

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

Instructor: Dr. Pete D. Teel, Professor and
Associate Department Head for Academic Programs
Office: Rm 416 - Heep Center
Telephone and Voice Mail: 845-3253 Email: pteel@tamu.edu

Course Description: Organized instruction in written and oral communication; 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: Jr. or Sr. classification or approval of instructor.

Course Learning Outcomes:

1. Students will research and develop opportunities and contacts in crime laboratories, forensic relates 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 criteria and processing steps for applications of employment and graduate/professional schools.
5. 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/FIVS482>

Course Assignments and Grading:

- Job Descriptions – Construction & Assessment.....50 pts (5%)
- Profile prospective employer-written/oral report.....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 discussion.....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. 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.”

Approximate Class Session Outline. This schedule is subject to change.

- 27 Aug. Course overview, Use of library, career center, and web resources. Making career decisions and developing a personal network during your undergraduate experience. Resume overview (types, styles, content, uses, and maintenance). Assignment: Career Guide reading, plus Resume 1st Draft.

- 3 Sep. Pathways to professional development and successful employment, graduate school, or professional school. Conducting job searches and understanding job descriptions. Invited Speaker: University Libraries Staff on the FIVS 482 Class Guide.
Assignment: Job Descriptions – dissection and use.
Due: Resume 1st Draft.

- 10 Sep. Making career decisions and network development during your undergraduate experience. Invited Speaker: Dr. Jeffery Tomberlin on Internships & Research (FIVS 484/491) processes and decisions.
Assignment: Company Profile.
Due: Job Descriptions – dissection and use.

- 17 Sep. Resume evaluations and discussion; Job Descriptions – matching points between resume and descriptions. Invited Speaker.
Assignment: Resume final draft.

Due: Company Profile.

24 Sep Professional correspondence in written and electronic formats. Review of styles, usages, applications, with professional and ethical considerations. Invited speaker.
Assignment: Cover letter 1st Draft.
Due: Resume final draft.

1 Oct. Preparation for Interviews: background, types, guidelines for successful interviews, and use of Company Profile research. Discussion of experiences and best practices. Invited Speaker.
Due: Cover Letter Draft.

8 Oct. Class discussion of edited cover letters with guidance for final drafts. Class discussion of email, social networking, other means of communication.
Invited Speaker. Assignment: Cover Letter final draft.

15 Oct. Graduate and Professional Schools – choices, applications, admissions, and more. Developing a Statement of Purpose for admissions. Invited Speaker.
Assignment: Statement of Purpose 1st Draft.
Due: Cover Letter final draft.

22 Oct. Interview preparation – Prelude to Tutorial Luncheon.
Invited Speaker: Randi Mays-Knapp.
Due: Statement of Purpose draft.

29 Oct. Tutorial Luncheon – Hilton Hotel & Conference Center.

5 Nov. Interview check list and the post-interview follow-up. Value of Thank You letters. Invited speaker. Assignment: Thank You letter 1st Draft.

12 Nov. Ethics in forensic science and criminal justice. Ethics in the workplace. Evaluation and discussion of Statement of Purpose assignment. Invited speaker.
Assignment: Statement of Purpose – final draft.
Due: Thank You letter draft.

19 Nov. Evaluation and discussion of Thank You letters. Internships & research courses revisited. Invited Speaker. Due: Statement of Purpose final draft.

26 Nov. Learning outcomes reviewed and discussed; Connecting the dots across guest speakers. Course evaluation.

No Final Examination.