

Undergraduate Professional Development Seminar

Instructor Information

Prof D. Jones

Office: WXLR 213

Email: dajones@asu.edu

Office Hours: TBA

Course Description This course is designed to help students become aware of the variety of career options available to them upon graduation and to assist them in becoming ready for their next steps upon graduation. Emphasis will be placed on resume writing, interview skills, informational interviews, and real world career examples provided by recent graduates.

Target Population The class is targeted to students that are currently actively planning how to focus their studies and what kind of career they intend to have with an undergraduate degree from SoMSS.

Learning Outcomes

- Be able to write an effective resume/vita
- Identify possible internship and job opportunities
- Have a better idea of possible career paths

Assignments

Informational Interview Students will use the ASU Mentor Network (<https://mentorship.asu.edu/login>) data base to identify an industry professional in their chosen field for a brief interview. In class, we will discuss how to use the Mentor Network and appropriate questions to ask during an informational interview. You are able to use a career connection that is not listed through the mentorship database should you already have something in mind.

After conducting the interview, students will reflect the outcome by creating a 2-3 page paper about the experience and what they learned. Afterwards, students will share their experiences with the class in a brief presentation (less than five minutes).

Resume Building

Career and Professional Development Services will be attending class to discuss tips on drafting your resume. After this session, students will create their own resume, consult with CPDS for feedback, and then turn in their resume.

Attendance A 10% reduction in grade for each class missed without a well-documented excuse.

Grading Scale and Procedure The only grade options are Y, D, and E. A 70% or better in the course will earn a grade of Y.

Informational Interview	40%
Class Presentation	20%
Resume Exercise	20%
Class Participation	20%

Academic Dishonesty

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

Students with Disabilities

Disability Accommodations: Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Student Accessibility and Inclusive Learning Services Office is required. Disability information is confidential.

Establishing Eligibility for Disability Accommodations

Students who feel they will need disability accommodations in this class but have not registered with the Student Accessibility and Inclusive Learning Services Office (SAILS) should contact SAILS immediately. Their office is located on the first floor of the Matthews Center Building. SAILS staff can also be reached at: 480-965-1234 (V), 480-965-9000 (TTY). For additional information, visit: <https://eooss.asu.edu/accessibility>. Their hours are 8:00 AM to 5:00 PM, Monday through Friday.

Policy on Threatening Behavior

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Classroom behavior: Make sure you arrive on time for class

Excessive tardiness will be subject to sanctions. **Under no circumstances should you allow your cell phone to ring during class.** Any disruptive behavior, which includes ringing cell phones, listening to your mp3/iPod player, text messaging, constant talking, eating food noisily, reading a newspaper will not be tolerated. The use of laptops (unless for lecture note taking), cell phones, MP3, IPOD, etc are strictly prohibited during class. Students who engage in disruptive classroom behavior may be subject to various sanctions. The procedures for initiating a disruptive behavior withdrawal can be found at <https://clas.asu.edu/resources/disruptive-behavior>.

Absences related to religious observances/practices: If you will be absent from class due to a religious observance or practice, it is your responsibility to inform the instructor during the first week of class. Your instructor will work with you on alternative and reasonable arrangements for any time missed.

Absences related to university sanctioned events and activities: If you will be absent from class due to participation in a university sanctioned event/activity, it is your responsibility to inform the instructor during the first week of class. Your instructor will work with you on alternative and reasonable arrangements for any time missed.

Inclusion:

The School of Mathematical and Statistical Sciences encourages faculty to address and refer to students by their preferred name and gender pronoun. If your preferred name is different than what appears on the class roster, or you would like to be addressed using a specific pronoun, please let your instructor know.

Policy on Sexual Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Title IX:

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eooss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.