New Course Request

Indiana University

IUPUI and IUB Campus

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [ ] Professional credit [ ]

1. School/Division: Informatics
2. Academic Subject Code: INFO-Y
3. Course Number: Y 195 (must be cleared with University Enrollment Services)
4. Instructor: Hagemjos
5. Course Title: Directed Study I
   Recommended Abbreviation (Optional):
6. First time this course is to be offered (Semester/Year): Fall 2007
7. Credit Hours: Fixed at ______, 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: Introduces informatics students to the current job market as they begin their journey to understand this new and ever expanding discipline. Students will explore various informatics careers in business, education, science, and other related fields. Research, resume writing, identifying and analyzing marketable skills, and preparation for the interview.

11. Lecture Contact Hours: Fixed at ______, or Variable from ______ to ______
12. Non-Lecture Contact Hours: Fixed at ______, or Variable from ______ to ______
13. Estimated enrollment: ______, of which ______ percent are expected to be graduate students.
14. Frequency of scheduling: each semester. Will this course be required for majors? Yes [ ]
15. Justification for new course: need for career preparation
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]
Department Chairman/Division Director

Date 2/1/07

Dean of Graduate School (when required)

Approved by:

[Signature]
Dean

Date 2/1/07

[Signature]
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.

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
INFO – Y195 Directed Study I

Instructor: Brian Benedict  
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Office: IT580  
Office Phone: (317) 278-7611  
Office Hours: By Appointment

Co-Instructor: Beth Haggenjos  
Email: brnhaggen@iupui.edu  
Office: IT585  
Office Phone: (317) 278-4143  
Office Hours: By Appointment

Class Location:  
Class time: (first eight weeks of the semester)

Objective
At the end of Y195 you will be able to:

- Analyze how your skills, values, and interests affect your career search
- Identify marketable skills and learn how to convey the value of those skills to employers
- Develop a resume and cover letter that clearly outlines your unique skills and qualifications
- Locate resources to assist you in finding a professional internship or full-time position
- Understand interviewing and how to prepare
- Prepare for a smooth transition from academic career to professional career
- Understand the importance of collaborating with others in the workplace

Course Credit
Y195 is administered by the School of Informatics and is open to all Informatics students. Y195 is a 1 credit hour course that meets during the first 8 weeks of the semester.

Required Materials
Books for this course are not required. In-class participation and assignments as listed in the syllabus must be turned in by the due date listed. For this class you MUST register with the Career Services Office (CSO) located in IT585. You may register by visiting www.informatics.careers.com, click on the Student icon and fill out the profile. Once you have submitted your profile the CSO will verify your student status and approve your account. Once approved an email notification will be sent to you to let you know you have access to the system. For this class you will also be required to upload a final resume to the system after you have made updates from the resume writing lecture.

Assignments
In-class participation and assignments as listed in the syllabus must be turned in by the due date listed. All assignments should be stapled together with your name printed clearly in the upper right hand corner. No paper clips. Each assignment will be collected during class or through the appropriate discussion forum on its due date; an assignment is considered late if turned in after the due date. One point per day will be deducted from late assignments. Assignments over 5 days late will not be accepted.

Random Quizzes (5 points each)  
There will be three random pop quizzes given on material covered in class.

Attendance
Attendance will be taken in class. Missed class sessions will result in a 1/8 reduction in your overall grade at the end of the semester. Material covered in class will be taught intensively and will be utilized to complete corresponding assignments, therefore, making attendance very important.

Grading Scale (Total Assignment Points = 100 Points)

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Class Schedule - Topics & Assignments

Week 1
Welcome & Introduction
Self Assessment - Skills, Interests & Values
4 year plan – Internships, Freelance, Project Work, Full-time Work
Myers Briggs Type Indicator Assessment (MBTI)

Assignments:

Y195 Registration Form (5 points)
Due Date:

Skills, Interests, and Values Exercise (5 points)
Due Date:

Week 2
Working in Teams – Myers Briggs Type Indicator Workshops (10 points for participation)

Week 3
Researching your Major & Potential Careers (inside/outside of Indiana)
Researching Companies (Exercise)
Defining Career Focus
Guest Speaker – Industry Alumni

Assignments:

Researching Your Major Exercise (10 points) – Complete the Career Area Research – Submit through Oncourse
Due Date:

Researching a Company Exercise (5 points) – Research a company that you are interested in that could be a potential employer for you in the future. Write 100-200 word description of what you found during your research about the company and why this company seems like a good fit for you – Submit through Oncourse
Due Date:

Informational Interview Report (15 points) – Details are outlined in syllabus after the Class Schedule – Submit through Oncourse
Due Date:

Bring two copies of your current resume to the next class (one for yourself for note taking and one to turn in to your instructor – resume will be used to review transfer of learning for the future resume assignment)

Week 4
Resume, Cover Letter, & Reference Page Content
Overview of EASE (recruiting system)

Assignments:

Updated Resume (5 points) – Make updates to your current resume from topics covered in class today. Points will be deducted for resumes that do not reflect class material – new resumes will be
benchmarked with resumes submitted previously. Submit updated resume through Oncourse.

**Due Date:**

Cover Letter Exercise (5 points) – Find an ad for a position you may be interested in for the future and write a cover letter for that position. Submit a copy of the cover letter along with information about the position being advertised through Oncourse (scanned copies or type written ads are accepted). Points will be deducted for cover letters submitted without a position description.

**Due Date:**

Reference Page (5 points) – Create a reference page. Submit through Oncourse.

**Due Date:**

**Week 5**

Job Search Strategies - Informational Interviews, Networking & Job Shadowing
Job Search Checklist (Handout)
Behavioral Based Interviewing – STAR Model & Illegal Questions
Preparing for Job Fairs
Researching Professional Organizations

**Assignments:**

Access EASE and Upload Resume (10 points) – Your goal is to upload an updated resume to the EASE recruiting system and to receive an accepted status on your resume.

**Due Date:**

Professional Organizations List (5 points) – Identify 5-10 professional organizations that you can network within (on or off campus) – Submit through Oncourse.

**Due Date:**

**Week 6**

Creating a Professional Online Presence
Networking Sites

**Week 7**

*Panel Discussion – Alumni Panel*

**Assignment:**

Panel Evaluation (5 points)

**Due Date:**

**Week 8**

Thank You Letters & Follow-up
Course Wrap-up
Class Evaluation
Informational Interview Report

Recommendation: Work on this assignment throughout Y195. This is a very manageable assignment when approached as an 8-week project. Your paper should be single spaced.

For this class project, you will conduct an informational interview with a person working in a position, occupation, graduate school or career field of interest to you. This individual will not be a relative, close friend, or current supervisor. Although interviews conducted over the telephone or through email will be accepted, I urge you to try and conduct an in-person interview if possible. There are preparations to take prior to the interview, as well as specific guidelines for writing the report. To receive full credit, you should incorporate the four sections identified below. The sections are listed in the order that will make your efforts most efficient.

1. Introduction (1 page)
For the purpose of this assignment, you will need to choose a career. Briefly discuss the career you have chosen to investigate and how it matches your skills, interests and values. Identify an organization of interest to you that employs people in your chosen career. Give a brief description of the organization and possible employment options; be sure to cite where you found this information. Locate someone in the organization working in a position of interest to you. Contact your targeted individual, inform him/her of your assignment, and ask to schedule a 30-minute informational interview. Thoroughly research the organization before conducting the interview to ensure more specific interview questions. Your report should include an overview of this process.

2. Summarize Your Informational Interview (2 pages)
Develop six to eight questions you intend to ask during the informational interview; these questions and the interviewee’s responses need to appear in your report. Your questions should elicit responses that assist you in gaining a more developed understanding of the career, the organization, and/or the process of securing work in a similar position. Be sure to identify the name, a sample of how you might format this section:

What type of training and/or education would best prepare me for this kind of work?
- Y195 is probably the best course you can take to prepare for life after IUPUI. Trust me, you will often think back to the content of Y195 and realize how beneficial the course is in preparing you for the working world.

3. Reactions and Conclusion (1 page)
Include your reactions to the interview. Do you possess or can you acquire the necessary skills? Would you be comfortable working in this position/organization/location? Having done the interview, how do you feel about the career? Realistically, can you obtain this type of job? How has the interview assisted you in your job search?

4. Final Step
Send a thank you letter to the person you interviewed. Attach a copy of your thank you letter to your report. A five-point deduction for failure to send and attach a thank you letter to your project.
IUPUI Principles of Undergraduate Learning

IUPUI's Principles of Undergraduate Learning, developed over several years of discussion involving hundreds of faculty, students and staff, were adopted by the Faculty Council in May 1998. These principles describe the fundamental intellectual competence and cultural and ethical awareness that we believe every graduate of an IUPUI baccalaureate degree program should attain.

Core Communication and Quantitative Skills
The ability of students to write, read, speak and listen, perform quantitative analysis, and use information resources and technology and the foundation skills necessary for all IUPUI students to succeed. This set of skills is demonstrated, respectively, but the ability to:

- Express ideas and facts to others effectively in a variety of written formats;
- Comprehend, interpret, and analyze texts;
- Communicate orally in one-on-one and group settings;
- Solve problems that are quantitative in nature, and
- Make efficient use of information resources and technology for personal and professional needs.

Critical Thinking
The ability of students to analyze information and ideas carefully and logically from multiple perspectives. This skill is demonstrated by the ability of students to:

- Analyze complex issues and make informed decisions;
- Synthesize information in order to arrive at reasoned conclusions;
- Evaluate the logic, validity, and relevance of data;
- Solve challenging problems, and
- Use knowledge and understanding in order to generate and explore new questions.

Integration and Application of Knowledge
The ability of student to use information and concepts from studies in multiple discipline in their intellectual, professional, and community lives. This skill is demonstrated by the ability of students to apply knowledge to:

- Enhance their personal lives;
- Meet professional standards and competencies, and
- Further the goals of society.

Intellectual Depth, Breadth, and Adaptiveness
The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

- Intellectual depth describes the demonstration of substantial knowledge and understanding of at least one field of study.
- Intellectual breadth is demonstrated by the ability to compare and contrast approaches to knowledge in different disciplines.
- Adaptiveness is demonstrated by the ability to modify one's approach to an issue or problem based on the contexts and requirements of particular situations.

Understanding Society and Culture
The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience, both within the United States and internationally. This skill is demonstrated by the ability to:

- Compare and contrast the range of diversity and universality in human history, societies, and ways of life;
- Analyze and understand the interconnectedness of global and local concerns, and
- Operate with civility in a complex social world.

**Values and Ethics**
The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics. A sense of values and ethics is demonstrated by the ability of students to:

- Make informed and principled choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices, and
- Recognize the importance of aesthetics in their personal lives and to society.