

**Syllabus Fall Semester 2013**  
**ENTO 482 Occupational And Professional Development**  
**Two Credit Hours (2-0)**  
Thursday 11:10 – 12:50 HPCT 102

**Instructor:** Dr. Pete D. Teel, Professor and  
Associate Department Head for Academic Programs  
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**Course Description:** This course will acquaint students with private and public-sector companies and agencies as well as leading professionals from these firms to reinforce academic instruction and prepare students for the transition to employment, graduate and professional schools.

**Prerequisites:** ENTO 201 or equivalent, Jr. or Sr. classification or approval of instructor.

**Course Learning Outcomes:**

1. Students will research and develop opportunities and contacts in businesses, corporations, and government.
2. Students will recognize and compare professional development and leadership expectations and responsibilities in private/public sector employment and graduate/professional schools.
3. Students will prepare and critique a variety of written and oral materials essential to successful employment and professional development.
4. Students will organize and match job description and professional development criteria for employment and graduate/professional school applications.
5. Students will recognize and organize sequences of steps involved in making applications, interviewing, and securing employment or admission.
6. Students will define background checks and recognize ethical and responsible actions and behaviors with negative consequences for both employment and professional development.

**Reference Materials:**

1. Career Guide, Texas A&M University Career Center.
2. Assorted handout materials and external resources.
3. Class Guide: <http://guides.library.tamu.edu/ENTO482>

**Course Assignments and Grading:**

- Job Descriptions – Construction & Assessment.....50 pts (5%)
- Profile prospective employer-written assessment.....100 pts (15%)
- Resume preparation – Draft & final version.....100 pts (15%)
- Document cover letter – Draft & final version.....100 pts (15%)
- Statement of Purpose – Draft & final version.....100 pts (10%)
- Thank you letter – Draft & final version.....50 pts (5%)
- Guest speaker summaries.....100 pts (10%)

- Tutorial dinner & Interview Lesson.....100 pts (15%)
  - Quizzes.....100 pts (10%)
- Total Points\* 800 pts (100%)

**Final Grade: A-90-100% of total points, B-80-89%, C-70-79%, D-60-69%, F-Below 60%.**

**Basis of Course Grade:** Written documents will be graded upon how well instructions were followed, organization, content, grammar and spelling, as well as improvements made between the first and final drafts. Misspelled words and/or grammatical errors on the final draft, the assignment grade will lower the resulting grade. Guest speaker summaries will be reviewed for logical interpretation of substantive content obtained from the speakers. Quizzes will be based upon classroom instruction and information provided by guest speakers. Class attendance is a student responsibility (see Student Rules at <http://student-rules.tamu.edu>); 3 unexcused absences will lower your final grade by one letter grade. Note, there is no final examination in this course.

### **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit <http://disability.tamu.edu>

### **Academic Integrity – Code of Conduct**

For additional information please visit: <http://compliance.tamu.edu/CodeConduct.aspx>

*“An Aggie does not lie, cheat, or steal, or tolerate those who do.”*

### **Format for Topics and Assignments**

**Each class period will be comprised of two parts.**

**First Session:** Time devoted to selected topics of discussion, explanation of assignment, return of assignments, and class discussion.

**Second Session:** Time devoted to guest speakers who will be university-based resource people or practicing Entomologists or other specialists from a variety of backgrounds. A calendar of speakers will be regularly updated as confirmations are made.

### **Approximate Schedule of Course Activities. (Schedule is Subject to Change.)**

31 Aug Course overview, Use of library, career center, and web resources.

Invited Speaker: Texas A&M University Libraries and ENTO 482 Class Guide.  
Organization and assessment of job descriptions. Conducting job searches and dissecting job descriptions. Assignment Career Guide reading.

5 Sep. Making career decisions and developing a personal network during your undergraduate experience. Discussion: Careers, professional development and pathways to successful employment, graduate school, or professional school. Resume review (types, styles, content, uses, and maintenance). Assignment: Resume first draft. Invited speaker.

12 Sep. Making career decisions and network development during your undergraduate

- experience. Invited Speaker. Assignment: Dissecting Job Descriptions.  
Resume 1<sup>st</sup> Draft Due.
- 19 Sep. Planning for Graduate and Professional Schools.  
Edited Resumes Returned and Discussed. Due: Dissecting Job Descriptions.  
Assignment: Final resumes. Invited Speaker.
- 26 Sep. Research and profile of potential employers and post-graduate schools.  
Assignment: Company profile. Final Resumes Due. Invited Speaker.
- 3 Oct. Professional correspondence in written and electronic formats. Review of styles,  
usages, applications, with professional and ethical considerations. Match points  
between job descriptions and your resume and experience.  
Company Profiles Due. New assignment: Cover letter. Invited Speaker.
- 3 Oct. Grad & Prof School Applications – The Components and Evaluations.  
Writing the Statement of Purpose. New Assignment: Statement of Purpose.  
Cover letter assignment due. Invited Speaker.
- 10 Oct. Class discussion of edited cover letters with guidance for final drafts.  
Review of cover letter applications in job searches, proposals, and other uses.  
Statement of Purpose writing due. Invited speaker.
- 17 Oct. Evaluation and class discussion of the Statement of Purpose. Assignment: Final  
drafts of Statement of Purpose. Class discussion of email, social networking,  
other means of communication. Invited Speaker.
- 24 Oct. Interview preparation – Prelude to Tutorial Luncheon.  
Invited Speaker: Randi Mays-Knapp.
- 31 Oct. Tutorial Luncheon – Hilton Hotel & Conference Center
- 7 Nov. Interview check list and the post-interview follow-up. Value of Thank You  
letters. Assignment: Thank You Letter. Invited Speaker.
- 14 Nov. Salaries, benefits, and negotiations. Thank You Letters Due. Invited Speaker.
- 21 Nov. Review and analysis of Thank You Letters. Final Draft Assigned.  
Class discussion on ethical behavior in the workplace. Invited Speaker.
- 28 Nov. Thanksgiving Day –Holiday – No Class.
- 3 Dec. (Tuesday; Redefined Thursday from Thanksgiving Day) Learning outcomes  
reviewed and discussed. Course evaluation. Invited Speaker.

No Final Examination.

