BYU Hawaii Curriculum Proposal Number [13-04]

Section 1 - Approvals

Approval

Name of Proposal: CRDEV 302

Submitted by: Jodi Chowen  Signature: [Signature]

Date: March 6, 2013

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Recommendation/Signature</th>
<th>Date</th>
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<td>Faculty Vote: N/A</td>
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<tr>
<td>1. Approved by Department Career Service</td>
<td>Signature: Jodi Chowen  Director: Jodi Chowen</td>
<td>29 Apr 13</td>
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<td>2. Approved by College General Studies</td>
<td>Signature:</td>
<td>29 Apr 13</td>
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<td>Director: Michael Aldrich</td>
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<td>3. Approved by University Curriculum Committee</td>
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<td>UCC: Jennifer Lane</td>
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Dean: [Signature]

Max Checkette 7 Apr 13
Summary: This one (1) credit course focuses on the practical steps and strategies to for a successful internship or job search.

The current career exploration course STDEV 102 helps through the early stages of career development: self-awareness, general awareness of careers, and decision-making. Students are introduced to the tools for the job market (basic resume preparation and interviewing). Other courses associated directly with academic departments may include a basic introduction to resumes similar to STDEV 102, such as in BUSM 320 Business Communication or BUSM 325 Career Management. Other departments may have a small component of professional preparation imbedded in a senior level course. We propose to rename STDEV 102 to CRDEV 102 to align and position these courses in a progression for major to career success.

The proposed CR DEV 302 course is a step by step, comprehensive approach how to transition to a career, including identifying transferrable knowledge and skills from a major and other experience; articulating knowledge, skills, and abilities in both the written and oral word; maximizing online networking profiles; utilizing job search strategies, outreach, and follow-through. The course will include successful methods of identifying, evaluating, and obtaining a potential job. This course should positively impact student success in engaging in a job search before graduation and ultimately finding employment. This course aligns with the University’s mission to help students identify opportunities in which they can return and become leaders through obtaining gainful employment.

This course would include:

1. Discussion of knowledge, skills, and abilities gained from majors and work experience relevant to careers and desired by employers.
2. Identification of career paths and employment opportunities in the job market.
3. Identification of the varied nature of employers, including evaluating corporate culture.
4. Practical use of web search engines by country and area.
5. Tailoring professional resumes to specific companies/institutions and job opportunities; review international resumes and curriculum vitaes.
6. Matching a professional mentor (in association with the Alumni Office) with the student and increasing knowledge in a specific field.
7. Creation, update, and enhancement of a fully developed LinkedIn account; Updating other social media sites associated with employment opportunities.
8. Development of a network list and an outreach plan to potential employers.
10. Evaluation of employment offers, benefits, and negotiation; Increased understanding of U.S. and international hiring practices.
11. Effective preparation for and how to maximize a graduate school experience; including timing in career, school selection, requirements, deadlines, preparing for/taking tests, obtaining letters of recommendation, and writing personal statements.
12. Understanding the economic sustainability of a career path over time.

Considerable time will be spent on customizing the search process to the individual student, including home-country job identification, country specific resumes, country networking and mentoring, and nuances of obtaining employment by country and type.
No controversies are anticipated for this proposal.
No impact on graduation requirements.
No changes in expected teaching load as the course will be taught by existing staff in the Career Services Office, or by adjunct faculty.
Section 3 - Program Proposal

**Effective Date:** Fall 2013

**College:** University

**Abbreviation:** CRDEV 302
NEW COURSE.

**Full Title:** Career Transition: Moving from College to Career

**Short Title (for Transcript, 30 char max):**

Effective transition to a career through understanding the job market and applying practical job search strategies. Identify key skills; learn to create targeted personal marketing and preparation for graduate school.

**Catalog Entry (50 words)**

Effective transition to a career through understanding the job market and applying practical job search strategies: identification of transferrable knowledge, skills, and abilities from a major and other experience; targeted personal marketing in resumes and interviewing; how to maximize online networking profiles; evaluating career economics, and preparation for graduate school.

**Credit Hours:** 1

**Frequency:** Each Semester

**Grading Method:** A-B-C

**Course Fees:** None

**Learning Objectives:**

Each student who passes this course will be able to do the following:

1. Identify personal knowledge, skills, and abilities gained from personal experience and education.
2. Identify existing employment opportunities based on student’s academic credentials, geographic location, and institution/company type.
3. Produce a professional, branded resume and a targeted resume which is job specific, location specific, and CV’s where appropriate.
4. Articulate marketable knowledge, skills, and experiences with industry specific knowledge in successful interviewing.
5. Increase knowledge of selected professional industry through conducting an interview and follow-up discussions with a mentor.
6. Demonstrate a professional online profile on social networks; demonstrate how to leverage for employment with student-identified companies.
7. Define job focus, target jobs, and develop a network for potential employment.
8. Identify the steps to successfully apply and be accepted to graduate school.
10. Understand economic sustainability of a chosen career path by understanding education required, costs, salaries, availability/demand by region, and long term implications.

Assessment Methods:
The Learning Objectives will primarily be assessed by grading class assignments and tests, and, secondarily with students in class participation. Tracking students who take the course and their resultant success (or lack of) in finding employment will be a direct indicator of the course’s success.

The following assignments are planned:

1. 1-2 page paper: Identify knowledge, skills, and abilities gained from personal experience and education/major; Identify at least three potential specific career paths of interest
2. Create two resumes: a branded, professional resume and a targeted resume for a specific employer
3. Complete an industry/company specific mock interview (equivalent to a “second round” interview)
4. Obtain a professional mentor in your designated industry and complete an industry specific informational interview
5. Create/update/enhance a professional online profile on LinkedIn
6. Mid-Term Assessment: 3-5 page paper outlining personal career plan
7. Identify contacts and submit a Network & Job Search plan
8. Online discussion board: Post three potential jobs and respond to three of your classmates posts
9. Submit network & job search report
10. Online discussion board: choose a U.S. Fair Labor practice and discuss; compare/contrast with international hiring practices; respond to two classmates posts
11. Complete graduate school worksheet: identify three graduate school programs; CHOOSE: either write a personal statement or submit a letter of recommendation from a seasoned professional
12. 1-2 page paper outlining the economics of a selected career path
13. Comprehensive Final exam: 20 multiple choice questions; 2 short essay questions
CRDEV 302 – Career Development 302  
Career Transition: Moving from College to Career  
Fall 2013

Instructor: TBD  
Contact Office: Career Services – CAF 180 (by appointment-call below to arrange)  
Phone: 675-3533  
E-mail: careerservices@byuh.edu

**COURSE COMMITMENT**  
Course is taught one hour a week during indicated class time.  
Up to an additional 5 hours per week for homework, reading, and research is typical for a 1 credit class.

**COURSE OVERVIEW**  
CRDEV 302 is a career course specifically focused on the tools and strategies needed to successfully transition to a professional position or pathway. This course enhances and completes CRDEV 102 and other career-related courses by providing practical and successfully tested methods of identifying and evaluating a professional employment opportunities.

Students will evaluate the knowledge and skills learned in their major and identify career options available to them. Students will gain an understanding of the job market in their area of interest and enhance their competitiveness through their personal marketing, outreach strategies, and networking. Students will learn to research, identify, and target specific employment opportunities.

Students will be provided with the required tools for a successful job search: practical use of web-based employment search engines; preparation of specialized professional resumes; effective interviewing techniques; connecting with a professional mentor; developing and maintaining a job network; and using strategies to outreach company contacts effectively.

Student will learn how to evaluate employment offers, and learn principles associated with a path of economic self-reliance. Finally, the student will learn how to be an outstanding new hire.

Graduate school applications will be discussed and students will learn how to maximize the timing of graduate school; how to identify the appropriate graduate school(s); and how to apply successfully, including preparing the personal statement.

**OPTIONAL TEXT**  
Students will receive handouts and research much of the material on-line. While there is no text required for this course, resources will be provided for current market conditions, training, and other information relevant to a job search.

**COURSE REQUIREMENTS AND GRADING**  
Preparation by reading material presented, participation in class, and particularly, completion of assignments.
Attendance & Participation: 10%
Attendance is required. If you are unable to attend a class, please contact the instructor before the class and make arrangements to submit assignments due in class during your absence.

Assignments: 50%
Assignments and due dates are shown on the back of this page and must be turned in by the due date. Only partial or no credit will be given for assignments turned in late. This course provides the document forms for each assignment.

Mid Term Paper: 20%
The Mid Term Paper requires each student to submit their personal portfolio consisting of their Professional Branded Resume, Mentor and ERC Connections, Online Profile Links and if applicable, 3 Letters of Reference.

Final Exam: 20%
The final exam consists of 20 multiple-choice questions and 5 short essay questions covering important concepts. It is worth 20% of your course grade, and you must pass the final exam with a 60% or higher to receive credit for the course.

Grading Scale
Grading for this course will be based on a percent system as follows: Excellent
A   100  95
A-  95   90
B+  89   87
B   86   83
B-  82   80
C+  79   77
C   76   73
C-  72   70
D+  69   67
D   68   63
D-  62   60
E   59   0
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<th>Date</th>
<th>Class Topic</th>
<th>Assignments / Due Dates</th>
<th>Points</th>
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<tr>
<td>Week 1</td>
<td>Course Intro / Identifying Skills/ Majors to Careers</td>
<td>1-2 Page paper: Identify knowledge, skills, and abilities gained from personal experience, and education/major; Identify at least three potential specific career paths in which you are interested.</td>
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| Week 2    | Targeted / Professional Resumes              | a. Create a branded, professional resume  
b. Create a targeted resume for a specific employer                                   | 10     |
| Week 3    | Strengthen Interview Skills                  | Complete an industry/company specific mock interview (Equivalent to round two interview). | 5      |
| Week 4    | Connect with a Mentor / ERC                  | a. Obtain a professional mentor and  
b. Complete an industry/company specific informational interview                        | 10     |
| Week 5    | Your On-line Presence                        | a. Create / update/enhance professional online profile on LinkedIn                      | 5      |
|           |                                             | **Mid-Term Assessment: 3-5 page paper outlining personal career plan**                   | 25     |
| Week 6    | Networking / Job Search Strategies           | Identify Contacts: Personal, Prof, LDS, BYU Submit Network & Job Search Plan            | 5      |
| Week 7    | Conduct Company Research                     | Online discussion board: post 3 job opportunities; respond to three classmates' posts    | 5      |
| Week 8    | Outreach Strategies/ Being an Ideal Candidate | Prepare Questions / Comments / Approach Submit Network & Job Search Report             | 10     |
| Week 9    | Know Hiring Procedures                       | Online discussion board: Compare/contrast U.S. Fair Labor practices with international hiring practices; how to navigate; respond to two classmates posts | 5      |
| Week 10   | Prepare for Graduate School                  | Complete Grad School worksheet: Identify 3 Schools: Requirements, Costs, Application materials, Deadlines; CHOOSE: Obtain a letters of recommendation or Write a Personal Statement | 5      |
| Week 11   | Path of Economic Self-Reliance               | 1-2 page paper outlining the economics of your primary career path: salaries, education level required, availability by region; long term economic sustainability | 10     |
| Week 12   | Final Exam                                   | 20 Multiple Choice questions  
2 Short Essay Questions                                                              | 25     |