**FCS: 3010: Career Development in FCS**

(2 credits)

Fall, 2018

Class Meets Online

**Instructor:** Robert N. Mayer
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**Phone Number:** 801-581-5771
**Office Hours:** Tues., Thurs., 10-11:30 am or by appointment
**Office Location:** 214 AEB

**Course Description**

This course is designed for majors in the Department of Family and Consumer Studies (and related fields) who are ready to explore career options and formulate a detailed career plan. Students will become acquainted with a range of people, including department alumni, whose work relies on knowledge of families, consumers, and human development. Students will engage in a variety of activities that aid in defining and implementing career goals, including creating an online professional presence, constructing a resume and associated cover letter, interviewing others and being interviewed, and researching available jobs. At the conclusion of the course, students will have an executable career plan and job search strategy. Starting next year, the course will required for all students majoring in FCS, but the course should be of value to students in other majors, especially those in the College of Social and Behavioral Science.

**Course Outcomes**

1. Students will identify the key steps in the career planning process and understand the importance of planning early.
2. Students will demonstrate career-relevant self-knowledge (values, personality, interests, abilities) and apply it to career planning.
3. Students will become familiar with the variety of jobs and careers that draw on knowledge of families, consumers, and human development, including jobs held by FCS graduates.
4. Students will locate, describe, and use the career planning services offered by the University of Utah.
5. Students will form and refine career aspirations and explore associated career paths.
6. Students will acquire the skills necessary for a successful job search and lifelong professional development.

**Teaching and Learning Methods**

This online course employs a variety of teaching and learning methods, including lectures, website explorations, self-assessments, case studies of specific people in FCS-related careers, and a variety of individually-customized projects. *A crucial part of the course are the weekly written assignments. These assignments vary in nature and are described in detail on the course website.*
Required Materials
There is no textbook for this course. Readings and other material will be available via the course website.

Grading Policy

There will be no examinations in this class. Many of the weekly assignments will not have a single set of “correct” answers. Nevertheless, it will be possible to assess these assignments in terms of their quality. Quality begins with meeting deadlines and then extends to cover dimensions such as thoroughness, organization/grammar, and creativity.

University instructors are strongly encouraged to provide exact grading scales at the beginning of the semester. The following is my official grading scale, but the final grading scale may deviate slightly (in the sense of being more generous than the following).

<table>
<thead>
<tr>
<th>Percentages</th>
<th>87-89.9: B+</th>
<th>77-79.9: C+</th>
<th>67-69.9: D+</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100: A</td>
<td>84-86.9: B</td>
<td>74-76.9: C</td>
<td>64-66.9: D</td>
</tr>
<tr>
<td>90-93.9: A-</td>
<td>80-83.9: B-</td>
<td>70-73.9: C-</td>
<td>Below 64: E</td>
</tr>
</tbody>
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Course Schedule

Week of 1/8    Introduction to Course, Instructor, and Career Planning Process
Week of 1/15   Self-Assessment of Career-Relevant Characteristics
Week of 1/22   Exploring Career Options in FCS
Week of 1/29   U of Utah Career & Professional Development Center
Week of 2/5    U of Utah Career & Professional Development Center--Continued
Week of 2/12   Formulate Initial Career Choices
Week of 2/19   Networking with Professionals
Week of 2/26   Internships
Week of 3/5    Graduate and Professional School
Week of 3/12   Make “Permanent” Career Choice
Week of 3/19   Spring Break
Week of 3/26   Resumes and Cover Letters
Week of 4/2    Your Online Presence
Week of 4/9    Your Elevator Speech
Week of 4/16   Interviewing Skills
Week of 4/23   Career Plan Implementation
**Other Important Information:**

1. An instructor has responsibilities to his or her students. These include: treating students with respect, replying to email promptly, providing feedback on assignments, returning tests in a timely manner, cancelling classes only under exceptional circumstances and with as much prior notification as possible, and complying with the University's final exam schedule. For a complete list of faculty rights and responsibilities, see: 
   [http://www.regulations.utah.edu/academics/6-316.html](http://www.regulations.utah.edu/academics/6-316.html)

2. A student has responsibilities to herself/himself, fellow students, and course instructors. These include:
   a. Reading the syllabus carefully and completely
   b. Allocating sufficient time to meet all course requirements
   c. Meeting all course deadlines (see below)
   d. Familiarizing oneself with various University and Department policies (see below)
   e. Contributing to a respectful, intellectually-rigorous, and intellectually-open class environment

3. Please consult the University’s Academic Calendar to determine the deadlines for dropping or withdrawing from the class.

4. Late assignments will be penalized one-quarter of their value for each day late, including weekend days. Therefore, an assignment that is more than four days late receives **no credit.**
   The only exception to this rule is when a student notifies the instructor **before the assignment deadline** and can document an event beyond the student’s control.

5. The prospect of a poor course grade does **not** justify a request to receive an "incomplete."
   An incomplete is reserved for extraordinary circumstances and only when a student has no more than an exam or a paper to complete in a course. The rule of thumb is that a student must have already completed 80% of all course work and be in good standing (i.e., have at least a C average for all completed work) to be considered for an incomplete. University policy gives students one year to complete the remaining work, after which the grade will automatically become an “E.”

6. The University of Utah has several policies to meet the special needs of students. These policies involve students taking the initiative in contacting their professors.
   a. The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification of the Center for Disability Services.
   b. The University of Utah has policies to accommodate students who must miss class for religious reasons and/or are concerned that some course material will conflict with their most deeply held personal beliefs. If you anticipate needing either type of accommodation, you should notify the instructor during first two weeks of the class. You can learn more about this policy at: 
7. The University of Utah has a code of student conduct. Academic misconduct includes, but is not limited to, representing another’s work as your own (“plagiarism”), submitting the same work for more than one course without the permission of both instructors, and cheating on exams. These forms of academic misconduct are abhorrent to me, undermining of your character, and unfair to your fellow students. Of course, cheating is tempting, and it can be difficult to detect, especially in a fully-online course such as this one. Nevertheless, I expect that all students will conduct themselves with total honesty and integrity. Department and University policy state that the penalty for academic misconduct is failing a course and a notification of the appropriate dean and the Vice President for Academic Affairs, who will keep the student’s name on record. Students with multiple reports may face expulsion from the University.

For further information about the University of Utah’s policies regarding student rights and responsibilities, see: http://www.regulations.utah.edu/academics/6-400.html
Section V addresses academic misconduct specifically.

8. The lectures, tests, and other course materials developed by the instructor are copyrighted and may not be shared with others without the instructor’s express permission.

9. Any student who has difficulty getting enough to eat every day, lacks a safe place to live, or faces deportation is living with hardship that may make it difficult to excel in this course. If any of this is the case, you are urged to contact the Dean of Students for support. For information about public resources in the Salt Lake area visit http://211utah.org.

NOTE: This syllabus is not a binding legal contract. If circumstances require its modification, students will be given reasonable notice of any changes. These changes will be posted on Canvas under “Announcements.”

Please consult the next page to learn what to do in case you are on campus during a campus-wide emergency.
CSBS EMERGENCY ACTION PLAN

BUILDING EVACUATION
EAP (Emergency Assembly Point) – When you receive a notification to evacuate a building either by campus text alert system or by building fire alarm, please proceed in an orderly fashion to the EAP designated for that building. Once everyone is at the EAP, you will receive further instructions from Emergency Management personnel. You can look up the EAP for any building you may be in on campus at http://emergencymanagement.utah.edu/eap.

CAMPUS RESOURCES
U Heads Up App: There’s an app for that. Download the app on your smartphone at alert.utah.edu/headsup to access the following resources:

- **Emergency Response Guide**: Provides instructions on how to handle any type of emergency, such as earthquake, utility failure, fire, active shooter, etc. Flip charts with this information are also available around campus.

- **See Something, Say Something**: Report unsafe or hazardous conditions on campus. If you see a life threatening or emergency situation, please call 911!

**Safety Escorts**: For students who are on campus at night or past business hours and would like an escort to your car, please call 801-585-2677. You can call 24/7 and a security officer will be sent to walk with you or give you a ride to your desired on-campus location.