

CEP 446 // Syllabus Draft

Autumn Quarter 2015 // 11 class days // 4:00-5:20pm // Gould 440

Instructor: Caitlin Reddy // caitdean@uw.edu

Course Schedule

Week 1

- **Brief Overview and Introductions**
- **Share First Impressions** of your internship
- **Get to know yourself** - 1st part of Dependable Strengths
- **Homework:**
 - Dependable Strengths
 - Visit Career Center website and find a workshop you would like to attend sometime this quarter
 - Visit WOIS website and explore

Week 2

- **Reflection Question and Discussion**
- **Dependable Strengths**
- **Homework:**
 - Bring in your current resume and a recent cover letter example

Week 3

- **Reflection Question and Discussion**
- **Activity:** Resumes and Cover Letters
- **Homework:**
 - Reading - Workplace Culture
 - Work on resuming and cover letter

Week 4

- **Reflection Question and Discussion**
- **Discussion:** Workplace Culture
- **Homework:** Work on resume and cover letter

Week 5

- **Reflection Question and Discussion**
- **Activity:** Resume and cover letter review
- **Homework:**
 - Draft a "vision statement"
 - TED Talk or Reading - TBA

Week 6

- **Reflection Question and Discussion**
- **Discussion:** Presentation (online, email, and in person) and Networking
- **Homework:**
 - Observe a Career Fair or networking event

- Create a list of future connections you want to pursue: three organizations you want to explore, three people you want to talk to, and three jobs that are out their right now that you would want to apply to now or in 2-4 years.

Week 7

- **Reflection Question and Discussion**
- **Discussion and Activity:** The informational interview
- **Homework**
 - PRACTICE talking about yourself; make a bold move of any kind and report back;
 - TED Talk or Reading - TBA

Week 8

- **Reflection Question and Discussion**
- **Discussion and Activity:** The interview: How to answer their questions and what to ask yourself
- **Homework:** Reading - Being the outsider in community-based work

Week 9

- **Reflection Question and Discussion**
- **Discussion:** Being the outsider in community-based work
- **Homework:**
 - Participate in a networking event
 - Revisit your “Vision” statement

Week 10

- **Reflection Question and Discussion**
- **Discussion:** The waiting game, multiple offers, and negotiation
- **Course Feedback:** Verbal and Written
- **Homework:** Prepare for your final - mock interview

Week 11

Final - Mock Interviews: I will hold mock informational/job interviews to assess your confidence and understanding of the materials discussed and practiced throughout the quarter. They will be between 15 and 30 minutes long. Potential Time Slots:

- Wednesday - 9 slots, from 2:00-6:00pm
- Thursday - 5 slots, from 8:30-10:30am
- Friday - 4 slots, from 10:30-12:00

Assessment: C/NC

- Points:
 - Daily reflection: 2 (x9) = 18
 - Daily participation: 1 (x10) = 10
 - Prepared for class: 1 (x9) = 9
 - Mock interview: 15 points
 - Total: 52 points
 - 75% to pass the class (39 points)

Possible Events To Attend

- Oct. 27th - Government Career Fair - 2-5pm @ MGH
- Oct. 13th - Idealist Grad School Fair - 5-8pm @ Seattle U
- Oct. 13th - Greendrinks - 5:30-8:30pm
- Nov. 10th - Greendrinks - 5:30-8:30pm
- ImpactHub has networking coffee hours
- MeetUp; Toastmasters