

**Oklahoma State University Institute of Technology**  
**Online Syllabus**  
**ITD 3201**  
**SUMMER 2017**  
**EMPLOYMENT ORIENTATION**

**ITD 3201 EMPLOYMENT ORIENTATION**

Focuses on employment and career readiness, students demonstrate job readiness, as well as the ability to articulate their professional goals, and develop the materials and skills necessary to secure appropriate employment.

Topics include employment procedures and guidelines, career planning and job searches and common workplace issues.

**Type of course:** Theory.

**Credit Hours:** 1; Total hours of theory per semester: 15;

Total hours of lab for the semester: 0; Total hours of clinical per semester: 0.

**Class length -** Full Semester

**Class format -** Fully Online

**Prerequisites:** Minimum 2.5 cumulative GPA

**School's Name:** School of Information Technologies    **School's Main Phone:** 918-293-5440

**Instructor Name:** Shalon Simmons    **Instructor Phone:** (918) 293-4786

**Office:** Info Technologies Bldg Room #15B **Instructor email:** [shalon.simmons@okstate.edu](mailto:shalon.simmons@okstate.edu)

**Instructor Contact:**

**My preferred method of contact is EMAIL.** Please allow 1 to 2 business days to return your correspondence during the normal work week (Monday thru Friday). **Please include course name/number in the subject line along with the subject of the email:**

**EXAMPLE: ITD 4806 Internship Weekly Report**

**Instructor's Office Hours:**

Ms Simmons will be in her office from 9:00 am to 11:30 am on the dates listed in the table below except as noted. **If a student needs to talk to Ms Simmons in person and/or over the phone outside these hours they should send an email to schedule an appointment.**

| MAY            | JUNE | JULY | AUGUST                            |
|----------------|------|------|-----------------------------------|
| 5-4 thru 5-10* | 6-5  | 7-10 | 8-7                               |
| 5-11 thru 5-12 | 6-19 | 7-24 | 8-23 thru 8-25 AND 8-28 thru 8-29 |
| 5-15           |      |      |                                   |

\*May 4 through May 10 – Ms Simmons available online only via Google Hangouts which will be used to communicate in person via phone or video feed. **Students must make an appointment at least 2 business days in advance.**

## **REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** *Your Career – How to Make it Happen 9<sup>th</sup> Edition*  
 ISBN-13: 978-1-305-49483-1  
 ISBN-13: 1-305-49483-0

**Materials:** Materials needed including notebooks, writing utensils, project supplies, data storage devices, tools, etc. You must have access to a computer with Broadband Internet (2Mbps upload preferred) access and the ability to download and install required software.

|                              |                 |
|------------------------------|-----------------|
| Uniform/Tools: None Required |                 |
| Estimated Cost for Book:     | \$ 123.00       |
| Estimated Cost for Other:    | \$ 20.00        |
| <b>TOTAL COST</b>            | <b>\$143.00</b> |

### **ONLINE COURSE INTERACTION**

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

**Upon completion of the course, students should:**

| Objective Number | Objective  | Assessment  |
|------------------|--|---|
| F1               | Communicate in a professional manner in both IT technical and non-technical written forms in electronic and/or print formats | Career Action Worksheet<br>(Correspondence, resume, etc)          |
| F3               | Interact socially in a professional manner in both IT technical and non-technical professional and/or social functions       | Job Fair – Professional Development<br>*Internship Search Journal |

|    |   |                     |
|----|---|---------------------|
| H2 | Evaluate the impacts and consequences of professional development activities through reflective assessment or supervisory interaction | Real World Scenario |
|----|---|---------------------|

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (\*) above indicates this assignment is used in the university assessment program.

**COURSE ACTIVITIES**

In this course students will:

- Participate in an on-going internship search.
- Participate in a self-analysis of technical skills.
- Develop a formal employment portfolio.

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:**

|  |            |
|--|------------|
| <i>Career Action Worksheets.....</i>   | <i>25%</i> |
| <i>Real World Scenarios.....</i>       | <i>25%</i> |
| <i>*Internship Search Journal.....</i> | <i>25%</i> |
| <i>Job Fair/Professional Dev.....</i>  | <i>10%</i> |
| <i>Portfolio.....</i>                  | <i>5%</i>  |
| <i>Current Event Articles.....</i>     | <i>10%</i> |
| <b>Total</b>                           | 100%       |

|                                |
|--------------------------------|
| <b>OSUIT<br/>Grading Scale</b> |
| A = 90%-100%                   |
| B = 80%-89%                    |
| C = 70%-79%                    |
| D = 60%-69%                    |
| F = 59% & below                |

\*The student’s grade for the Internship Search Journal will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

## **AUTHORIZED TOOLS**

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

## **LATE WORK**

**Instructor Policy: Late work will not be accepted.** Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date; late work will not be accepted after the due date unless prior authorization is given. It is the student's responsibility to maintain and protect all their work and electronic files. Class materials should be provided to the instructor, if requested. Exceptions for late work are the same that would be encountered in the workforce: jury duty, military duty, hospital stay, and required activities in another department. It is your responsibility to notify your instructor to make alternate arrangements in advance if these events cause you to miss class. Make-up exams, for reasons listed above, will only be given at times arranged with the instructor and may be different from those originally administered to the class. A late penalty may be assessed against the grade.

## **TESTING**

No exams will be given in this class

## **UNIVERSITY & COURSE EXPECTATIONS**

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations

are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

### **ACADEMIC DISHONESTY**

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action.

Academic dishonesty and/or misconduct includes, but is not limited to, the following actions:

(1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at [http://www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

### **WEEKLY CURRENT EVENT ARTICLES**

**All students are required to participate in the discussion board Weekly Current Articles. THIS WILL BE COUNTED AS PARTICIPATION.** Every week students are to provide a brief overview (2-5 sentences) and a link to an article about a current (less than 2 months old) event in Jobs/Industry/ etc in Telecommunications, Information Technology or Cyber Security. Students can comment about other student's post in addition to posting their own. Failure to post will count against the attendance/participation grade for the week. Please note that the OSU IT attendance policy will apply.

**NO POLITICAL POSTINGS OF ANY KIND ARE ALLOWED. POSTING POLITICAL ARTICLES (EVEN IF THEY ARE RELATED TO TECHNOLOGY) WILL RESULT IN A ZERO (0) GRADE FOR THE WEEK.**

### **Attendance Policy for Online courses:**

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

#### **Definition:**

- Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.
- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
1. Completion of online quizzes or exams
  2. Submission of assignments
  3. Participation threaded discussions, or
  4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- C. Calculations for weekly to percentage ratios
1. Missing 1 of 15 weeks = 6.67%

2. Missing 2 of 15 weeks = 13.33%
3. Missing 3 of 15 weeks = 20%
4. Missing 1 of 7.5 weeks = 13.33%
5. Missing 1.5 of 7.5 weeks = 20%

**Procedures:**

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
  1. being administratively withdrawn from a course
  2. dropping a course
  3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

## TENTATIVE SCHEDULE

Schedule is subject to change at instructor discretion. Assignments are due on the dates in D2L.

| COURSE<br>OUTLINE<br>SCHEDULE | TOPIC  | Week<br>Ending |
|-------------------------------|--|----------------|
| Week 1                        | <b>No Assignments Due</b>  | 5-7-17         |
| Week 2                        | Chapter 1, The Job Search Journey  | 5-14-17        |
| Week 3                        | Chapter 2, Know Yourself to Market Yourself  | 5-21-17        |
| Week 4                        | Chapter 3, Picture Yourself in the Workplace   | 5-28-17        |
| Week 5                        | Chapter 4, Plan Your Resume  | 6-4-17         |
| Week 6                        | Chapter 5, Write Your Resume   | 6-11-17        |
| Week 7                        | Chapter 6, Find Job Openings   | 6-18-17        |
| Week 8                        | Chapter 7, Write Job Applications  | 6-25-17        |
|                               | <b>SUMMER BREAK WEEK 1</b>   | <b>7-2-17</b>  |
|                               | <b>SUMMER BREAK WEEK 2</b>   | <b>7-9-17</b>  |
| Week 9                        | Chapter 8, Write Effective Tailored Cover Letters<br>(outcomes 1-3)  | 7-16-17        |
| Week 10                       | Chapter 9, Know the Interview Essentials   | 7-23-17        |
| Week 11                       | Chapter 10, Prepare for Your Interview   | 7-30-17        |
| Week 12                       | Chapter 11, Interview Like a Pro   | 8-6-17         |
| Week 13                       | Chapter 12, Stay Connected with Prospective<br>Employers   | 8-13-17        |
| Week 14                       | Chapter 13, Dealing with Disappointment  | 8-20-17        |
| Week 15                       | Chapter 14, Take Charge of Your Career, outcomes<br>1 and 2 (onboard and build relationships)<br><b>FINALS WEEK (no final exam)</b><br>Portfolio | 8-25-17        |