

New Course Request

Indiana University

INDIANAPOLIS Campus

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

1. School/Division Business 2. Academic Subject Code BUS
 3. Course Number X-300 (must be cleared with University Enrollment Services) 4. Instructor JR Keller/Sherry Zike
 5. Course Title Career Planning for Non-Business Majors

Recommended Abbreviation (Optional) _____
 (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 08

7. Credit Hours: Fixed at 2 or Variable from _____ to _____

8. Is this course to be graded S-F (only)? Yes ___ No X

9. Is variable title approval being requested? Yes ___ No X

10. Course description (not to exceed 50 words) for Bulletin publication: This course will provide non-business majors with the strategies and tolls necessary to explore careers, prepare for the job or internship search, and/ or to identify graduate school options. Topics include, but will not be limited to, resume and job search document preparation, job search strategies, and assistance identifying career options.

11. Lecture Contact Hours: Fixed at 2 or Variable from _____ to _____

12. Non-Lecture Contact Hours: Fixed at _____ or Variable from _____ to _____

13. Estimated enrollment: 45 - 60 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: semester Will this course be required for majors? Not at this time.

15. Justification for new course: See attached

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 3/28/08
 Department Chairman/Division Director

Approved by: [Signature] Date 3/28/08
 Dean

Date _____
Dean of Graduate School (when required)

Date _____
Chancellor/Vice-President

Date _____
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

Justification for Bus-X 300

To support the campus initiative to provide career planning and placement across disciplines and academic units in the areas of service learning, experiential learning, and full-time placement.

X300 – Career Planning for Non-Business Majors

CLASS INFORMATION

Time & Location: Online via OnCourse CL

Dates: TBD - *X300 is a 2-credit hour, 8 week course*

Requirements: Open to non-business majors only.

INSTRUCTOR *(depending on section)*

JR Keller / Sherry Zike.

Contact Information & Office Hours:

JR Keller

Assistant Director
Career Placement Office & Honors Program
Kelley School of Business, Indianapolis
Phone: (317) 278-7842
E-mail: jk39@iupui.edu

Sherry Zike

Assistant Director
Career Placement Office
Kelley School of Business, Indianapolis
Phone: (317) 278-4969
E-mail: slzike@iupui.edu

Office hours are available by appointment.

M-TH 9:00 am – 5:00 pm
F 9:00 am – 4:00 pm

Career Placement Office

Kelley School of Business, Indianapolis
BS 4090
Phone: (317) 278-0506
E-mail: ksbcpo@iupui.edu
Website: <http://kelley.iupui.edu/cpo>

COURSE PACKET & SUGGESTED READINGS

All required readings and software will be available at no charge through OnCourseCL.

Suggested readings include:

Books

- *What Should I Do With My Life* by Po Bronson (2005)
- *Cover Letters That Knock 'Em Dead* by Martin Yate (2006)
- *Best Answers to the 201 Most Frequently Asked Interview Questions* by Matthew J. DeLuca (1996)
- *101 Great Answers to the Toughest Interview Questions (4th ed.)* by Ron Fry (2000)
- *201 Best Questions to Ask on Your Interview* by John Kador (2002)
- *Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type* by Paul D. Tieger & Barbara Barron-Tieger (2001)

Other Publications

- Indianapolis Business Journal *Book of Lists* (2008 edition) (yearly publication)
 - Indianapolis Business Journal (weekly publication)
 - Wall Street Journal (daily publication)
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GRADING

A	930-1000 points
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	599 and below

COURSE OBJECTIVES

At the end of this course, you will be able to:

1. Articulate your career goals and/or concerns and discuss them with others.
2. Analyze your skills, values, and interests and describe their impact on career choice.
3. Identify potential employers and/or graduate programs which support your career goals.
4. Prepare for and conduct an informational interview with a working professional.
5. Create a professional resume for use in a current or future job search.
6. Demonstrate that you are prepared for a professional interview.
7. Recognize and discuss common career management issues.

MODULES

Note: During weeks when there is no scheduled Breeze meeting, the instructor will be available for an open discussion / Q&A forum.

Module 1 – Profile & Self-Assessment (Week 1)

At the end of this module, you will be able to:

- Articulate your career goals and/or concerns and discuss them with others.
- Analyze your skills, values, and interests and describe their impact on career choice.

The focus of this module will be a guided exploration of your skills, values, and interests through the use of self-assessments and guided reflection. It is essential to note that the result of your self-assessments are one of many things to consider when making career and employment choices – they will not, on their own – dictate what your ideal career will be. You will also post a short personal profile.

Module 2 – Career Exploration (Weeks 2 - 4)

At the end of this module, you will be able to:

- Identify potential employers and/or graduate programs which support your career goals.
- Prepare for and conduct an informational interview with a working professional.

This module focuses on the related topics of networking and career exploration and is highly individualized. During the course of this module, you will assemble a comprehensive networking list and select and schedule an informational interview. You will have the option of writing a report on your informational interview or recording it as an audio or video podcast. You will also compile a list of careers, companies, and/or graduate programs that interest you and will complete guided profiles of a select group. Informational interviews and profiles will be shared with the class and you will be asked to comment on classmates' postings in order to build a collaborative knowledge base. Recorded Breeze presentations will be made available and you will receive ample instructor guidance and feedback throughout the module.

Module 3 –Building a Professional Resume (Weeks 5 - 6)

At the end of this module, you will be able to:

- Create a professional resume for use in a current or future job search.

Your resume is arguably your most important job search document and is the focus of this module. This module has been designed both for students who will be putting together their first professional resume and for those who simply need to revise a previously created resume for current and future job searches. This two-week module will be very interactive, with students participating in an instructor-led Breeze presentation and participating in small group meeting via Breeze where students will give constructive feedback on each other's resumes. Reviewing the resumes of your classmates will give the perspective of a potential employer and help you turn a more critical eye to your own resume. At both the rough draft stage and revised draft stage, students will receive ample feedback from both classmates and the instructor.

Module 4 – Interview Preparation & Practice (Weeks 7 - 8)

At the end of this module, you will be able to:

- Demonstrate that you are prepared for a professional interview.

As the saying goes, "Your resume gets you the interview. The interview gets you the job." This two-week module begins with a recorded Breeze presentation covering interview tips, tricks, and strategies for answering commonly asked questions. You'll also learn how to prepare for an interview and what questions you should ask. A guided assignment will help you see how what has been covered can be applied in an actual interview. After covering the basics, you'll get some real practice. Based on your career goals and interests, the instructor will work with you to create a customized set of mock interview questions using InterviewStream, an online software that will record your answers and allow you to share them for feedback. You'll share your results with the instructor and a small group of your fellow students for their feedback. You'll then have the option of re-recording your mock interview (or selecting new questions) and submitting them for additional feedback. As with the resume module, reviewing the mock interviews of your classmates will give the perspective of a potential employer.

Ongoing Module – Career Issues Forum (Weeks 1 – 8)

At the end of this module, you will be able to:

- Recognize and discuss common career management issues.

A career is more than your next job or getting a graduate degree. The career issues forum has been designed to engage you in active reflection and discussion on a variety of career-related issues. Each issue will incorporate a variety of required and optional readings from current sources. You will be asked to post comments on the postings of other students, and you will receive comments/questions from other students and the instructor. You'll have the option of selecting from a number of issues so that you can read about and comment upon career issues that you view as most important and/or pertinent to you.

ASSIGNMENT & GRADING SUMMARY

An assignment will be considered late if turned in after 11:59 pm on the date indicated. **10 points per day will be deducted from late assignments.** Assignments over 5 days late will not be accepted.

All forum postings, including Career Issues Forum postings, must be typed or pasted directly into OnCourse – attachments will not be considered complete assignments. All assignments should be submitted as noted in OnCourse (direct posting or as attachments).

Assignments	Description	Points	Due Date
Assignment #1	Personal Profile	25	Module 1
Assignment #2	Self-Assessments & Reflection	100	Module 1
Assignment #3	List of Networking Contacts	25	Module 2
Assignment #4	Career / Company / Grad School Profiles	100	Module 2
Assignment #5	Informational Interview	100	Module 4
Assignment #6	Module 2 Forum Discussion	25	Module 2
Assignment #7	Module 3 Resume Presentation & Discussion	50	Module 3
Assignment #8	Resume Rough Draft	50	Module 3
Assignment #9	Resume Peer Review	75	Module 3
Assignment #10	Resume Revised Draft	50	Module 3
Assignment #11	Module 4 Interview Presentation & Discussion	50	Module 4
Assignment #12	Written Interview Answers	50	Module 4
Assignment #13	InterviewStream Mock Interview	75	Module 4
Assignment #14	Interview Peer Review	75	Module 4
Assignment #15	Career Issues Forum Postings (6 @ 25 points each)	150	Ongoing
Total Points:		1000	

COURSE SCHEDULE

Module	Date	Topic(s)	Assignments Due
1	Week 1	Profile & Self-Assessment	Assignments 1 - 2
2	Weeks 2 - 4	Career Exploration	Assignments 3 - 4, 6
3	Weeks 5 - 6	Building a Professional Resume	Assignments 7 - 10
4	Weeks 7 - 8	Interview Preparation & Practice	Assignments 5, 11 - 14
5	Weeks 1 - 8	Career Issues Forum	Assignment 15 (weekly forum postings)