



**Career Readiness Resources**

**Senior Seminar: Interdisciplinary  
Thinking, Creativity, and Innovation**

Courtesy of Ohio University

**SPST 4900: SENIOR SEMINAR**  
Interdisciplinary Thinking, Creativity And Innovation: Preparing For The Next Step

Ohio University, Fall Semester 2015  
Wednesdays 9:00 Am - 12:00 Pm  
Baker 366/Amanda J. Cunningham Leadership Center

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**Module 1/2 Instructor:**

**Office Hours:** By Appointment (@ohio.edu or 740-...-...)  
**Office:** Career & Leadership Development Center, Baker University Center 533

**Module 3 Instructor:** Nick Osborne, Assistant Professor, Honors Tutorial College & University College  
**Office Hours:** Wednesday, 1-3pm; Thursday, 11am-1pm; and By Appointment (osbornen@ohio.edu)  
**Office:** Honors Tutorial College, 35 Park Place, Room 205

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**Course Description:** This seminar is designed to be a capstone experience for students receiving their BSS degree and for other students with an interest in interdisciplinary thinking. It is composed of three related modules:

**Module 1 (Lead Instructor,).** Students will learn about and develop the necessary skills to foster success in all areas of career and professional development after graduation. Students will assess their interests, skills, values, and motivations, learn the steps of researching and preparing for job interviews, and gain an awareness of the world of work. Students will explore career planning through discussions and activities related to professional development, career purpose, and branding to integrate career-specific concepts and develop an intentional plan to evolve professionally following graduation.

**Module 2 (Lead Instructor,).** This section is designed to provide an opportunity for students to analyze and think critically about the value of their degree in relation to their own strengths. Students will identify, explore and develop their unique strengths as they prepare for graduate school or the world of work. In addition, students will explore foundational teachings of positive psychology and different leadership styles.

**Module 3 (Lead Instructor,).** This final section of the course will encourage reflection on what you have learned during your BSS program, how your academic experiences have contributed to your intellectual development, and how you can continue to foster intellectual curiosity and to conduct informed analysis in areas beyond the university. We will discuss what it means to be an engaged citizen who uses the knowledge, skills, and analytical approaches fostered by your formal education and applies them to understanding and interacting with society. Special attention will be paid to methods for evaluating political speech, understanding the way that scholarship informs public culture, assessing the reliability and utility of information media, and critically analyzing current events.

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**Required Texts:**

All readings will be made available via handout, on Blackboard, or on reserve at Alden Library.

**Attendance Policy:** Attendance is required. The only permissible reasons for missing a class relate to documented illness (doctor's note required), family emergency, religious observance, jury duty or involvement in an authorized university-sponsored activity. Additional assignments may be given to students who miss class because of an excused absence.

**Blackboard:** Blackboard is an on-line course management system. You will find electronic copies of our syllabus, reading schedule, additional readings and other information on Blackboard. You can also check your grades for our course (and perhaps others). To log onto Blackboard, go to <https://blackboard.ohio.edu/>.



**Technology:** A laptop or tablet is needed for some class meetings in Module 1. The instructor will notify the class at least 24 hours prior to class if a tablet or laptop will be needed. A very limited number of computers will be available during class for students without computers. Inform the instructor if you will need to borrow a computer.

**Classroom Behavior:** As a member of the classroom community, your participation is essential to a lively and engaging class discussion. Therefore, you should turn off all electronics prior to class and stow items out of sight. If you prefer to take notes on a laptop during class, please ask the instructor beforehand. You should plan to arrive on time for class and stay for the duration of the class. Points will be deducted for misuse of technology, tardiness, and early departure.

**Accessibility Services:** If you are a student who may need accommodations, please contact one of the instructors to discuss your specific needs and how to register with Student Accessibility Services (348 Baker Center, 740.593.2620, or [ohio.edu/disabilities](http://ohio.edu/disabilities)), if you have not done so already. In compliance with the Americans with Disabilities Act, all qualified students are entitled to “reasonable accommodations.” Please communicate documented accommodations to all three instructors at the start of the semester.

**Plagiarism:** All of the work you produce for this class must be original. Any ideas or words that you incorporate into your work from other sources must be appropriately documented. Failure to accurately give credit to the work and ideas of others can result in a grade of “F” on work undertaken, failure in the course, and formal disciplinary action, including suspension or expulsion from the university.

**Submitting Assignments:** All written assignments will be collected at the start of class. Assignments are to be printed and stapled before class. The instructors retain the right to refuse any late or inappropriately submitted work. If you are unable to attend a class meeting and an assignment is due, it is your responsibility to submit the assignment to the instructor on time.

**Tentative Schedule of Assignments:** All readings and assignments should be completed for the beginning of the class in which they are scheduled. We reserve the right to adjust the readings and assignments if necessary. All substantial changes will be distributed through Blackboard and in hard copy.

**Grading:** The final grade will be the combined average score of your performance in each module. Assignments will be completed in a variety of ways during this course. Some papers or projects will be completed partially or completely in class—others will be completed entirely outside of class. Details for completion are listed with each assignment. Late work is not acceptable except in cases of documented personal emergencies. Credit will not be given for late assignments. No extra credit will be offered at any point during this course.

**Attendance:** Attendance in this class is **mandatory**, just like showing up to work. If you must miss class due to an authorized University activity such as an athletic competition or academic club trip, you must provide written notification at least one week prior to the absence. Missing more than one class without an authorized excuse may impact your module and/or overall grade.

## MODULE 1

### *Learning Outcomes:*

*As a result of this module, students will be able to:*

- *Write a professional resume, cover letter and reference list*
  - *Develop a LinkedIn page highlighting professional experience and skills*
  - *Demonstrate professional communication skills*
  - *Articulate skills and experiences gained through the Bachelor of Specialized Studies program*
  - *Gather professional development resources from sources outside of a classroom setting*
  - *Discuss strategies to navigate a professional interview*
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## MODULE 1 & 2 ASSIGNMENTS DUE DECEMBER 2<sup>nd</sup>

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### Final Resume, Cover Letter, Reference List (Due December 2<sup>nd</sup>)—50 Points

Identify a job posting with an organization of interest. Use this description to write your cover letter and customize your final resume. All documents should reflect incorporation of instructor and coach feedback on drafts into final edits.

- Submit job posting used to customize documents
- Resume meets all content and formatting requirements listed on the CLDC resume checklist
- Cover letter includes position, name of organization, and reasons why you are a good candidate
- Cover letter explicitly highlights a personal experience that reflects the job requirements/qualifications
- Cover letter reflects understanding of internship site and role
- Reference list 3-5 professional or academic references and their email, phone, full name, title, and organization
- Reference list is a separate page from resume and includes same header/contact information from the resume
- Upload your resume to Bobcat CareerLink and submit printed confirmation page

### Career & Leadership Certificate: Submit confirmation from the CLDC (Due December 2<sup>nd</sup>)—200 Points (125 for out of class components, 75 for completion of all requirements)

The Career & Leadership Certificate is the result of completing six 60 minute workshops, a mock interview, 30 minute career coaching appointment, and three 30 minute leadership coaching sessions. This is a brand new certificate program facilitated by the Career & Leadership Development Center. Highlighting indicates items that will be completed outside of class that are not part of any other class assignment. If you miss any of the offerings that occur during class, it is your responsibility to attend that workshop at another time outside of class. Print verification email from the CLDC regarding your certificate completion to earn points.

- Professional Leadership Certificate:**
  - o Three workshops (to be completed outside of class):
  - o Workshop schedule: <https://www.ohio.edu/careerandleadership/leadership.cfm>
    - o Resume and Cover Letter Workshop (25 Points)
    - o Networking and Leadership Branding Workshop (25 Points)
    - o Job Search and Interviewing Workshop (25 Points)
  - o 30 minute career coaching appointment (To be with Lindsey about your Resume Assignment)(25 Points)
  - o CLDC mock interview (required for class already)
- 21<sup>st</sup> Century Leadership Certificate:**
  - o Three workshops
    - o Emotional Intelligence (will occur during class time)
    - o Ethics and Values (will occur during class time)
    - o Understanding Team Development (will occur during class time)
  - o Complete three 30 minute leadership coaching sessions (25 points)

### Professional Presentation (Due December 2<sup>nd</sup>)—150 Points

- Professional dress required: <https://www.ohio.edu/careerandleadership/upload/professional-dress.pdf>
  - o In a 90 second or shorter presentation, highlight the following:
    - Your pitch about who you are as a professional and 1-3 paths you may take after college
    - Identify how you will continue to develop professionally post-graduation
    - Identify what you learned about yourself as a leader
  - o This presentation can be done in the following formats
    - In-class presentation
    - Pecha Kucha-style (<http://www.pechakucha.org/faq>)
    - Video
    - Using infographics
    - Using a webpage you built
  - o Heavy use of visual elements is encouraged if using a PowerPoint or other classroom presentation (let's make these exciting and memorable!)

**Total Points in Module 1 and 2: 670**

**MODULES ONE AND TWO: PRIMARY INSTRUCTOR, LINDSEY WARD**

**WEEK 1            AUGUST 26**

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Meet Lindsey, Tanya, and Nick!  
 BSS Speed Networking  
 Syllabus Basics  
 CLDC Overview and Tour  
 Wandering Map  
 Leadership Workshop: Understanding Team Development (1 hour)

**WEEK 2            SEPTEMBER 2**

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Resume, Cover Letter, Reference Sheet Basics (Bring Current Resume to Class and a Recent Cover Letter if you have one)  
 Bobcat CareerLink  
 Networking Web Activity  
 LinkedIn Profile Overview  
 Work Time: LinkedIn and Resume (Bring Laptop/Tablet)

- ❖ **Readings (3):** *Dr. Kate Brooks Helps Students Put their Liberal Arts Education on the Map*, *Resume Checklist*, *LinkedIn Checklist*

**WEEK 3            SEPTEMBER 9**

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Skills Sort Activity  
 Career Path Research Project: In Class (Bring Laptop/Tablet)

- Job search tools
- Customizing documents

- ❖ **Reading (1):** Read the information about your concentration areas on *What Can I Do With This Major?*
- ❑ **Assignment Due:** Resume, Cover Letter, Reference List Draft (25 Points). Draft a resume, cover letter, and reference list based on parameters determined by the instructor

**WEEK 4            SEPTEMBER 16**

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Career Fair Basics  
 Interviewing Tips  
 Mini-Panel: Preparing for Graduation (Job Searching, Discovering a New City, Professional Development)

- ❖ **Readings (2):** *What Happened When We Spent A Week Detoxing From Our Smartphones*, *Should You Move Before or After Getting a New Job?*

**Week 5            September 23**

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Employer Visit(s)  
 Attend Career Fair as a class (dress is business casual and/or business professional)

- ❖ **Reading (1):** *11 Tips to Get Something Useful Out Of A Job Fair*
- ❑ **Required Event/Assignment:** Attend Career Fair—50 Points
  - Dress professionally for class this day and attend the Career Fair with the group
  - Bring at least 10 copies of your resume to distribute
  - Professional dress information: <https://www.ohio.edu/careerandleadership/upload/professional-dress.pdf>
- ❑ **Assignment Due:** Career Path Research Project (25 Points). Use Career Path Research Project worksheet on BlackBoard to type in the following information (print to turn in).
  - Write down each of your BSS concentrations



- For each of the concentrations, list 3 job fields of interest that you are qualified to pursue (example, if business is one of your concentrations, you may be interested in working in management, human resources, or for a nonprofit)
- Based on your job fields of interest, identify one job posting (share the link) for each of the job fields you identified, along with the company, job title, and location
- Write down each of the faculty or staff members who have been influential during your college career

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### Week 7 September 30

Exploring Leadership Styles

Positive Psychology

Leadership Workshop: Understanding Ethics & Values (1 hour)

- ❖ **Reading:** "The Happiness Dividend", Shawn Achor: <https://hbr.org/2011/06/the-happiness-dividend/>
- ❑ **Assignment Due:** Submit copy of Leadership Coaching Schedule – Schedule 3, 30 minute leadership coaching sessions in the Career & Leadership Development Center. Ask staff to make a copy of your scheduled times to submit in class.
- ❑ **Assignment Due:** LinkedIn Profile (25 Points). In class, you will have the opportunity to start building a LinkedIn profile. Outside of class, if needed, you will complete all of the following elements of your LinkedIn profile.
  - Connect with all SPST 4900 instructors on LinkedIn when profile is fully complete (Lindsey grades following connection)
  - Page includes a professional looking photo of you (and no one else) in professional clothing
  - LinkedIn page includes at least one professional recommendation from a contact
  - LinkedIn page includes a summary section reflecting your professional experiences and goals
  - LinkedIn page includes detail about your work, education, and involvement experiences

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### Week 8 October 7

Strengths Activity

Your Leadership Style: Part 1

Leadership Workshop: Understanding Emotional Intelligence (1 hour)

- ❖ **Reading:** TBA
- ❖ **Assignment Due:** Complete Strengths Assessment (20 Points). Using a code provided to you, complete the Strengths assessment before class and bring in the printout describing your top five strengths.

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### Week 9 October 14

Your Leadership Style: Part 2

Leadership Case Studies

Mini-Panel: Staying Current as a Professional (Community Involvement, Building a Network)

- ❖ **Reading:** TBA
- ❑ **Assignment Due:** Mock Interview Due (75 Points). You have two options for completing the mock interview (select one of the two options below)
  - 1) Complete a mock interview with a corporate recruiter during Mock Interviewer the week before the Career Fair. Register for **Mock Interview Day** through Bobcat CareerLink: <https://ohio-csm.symplicity.com/students/>. The event is Thursday, September 17<sup>th</sup> from 10am-3pm in the Career & Leadership Development Center. Advance registration is required (several days ahead of time). This is a great way to connect with a real employer.
  - 2) To complete a **traditional mock interview** with the CLDC, submit a request online at <http://www.ohio.edu/careerandleadership/students-alumni/mock-interview.cfm> The mock interview needs to be scheduled several days in advance. Submit a resume and basic of idea of what type of job you hope to search for so the interview can be tailored to your interests.
  - Submit the completed interview evaluation from the interviewer to receive credit for this assignment

*MODULE 3: PRIMARY INSTRUCTOR, NICK OSBORNE (Information Created by non-CLDC Instructor)*

*Week 10 October 21*

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*Week 11 October 28*

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*Week 12 November 4*

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*Week 13 November 18*

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**SPST 4900 FINAL PRESENTATIONS, BOTH INSTRUCTORS**

**Week 14          December 2**

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BSS Alumni Panel

Professional Presentation (Professional Dress Required)

**Assignments Due:**

- Final Resume, Cover Letter, Reference List due to Lindsey
- Career & Leadership Certificate: Print confirmation email from the CLDC to turn in to Lindsey
- Professional Presentation

**Finals Week**

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No Class