

Business Administration 2601

Job Search Preparation and Transition to Work for Business Students

Spring Semester 2018 | 1 Credit Hour, Graded, Section #4072
Monday & Wednesday 11:30 a.m. – 12:25 p.m. | 220 Schoenbaum Hall

Instructors: **Audrey Bledsoe**, Assistant Director, Undergraduate Career Services & Education
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Office Hours: By appointment only- go to <http://go.osu.edu/ocmscheduleappt>.

Learning Outcomes:

Upon completion of this course students will be able to:

- Understand the internship and job search process
- Recognize the qualities, skills, and abilities that employers are seeking in job candidates
- Create a professional resume, cover letter, and other resources that will lead to a successful job search
- Demonstrate professionalism in all interaction with future employers
- Locate all online job search resources available through the Office of Career Management
- Discuss and prepare for the transition from the college environment to the working world

Course Costs:

Etiquette Luncheon: One class session is devoted to an etiquette luncheon, which will be held at the Blackwell Hotel during class time on **Wednesday, March 28, 2018**. Required dress is business casual. You will be required to cover the cost of the luncheon through online credit card payment. **The cost of the luncheon is \$28**. Payment will be made online through the Fisher website. Instructions for how to make your payment will be given to you later in the semester. See below for meal choices. If you have any allergies please speak with the instructors as soon as possible to make alternative arrangements. **Sorry, there will be no refunds for the Etiquette lunch**

1. *Chicken Romano (Garlic Romano Cheese Crumb Crusted Chicken with Zesty Marinara, Smoked Provolone Glaze, Parmesan Roasted Potatoes, Green Beans, Tomatoes and Heirloom Carrots)*
2. *Filet of Beef Sirloin (Char grilled steak, wild mushroom ragout, roasted tomato, broccoli, smoked cheddar-scallion mashed Yukon potatoes, red wine sauce)*
3. *Vegetable Napoleon (Creamy sun dried tomato polenta, layered with ribbons of yellow squash, green zucchini, carrot, portabella mushroom and roasted tomatoes, served in a pool of lentil chili)*

Grading:

Class Attendance (earn 1 point per class)	24 points
Etiquette Luncheon Attendance (4 pts for attending/4 pts for appropriate dress)	8 points
Class Participation (Discussion postings and in-class participation)	4 points
Assignment 1- FisherConnect & Carmen modules 1-5 Assignment	2 points
Assignment 2- Behavioral Based Interviewing Preparation	12 points
Assignment 3- Become QUIC –OR- Complete QUIC module #6	10 points
Assignment 4- Resume, Cover Letter, & Career Coach visit	16 points
Assignment 5- Company Research Assignment	12 points
Assignment 6- Informational Interview Reflection Paper	12 points
TOTAL COURSE POINTS	100 points

Grading Scale:	A 93-100	B- 80-82	D+ 67-69
	A- 90-92	C+ 77-79	D 60-66
	B+ 87-89	C 73-76	E 0-59
	B 83-86	C- 70-72	

Technology Policy: Cell phones and laptops are **NOT** permitted in class—active listening and participation in class is HIGHLY encouraged and all PowerPoints and slides will be provided on Carmen, so there is no need to use a laptop in class (only exception is during session on LinkedIn).

Assignment Policy: All assignments are to be submitted through the CARMEN (online course management tool). See carmen.osu.edu and click on Online Help for instructions regarding electronically submitted assignments. You should receive a confirmation e-mail from Carmen when your document has been successfully uploaded to the assignment folder. If you encounter a problem with submitting your assignment through Carmen, e-mail your assignment to your instructor (deadlines still apply). Please review all submitted assignments - if you submit a blank document or an incomplete assignment, you will lose points accordingly. Also please make sure your submitted assignment is in a correct format (either Word document or PDF).

A late assignment is any assignment that is **NOT** submitted by **11:59 p.m. on the due date**. Late assignments will be eligible for **75% credit if submitted within 24 hours** of when they were originally due and **50% credit if submitted within 48 hours** of when they were originally due. No late assignments will be accepted after the 48 hour deadline. Internet troubles or problems with technology do not constitute an excuse for submitting an assignment past the deadline; so do NOT procrastinate and make sure you get your work in well BEFORE the deadline.

Assignments and Due Dates:

The following assignments are due by **11:59 p.m.** on the due date. Please refer to Carmen for details.

<u>Assignment</u>	<u>Deadline</u>
Assignment 1: FisherConnect & QUIC Carmen modules 1-5	Wednesday, January 17
Assignment 2: Behavioral-based Interview Preparation Worksheet	Monday, January 29
Assignment 3: Become QUIC OR QUIC Module 6	Monday, April 23 (must be QUIC by this date) OR Wednesday, February 14 (if already QUIC must do Module 6 by this date)
Assignment 4: Resume, Cover Letter and Career Coach visit	Wednesday, February 28
Assignment 5: Company Research Assignment	Wednesday, April 4
Assignment 6: Informational Interview Reflection	Monday, April 16
Extra Credit	Monday, April 23
Online Discussion postings for Class Participation	Monday, April 23

Attendance/Tardy Policy:

Attendance is required and is worth 1 point per class session for a total of 24 points. There are a total of 26 class sessions, which means there are two “freebies” (you only are required to attend 24/26 of the classes, but you are encouraged to attend all of them). The attendance policy is designed to offer you plenty of flexibility so that you are able to miss 2-3 classes and still do well in the course. Please do not take this class if you do not plan on attending; the main benefit of this class is engaging in the discussions we have in-class!

I do not give “excused” absences (i.e. missing class for being sick, having a doctor’s appointment, vacation, etc.). HOWEVER, if you must miss class due to a job interview, networking event, job fair, or other job-search related activity, please talk to the instructor in advance. If you provide documentation and a written summary of what you did/learned, you can earn the 1 point back for missing that day’s class. Make sure that you keep track of your own attendance and make sure that you are managing your attendance points appropriately. If you do miss a class, you do not have to inform the instructor but be sure to check Carmen for what you missed.

Arriving late is unprofessional and is a distraction to the presenter. Students will sign an attendance sheet upon entering the classroom and if you are not present at 11:30 am when class starts, you will be counted either tardy or absent. You must inform the instructor at the end of class to be considered tardy;

however, students arriving more than 10 minutes late to class will be counted absent. One point will be deducted for each absence and .5 points will be deducted for each tardy.

Class Participation:

Students are expected to be engaged and to ask questions of the guest speakers. **Students have two options for receiving a total of 4 points for participation (worth one point each):**

- 1- Ask a question in class during one of the five panel sessions (January 29, February 28, March 19, March 21, and April 2). Your instructors will track questions asked during these panel sessions. Please make sure you have your name tag in front of you in order to guarantee that you receive the participation points.
- 2- Participate in a Carmen discussion following a class session by reflecting on something that was discussed in class, posing a question to your classmates, or responding to a classmate's question or comment. **These must be quality postings- not a single sentence.** Make sure you include the session date, topic, and guest speaker's name in your discussion posting subject line.

*The final date for discussion postings will be **Monday, April 23.**

Disability Statement

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; <http://slds.osu.edu>; 092L Baker Hall, 113 W. 12th Avenue.

ACADEMIC INTEGRITY (ACADEMIC MISCONDUCT)

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute "Academic Misconduct." The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact the instructor(s).

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

COUNSELING AND CONSULTATION SERVICE

Students experiencing personal problems or situational crises during the semester are encouraged to contact the OSU Counseling and Consultation Services (292-5766); <http://www.ccs.ohio-state.edu> for assistance, support and advocacy. This service is free to students and is confidential.

Course Calendar

(Speakers/topics are subject to change without notice)

Week 1

Date	Class Topic/Agenda	Assignment Due by 11:59 p.m.
<i>Monday, January 8</i>	Introduction: Review syllabus and assignments Expectations of Instructors/Students Overview of FCOB Office of Career Management <ul style="list-style-type: none"> • FisherConnect • Career Consultation/Career Coaches • QUIC Program 	
<i>Wednesday, January 10</i>	Resume Overview General resume guidelines *Presenter: Sheri Sheffel, Undergraduate Career Consultant GAA, <i>Office of Career Management</i>	

Week 2

<i>Monday, January 15</i>	NO CLASS-MLK DAY	
<i>Wednesday, January 17</i>	Interviewing: Landing, Preparing, Executing, and Following Up *Guest Speaker: Sarah Steenrod, Director, Undergraduate Career Consultation and Programs, Fisher Office of Career Management	DUE: Assignment 1 FisherConnect and Carmen modules 1-5

Week 3

<i>Monday, January 22</i>	Cover letters	
<i>Wednesday, January 24</i>	Prepare for the Career Fair *Guest Speaker: Annie Mumpower, PwC	

Week 4

<i>Monday, January 29</i>	Recruiter Panel #1 *Panel Discussion with Company Recruiters <ul style="list-style-type: none"> • Beau Beechler, ArcelorMittal • Marissa Sciulli, Cardinal Health • Kelly Anderson, Progressive • Barb McNicholas, Goodyear 	DUE: Assignment 2 Behavioral Based Interviewing Worksheet
<i>Wednesday, January 31</i>	Additional Correspondence: References, Thank you notes, Email Etiquette	

Week 5

Monday, February 5	Interviewing: Employer's Perspective <i>*Guest speaker: Jessica Olsen, DHL Supply Chain</i>	*NOTE: Fisher Spring Internship and Job Fair is TOMORROW, Tuesday, February 6 from 2-6 pm at the Ohio Union!
Wednesday, February 7	NO CLASS-NEXT DAY INTERVIEWS AFTER CAREER FAIR	

Week 6

Monday, February 12	Networking for the Job Search <i>*Guest Speaker: Krysta Kirsch, Accenture</i>	
Wednesday, February 14	Speed Networking Workshop	DUE: Assignment 3 (QUIC Module 6) only required for students who are already QUIC

Week 7

Monday, February 19	Job Search Strategies/Conducting Company Research	
Wednesday, February 21	Behavioral Based Interviewing Workshop <i>*Guest Speaker: Caleb Mathers and team, General Motors</i>	

Week 8 (QUIC Blitz week February 26-March 2)

Monday, February 26	LinkedIn <i>*Guest speaker: Aaron Danison, Scotts Miracle-Gro</i>	
Wednesday, February 28	Young Alumni Panel: Transition from College to Work <i>*Panel Discussion of recent Fisher graduates</i>	DUE: Assignment 4 Resume and Cover Letter (including review by a career coach/consultant)

Week 9

Monday, March 5	Conducting an Ethical Job Search	NOTE: Payment for Etiquette Luncheon is due TODAY
Wednesday, March 7	Creating a Career Marketing Plan/Personal Branding <i>*Guest Speaker: Eric Smith, Stanley Steemer</i>	

Week 10—SPRING BREAK

Monday, March 12	NO CLASS-SPRING BREAK	
Wednesday, March 14	NO CLASS-SPRING BREAK	

Week 11

Monday, March 19	Graduate School Panel <i>*Panel discussion of current Graduate students (MBA, MAcc, MHRM, SMF)</i>	
Wednesday, March 21	Recruiter Panel #2 <ul style="list-style-type: none"> • Ashley Miller, Target • Audrey Inniger, Vantiv • Jess Buchberger, Target 	

Week 12

Monday, March 26	Dress for Success/Dining Etiquette	
Wednesday, March 28	Etiquette Luncheon at the Blackwell **Business Casual Dress required	NOTE: Meet at the Blackwell Ballrooms

Week 13

Monday, April 2	Internship Panel <i>*Panel of current Fisher students who had summer internships</i>	
Wednesday, April 4	Negotiating Job Offers <i>*Guest speaker: Jeff Rice, Executive Director, Office of Career Management</i>	DUE: Assignment 5 Company Research Assignment

Week 14

Monday, April 9	Personal Finances--Wellness Center <i>*Guest Speaker: Zac McCann, Office of Student Life, Student Wellness Center</i>	
Wednesday, April 11	The International Workplace <i>*Guest speaker: Kozue Isozaki, Fisher Office of Global Business</i>	

Week 15

Monday, April 16	“You’ve Got the Job, Now What?”—a discussion about your transition from college to the workplace <i>*Guest Speaker: Jessica Schinaman, Fifth Third Bank</i>	DUE: Assignment 6 Informational Interview Reflection
Wednesday, April 18	Course Wrap-Up, Next Steps Course Feedback (Instructor/GAA)	

Week 16

Monday, April 23 <i>(Official last day of classes)</i>	NO CLASS TODAY (SUBMIT FINAL ASSIGNMENTS)	DUE: Assignment 3 (Become QUIC for those who weren't already QUIC) DUE: Extra Credit DUE: Last day for online Carmen discussion postings
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