New Course Request

Indiana University

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

1. School/Division: Informatics
2. Academic Subject Code: INFO-Y
3. Course Number: Y295 (must be cleared with University Enrollment Services)
4. Instructor: Haggenjos
5. Course Title: Directed Study II

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

6. First time this course is to be offered (Semester/Year): Fall 2007
7. Credit Hours: Fixed at _______ 1 _______ 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: Expands on techniques learned in Y195 including informational interviews, job shadowing, mock interviewing, role-playing, alumni panel mentoring and discussions, and in-depth research into the various career fields.

11. Lecture Contact Hours: Fixed at _______ 1 _______ or Variable from _______ to ________
12. Non-Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______
13. Estimated enrollment: _______ 40 _______ of which _______ 0 _______ 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: career development courses
16. Are the necessary reading materials currently available in the appropriate library? [ ] yes [x]
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: Anna Anne Hool
Department Chairman/Division Director

Date 2/1/07

Dean of Graduate School (when required)

Approved by:

Date 2/4/07

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.

UPE 724
INFO – Y295 Directed Study II

Instructor: Brian Benedict
Email: bbenedic@iupui.edu
Office: IT580
Office Phone: (317) 278-7611
Office Hours: By Appointment

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

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

Objective
At the end of Y295 you will be able to:

- Develop interviewing skills through preparation and practice
- Create comfort when approaching employers through research and proven interaction
- Prepare for a smooth transition from academic career to professional career
- Identify your own personal interests in a chosen career field
- Identify industry professionals for potential career advancement opportunities

Course Credit
Y295 is administered by the School of Informatics and is open to all Informatics students. Y295 is a 1 credit hour course that during the second eight 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.

Assignments
Each assignment will be submitted via Oncourse, during class or slid under the door of IT585; an assignment is considered to be 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.

Attendance
Attendance will be taken in class by the instructor/employer. 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 each class will involve an increasing amount of interaction with employers. Participation is required to be able to complete 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
Preparing for an Interview – Dress & Choosing Colors, Phone Interviews, Applications, 2nd Interviews, Background Checks, Negotiating Offers, Accepting/Declining/Rescinding Offers

Assignments:

Y295 Registration Form (5 points)
Due Date:

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

Research the Mock Interview Company (5 points) - Write a 100-200 word description of what you found during your research about the company
Due Date:

Questions for Employers (5 points) – Develop 5-10 questions that you may want to ask during an interview with an industry professional.
Due Date:

Week 2

Mock Interviews - (instructor will provide instructions for this exercise)

Assignments:

Mock Interview Reflection Paper (15 points) – Write a 500-750 word reflection paper about your mock interview experience. Areas to include: What you learned from the experience, what you learned about yourself and the choices you have, and how this may effect your future decisions.
Due Date:

Mock Interview Thank You Letter (10 points) – Write a thank you letter to the company/persons you mock interviewed with. Provide a copy to your instructor and mail the original to the company. If sending by email, then cc your instructor.
Due Date:

Questions for Career Track Guest Speaker (5 points)
Choose one of the career tracks discussed within the next 3 class sessions and come up with 5-10 questions that you would like to ask an industry professional. Make sure to identify the career track in the submission.
Due Date:

Week 3

Career Track: – industry guest speakers

Assignment:
Speaker Evaluation (5 points)
Due Date:

**Week 4**

*Career Track: industry guest speakers*

**Assignment:**

Speaker Evaluation (5 Points)
Due Date:

**Week 5**

*Career Track: industry guest speaker*

*Career Track Chat (in-class discussion)*

**Assignment:**

Speaker Evaluation (5 Points)
Due Date:

Research the Job Shadowing Company (5 points) - Write a 100-200 word description of what you found during your research about the company.
Due Date:

**Week 6**

Thanksgiving (no class)

**Week 7**

*Job Shadowing & Company Tour - (instructor will provide instructions for this exercise)*

**Assignments:**

Job Shadowing Reflection Paper (15 points) – Write a 500-750 word reflection paper about your job shadowing experience. Areas to include: What you learned from the experience, what you learned about yourself and the choices you have, and how this may effect your future decisions.
Due Date:

Job Shadowing Thank You Letter (10 points) – Write a thank you letter to the company/persons you job shadowed with. Provide a copy to your instructor and mail the original to the company. If sending by email, then cc your instructor.
Due Date:

**Week 8**

New Career Management

*Course Wrap-up & Evaluation*
Informational Interview Report

Recommendation: Work on this assignment throughout Y295. 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 and position of the person interviewed. 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?
- N199 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 N199 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.