



# **Career Readiness Resources**

## **UNIV167: Career & Life Studies Syllabus**

Courtesy of University of Delaware



## **UNIV167: Career & Life Studies**

Credits: 1, 073

Fall 2021

Mondays, 12:20-1:10PM, Memorial 107

### **Table of Contents**

- 1. Instructor Information**
- 2. Course Description**
- 3. Learning Outcomes**
- 4. Learning Resources**
- 5. Learning Assessment**
- 6. Course Calendar**
- 7. Course Policy Document**
  - a. Attendance**
  - b. Communication**
  - c. Group Guidelines**
  - d. Student Mental Health & Wellbeing**
- 8. UD Policies**
  - a. The Safety of Our Learning Environment**
  - b. Academic Integrity**
  - c. Harassment and Discrimination**
  - d. Faculty Statement on Disclosures of Instances of Sexual Misconduct**
  - e. Accommodations for Students with Disabilities**
  - f. Non-Discrimination**

## UNIV167: [Career & Life Studies]

### Instructor Information

Instructor: MaryEllen Stephens, M.S. (she/her)

Email: [msteps@udel.edu](mailto:msteps@udel.edu)

Cell phone: 484-838-3093

Office location: 105B, Pearson Hall or Zoom

Office hours: Friday 8:00-9:00AM & 1:30-2:30PM

Instructor: Wes Garton, M.S. (he/him)

Email: [wgarton@udel.edu](mailto:wgarton@udel.edu)

### Course Description

UNIV167 is a course designed to enhance your success as a third year Spectrum Scholars student. In this course, you will learn strategies and methods to create your own academic and personal success. We will focus on the seven coaching topics (academics, self-care, self-advocacy, social engagement, career exploration, interpersonal living, and executive functioning) in a group platform and reinforce these ideas in your weekly individual coaching sessions.

### Expectations

#### What I Can Expect from You

- To show up for class with a great attitude!
- Do your work with your best effort
- Active participation
- Be open, honest, and respectful

#### What You Can Expect from Me

- Attendance at every session
- Timely grading and feedback
- Respecting your time, values, and experiences
- A willingness to learn and grow with you

### Course Delivery

You can expect this course to meet live and in-person. However, as the University is reopening from the COVID-19 pandemic, we will keep health concerns a priority and switch to synchronous, virtual sessions via Zoom if necessary. If that happens, I will send you the Zoom log in information at that time.

### Learning Outcomes

After completing this course, you will be able to:

1. **Outcome 1-** Exercising sound reasoning and analytical thinking. Using knowledge and information from the job to solve workplace problems.
  - a. Students will learn to communicate, concisely, and correctly in the written, spoken, and visual forms.
  - b. Students will learn to respond to written, spoken, or visual messages in a manner that ensures effective communication.
2. **Outcome 2-** Speaking clearly and communicating effectively – verbally and non-verbally.  
Listening attentively. Using language appropriate for the work environment.
  - a. Students will use a variety of thinking skills to anticipate and solve problems.
  - b. Students will apply a systematic approach to solve problems

3. **Outcome 3** - Relating positively with co-workers and peers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.
  - a. Students will show respect for the diverse opinions and contributions of other team members
  - b. Students will interact with others in groups and team settings to effectively build relationships to achieve a common goal
4. Building skills to navigate independent living during and after college.
  - a. Students will develop a minimum of three strategies related to independent living
  - b. Students will create an independent living Reflective

## Learning Resources

### Technology

**Canvas:** This course will utilize Canvas for all activities, assignment uploads, and grades unless otherwise specified. Please take the time to familiarize yourself with the course site.

**Zoom:** This course will meet in person, but please be prepared to utilize Zoom if the University goes back to virtual learning. Please ensure you have an updated Zoom app, a stable internet connection, and a working microphone, headset, and camera.

**Email:** You are expected to check your email daily. Please communicate with me there and NOT the Canvas announcement/inbox system.

### Additional Learning Resources

There is no textbook for this course. Class materials will be provided for you via Canvas. Additionally, make sure you are utilizing all the academic resources you have at UD.

## Learning Assessment

### Final Grade Breakdown

Assignments are due on the date listed on the Course Calendar and Canvas at 11:59 PM. If you submit late work, you will receive x points off per day after your assignment is due. Your grade is based on the following:

Course Component	Points	Percentage
Attendance	10	10%
Reflection Assignments (10)	10 assignments x 1 point = 10	10%
Unit Assignments (4)	4 assignments x 15 points = 60	60%
Final Presentation	20	20%
<b>Total</b>	<b>100 points</b>	<b>100%</b>

### Attendance & Participation

You are required to come ready and prepared for class. If you are absent, you are still responsible for the class information and the work due. You get one (1) absence with no explanation. For every unexcused absence, your grade will be lowered by 5 points. For example, if you miss 2 classes but fulfill the rest of the requirements for the course, the highest grade you can earn is an A- (90%). See Course Attendance Policy for more information. Unless the university is closed, please use your best judgement on your safety and risks for attending class in inclement weather.

### Reflective Assignments

At the end of every meeting, you will be given time to work on your reflective assignment for the week. If you do not complete them during the allotted class time, you must complete them on your own time. They are due a week after they are assigned.

### Unit Assignments

Our class is divided into four units, (Disability Mentoring Week, Professional Development, Independent Living, Job/Internship Search). At the end of each unit, you will pick one of your completed Reflective assignments to expand on. I will provide you with a template to follow.

### Final Presentation

Your final presentation will be a 5–7-minute slide show to share to the rest of the class. You will select one of your unit assignments to expand on and show you have reached our course's learning outcomes. I will provide you with a template to follow. Presentations will be on the last day of class.

### Grading Scale

Your letter grade is based upon your performance according to the breakdown above:

Grade	Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60 – 69%
F	60% and Below

### Course Calendar

\*Subject to change

Week	Date	Topic	Activity	Assignments
<b>Unit 1: Disability Mentoring Week</b>				
1	9/13	Welcome to Class: Wes & MaryEllen	Group Guidelines Syllabi overview	Reflective 1 assigned

			Professional Goals Dream Job	
<b>2</b>	9/20	Disability Mentoring Week	“Who” Informational Interview Email Etiquette Invitation Scheduling	<b>Reflective 1 Due</b> Reflective 2 assigned
<b>3</b>	9/27	Disability Mentoring Week	Interview Basics Elevator Pitch/Personal Branding Informational Interview Questions	<b>Reflective 2 Due</b> <b>Unit 1 Assignment Due</b> Reflective 3 assigned
<b>Unit 2: Life Studies</b>				
<b>4</b>	10/4	Professional Development	Resume Cover Letter Handshake/LinkedIn updates	<b>Reflective 3 Due</b> Reflective 4 assigned
<b>5</b>	10/11	Interview Skills	Interview Skills in Practice	<b>Reflective 4 due</b> Reflective 5 assigned
<b>6</b>	10/18	Interview Skills Applied	DMW WEEK	<b>Reflective 5 Due</b> <b>Unit 2 Assignment Due</b> Reflective 6 Assigned
<b>Unit 3: Independent Living - Wes</b>				
<b>7</b>	10/25	Housing & Registration	Preparing for Spring Off or On Campus	<b>Reflective 6 Due</b> <b>Reflective 7 assigned</b>
<b>8</b>	11/1	Financial Literacy	Bank account Pay Check Credit Budgeting	<b>Reflective 7 Due</b> <b>Reflective 8 assigned</b>
<b>9</b>	11/8	Post College Living	Apartment/Roommates Lease Meal Prep/Food Transportation	<b>Reflective 8 Due</b> <b>Reflective 9 assigned</b>
<b>Unit 4: Job &amp; Internship Search</b>				
<b>10</b>	11/15	Job/Internship Search Keyword search Networking	Handshake Indeed LinkedIn Monster Glassdoor Career Networks	<b>Reflective 9 Due</b> <b>Unit 3 Assignment Due</b> Reflective 10 assigned

<b>11</b>	11/22	Thanksgiving Break – No Class Meeting or Assignments		
<b>13</b>	11/29	Job/Internship Search cont'd	Full/Part time Virtual/Hybrid/locations How much am I worth?	<b>Reflective 10 Due</b>
<b>14</b>	12/6	Wrap Up	Final Presentations	<b>Unit 4 Assignment Due Final Presentations Due</b>

## Course Policies

### Attendance

Attendance is expected at every class session. I will grant you one (1) absence without an excuse. Excused absences including religious holidays, athletic participation, or extracurricular activities where you are an official representative of the university will be recognized if you inform me within the first two weeks of the Fall 2021 semester. Extenuating circumstances will be handed on a case-by-case basis.

### Communication

Email is the best method to communicate with me for class-related reasons. Please allow up to 24 hours for a response. Emails sent on the weekend will not be replied to until the following Monday. Texting and/or calling may be utilized as well but is an exception and not the rule. If possible, please keep communication limited to work hours, Monday through Friday, 8:00 AM to 4:30 PM.

### Group Guidelines

*Group Guidelines will be made together during our first session and adding into our syllabus upon creation.*

### Student Mental Health & Wellbeing

Please know I care about you and your health and wellbeing. If this course is causing you mental, physical, or emotional stress, please reach out to me directly. Getting help is a smart and brave thing to do. Here are a few resources:

- Spectrum Scholars: Campus Wellness and Self-Care Resources
  - If you are experience a crisis or need support, please reference the Resource sheet for a list of other supports.
- Check-in with your academic advisor
  - If you are struggling in multiple classes, unsure whether you are making the most of your time at UD, or unsure what academic resources are available at UD.
- UD's Center for Counseling & Student Development and UD Helpline
  - CCSD is open and available remotely, and 24/7 mental health support remains available on the UD Helpline at 302-831-1001 for any student in need of someone to talk to. Visit [CCSD's website](#) for additional information and resources.
- UD's Crisis Text Line
  - Text "UDTEXT" or "STEVE", for students of color, at 741741 to connect with confidential text message support.
- Division of Student Life
  - Explore the Student Life's [Wellbeing webpage](#) for a comprehensive listing of well-being resources, activities, and services available to all students.

## UD Policies

### The Safety of Our Learning Environment

Student learning can only occur when students and their instructors feel safe, respected, and supported by each other. On the first in-person class session of the semester you will select or be assigned your seat/desk. This will become your assigned seat for the entire semester. To ensure that our learning environment is as safe as possible, and in keeping with CDC guidelines to slow the transmission of COVID-19 and the University of Delaware's Return to Campus Guidelines (Health and Safety Section), we will adhere to the practice of physical distancing and wear face masks.

This means that you:

- Should avoid congregating in groups outside of the classroom before and after class
- Use only your assigned a seat for the entirety of the semester
- Upon entering the classroom, wipe down your seat and desk area
- May not move your chairs/desks from their designated positions at any time
- Must remain at least 6 feet apart from your classmates, Teaching Assistants, and
- instructors at all times
- Must wear a cloth mask that covers your nose and mouth
- Must not eat or drink in class

As necessary, the University may announce modifications to these practices. In that event, these guidelines will be updated to reflect those modifications. If you do not feel that you can maintain these practices over the course of the semester, you are encouraged to consider online-only courses.

### Academic Integrity

Please familiarize yourself with UD policies regarding academic dishonesty. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, to re-submit the same assignment for different classes, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Complete details of the university's academic integrity policies and procedures can be found at [sites.udel.edu/studentconduct/sgup/](https://sites.udel.edu/studentconduct/sgup/) Office of Student Conduct, 218 Hulliher Hall, (302) 831-2117. E-mail: [student-conduct@udel.edu](mailto:student-conduct@udel.edu)

### Harassment and Discrimination

The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment. As a member of the community, your rights, resource and responsibilities are reflected in the non-discrimination and sexual misconduct policies. Please familiarize yourself with these policies at [www.udel.edu/oei](http://www.udel.edu/oei). You can report any concerns to the University's Office of Equity & Inclusion, at 305 Hulliher Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or the EthicsPoint Compliance Hotline at [www1.udel.edu/compliance](http://www1.udel.edu/compliance). You can also report any violation of UD policy on harassment, discrimination, or abuse of any person at this site: [sites.udel.edu/sexualmisconduct/how-to-report/](https://sites.udel.edu/sexualmisconduct/how-to-report/)



### Faculty Statement on Disclosures of Instances of Sexual Misconduct

If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am obligated by federal law to inform the university's Title IX Coordinator. The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). At UD, we provide 24/7/365 crisis assistance and victim advocacy and counseling. Contact 302-831-1001 to get in touch with a sexual offense support advocate, as well as confidential and anonymous counseling services for other concerns.

### Accommodations for Students with Disabilities

Any student who thinks he/she may need an accommodation based on a disability should contact the Office of Disability Support Services (DSS) office as soon as possible. Students who have documentation of their need for accommodation should register via the SAM platform: [andes.accessiblelearning.com/UDEL/](https://andes.accessiblelearning.com/UDEL/). Reach DSS in the following ways: Phone: 302-831-4643, fax: 302-831-3261, [DSS website](#). Email: [dssoffice@udel.edu](mailto:dssoffice@udel.edu) or visit at 240 Academy Street, Alison Hall Suite 130. During COVID-19, Disability Support Services staff are available remotely. Please call 302-831-4643 during business hours (8-5 M-F) or email [dssoffice@udel.edu](mailto:dssoffice@udel.edu) for assistance.

### Non-Discrimination

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to non-discrimination policies, please contact: Office of Equity & Inclusion- [oei@udel.edu](mailto:oei@udel.edu), 305 HULLIHEN HALL NEWARK, DE 19716 (302) 831-8063

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact: Office of Disability Support Services, [dssoffice@udel.edu](mailto:dssoffice@udel.edu), Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the [U.S. Department of Education - Office for Civil Rights](#).