course are expected to:

1. Write and perform at the college level.
2. Have access to and utilize a word processor in preparation of written submissions. **Correct use of grammar is a course requirement.**
3. **Attend all classes.** Your active participation is required. Americans are experienced in the market-based economy either as consumers or employees. Others are less experienced. Regardless of your past experience, you are expected to perform at identified corporate expectation levels.
4. Actively support and materially participate in student and team assignments. Successful team participation is a significant part of corporate culture and success as well as your grade. *Be sure you read and fully understand the assignments you receive.*

Learning Outcomes:

This is a "hands-on" practical course. In addition to other skills, knowledge and abilities you demonstrate during the course, you will be expected to:

1. Evaluate your competitive workplace competencies and identify significant areas requiring improvement.
2. Develop in written and oral presentation form, an employment plan detailing your target industry, company, work site and position you are targeting for interviews. The plan will also identify employer recruiting needs and known employer strategies that satisfy company recruiting needs.
3. Demonstrate on-the-job professional interpersonal skills that lead to personal employment satisfaction and continued job success.

Activities To Meet Objectives:

1. Extensive print/video materials, written assignments, faculty and guest lectures, presentations and activities.
2. Participation in employer graded job interviews conducted by community businesses at their business site. The employer rates intent to hire.
3. Make short oral presentations and submit appropriate written correspondence.
4. Be actively engaged in peer learning and performance evaluations.
5. Actively engage in role playing dealing with supervisory and HR issues.

Overall Coursework and Grading Scheme:

<u>Criteria:</u>	<u>Possible Points:</u>	<u>Grading %:</u>	
Skills, Knowledge, Ability Inventory	40	95-100= A	75-80 = C
Matching Interests, Skills with Employer	40	92-94 = A-	72-74 = C-
Employer Evaluation of Job Interview	60	90-91 = B+	70-71 = D+
Demonstration of Interpersonal Skills	40	85-89 = B	65-69 = D
		82-84 = B-	62-64 = D-
		80-81 = C+	0 -61 = F
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Total Possible Points:	180		

$$\frac{\text{Total Points Earned}}{\text{Total Possible Points}} \times 100 = \underline{\hspace{2cm}} \%$$

The percent result will be converted into the final grade you earn according to the above grading chart.

Both the Learning Center and Writing Center provide tutoring in a wide variety of subjects. These centers offer individual learning consultations, study group assistance and supplementary learning resources. To learn more about resources available to you, visit: www.stmartin.edu/academic/learningcenter/index.htm.

Please note:

- 1. If you need course adaptations or accommodations because of a disability, if you have medical and/or safety concerns to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as-soon-as possible.*

(revised 5-29-2012)

Be Career Ready (BA 395)
Syllabus Class Schedule
Tuesday 1-1:50

<u>WEEK /DATE</u>	<u>SUBJECT</u>	<u>ASSIGNMENT</u>
8/28 Module 1	Identifying Your Career Path Skills, Knowledge, Ability Inventory	TypeFocus Assessment
9/4	Attitude, Goal Setting, Life Management skills Development	Instructors
9/4	Identifying Quality Organizations Manufacturing and Service Industry Differences.	Instructors
9/11	Industry Speakers (2) on What Organizations Expect and Offer Employees	Employment Security & Nordstrom
9/18 Module 2	Career Path SWOT Analysis	WA State Workforce Explorer
10/2	Effective Job Search Techniques And Resources	Traditional/Online State, Private SMU
10/9	Portfolio Development, Resume Writing, Informational Interviewing Targeted Cover Letter Development	Instructors
10/16	Industry Speaker, LinkedIn Workshop, Monster.com	ESD Washington State
10/23 Module 3	The Persuasive Personal Interview Individual, Panel, Skype	Instructors
10/30	Effective Oral and Written Presentations, MS Office Suite	Instructors
11/6	Dress for Success, Power Lunch And Dinner	In-Class Experience
10/13	Panel on "How To" Interview	EDC, Michael Cade and SHRM, Wayne Jones or Robert Humes

11/20	Module 4	Building Interpersonal Skills, Networking and Teamwork	Instructors
11/27		Effective Organizational Communications, Direction, Tone, Content, e-mail, Action Memo's, Formal Letters, Contracts	Instructors
12/4		Developing and Using Social Skills	Etiquette Dinner
12/11		Coming Out, Networking with Alumni, Community Leaders, Trustees Grades Due 12/16	Community Members