



DIVISION OF
STUDENT AFFAIRS
UNIVERSITY CAREER CENTER
& THE PRESIDENT'S PROMISE

EDCP108I: College and Career Advancement:
Concepts and Skills; Academic Transitions to Internships
Fall 2022: Session I

Instructor Information:

Julie Randolph

0105 Somerset Hall

jlwr@umd.edu

301-405-7918

Instructor Office Hours:

Please email me directly at jlwr@umd.edu to set up a time to meet. This semester I will be working remotely on Monday and Friday and will be in Somerset Tuesday - Thursday. I am happy to meet virtually or in-person.

Course Website: www.elms.umd.edu

Technical Problems: contact the IT Helpdesk at www.helpdesk.umd.edu

Course Description:

This course is designed to provide you with the full experience of searching for an internship. You will be provided with information that will assist your success personally, academically and professionally. Themes include the importance of targeting your resume and cover letter to internship postings, communicating interests and skills to potential employers, searching for internships, networking with alumni and professionals in your intended career field and more. The expectations for this course parallel those expected at an internship/job, so the instructor will assess student work and behaviors by the same standards as employers expect of their interns/employees.

Due to the independent nature of an online course, students are responsible for staying on pace with the course lectures and activities. You can expect to spend **at least** 1½-2 hours per module on course content and activities.

Course Objectives:

As an active participant in this class, you will be able to:

- Identify and understand how your unique characteristics, skills, and interests align with employment industries and possible internship opportunities.
- Demonstrate a solid grasp on online tools and resources relevant to your career interests and internship search.
- Learn the purpose of a resume and cover letter and how to tailor each document to the internship job description.
- Become familiar with internship search strategies utilized by different career fields and understand the skills and qualities employers seek in potential candidates.
- Understand how to network and connect effectively with professionals in your career field(s) of interest.
- Learn what to expect during the interview process and how to make the most of your internship experience.

Campus Policies:

It is our shared responsibility to know and abide by the University of Maryland's policies that relate to all courses, which include topics like:

- Academic Integrity
- Student and instructor conduct
- Accessibility and accommodations
- Attendance and excused absences
- Grades and appeals
- Copyright and intellectual property

Please visit www.ugst.umd.edu/courserelatedpolicies.html for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with your instructor if you have questions.

Course-Specific Policies:

Missed/Late Assignments

All modules close on a Friday at 5pm. Please see the module schedule below in this syllabus and in ELMS/Canvas for exact dates. **If an assignment is submitted at 5:01pm or after on the Friday it is due, it is considered late.**

All late assignments will incur a graded penalty. **There will be a 20% reduction in grade for each week that it is late.**

Submitting Your Work

All Assignments must be posted in ELMS/Canvas. Assignments will not be accepted via email or by any other means outside of ELMS/Canvas for credit. If you are having technical trouble, you may submit via email to your instructor as evidence that you did the work on time. However, work submitted via email will not be graded. The work submitted via email must be submitted in Canvas within 48 hours of the due date or regular late penalties will apply. A Help Desk ticket via helpdesk.umd.edu must accompany late submitted work to be eligible for the 48-hour extension.

Cancellation of Classes

Because this is an online course, even if the University is closed due to inclement weather, all scheduled assignments will still be due. If you are experiencing power outages, contact the instructor via the phone number listed under “Instructor(s) Information” on this syllabus and leave a voicemail message.

Personal Privacy

You will never be required to provide your instructor or classmates access to confidential information or your personal social media accounts. If you prefer, you can satisfy all coursework with fictional information and temporary accounts. Feedback and networking are intended to help advance your personal development.

FYI - ELMS collects site access and grade data - for questions about its maintenance, accuracy and security please contact the Office of Information Technology at www.oit.umd.edu.

Technical Requirements and Technical Support:

For this course, you will need a computer with Internet access and one or more Web browsers (e.g., Firefox, Safari or IE, other browsers may not be supported by ELMS/Canvas).

Asynchronous Course with Three (3) Live Interactions

Though the majority of this course is asynchronous on ELMS, students will have three (3) live interactions in the course. For all three interactions, you will sign-up for a time-slot in Careers4Terps based on the options provided. Please note: these are three separate interactions so you will sign-up for three separate experiences! The three (3) live interactions include:

1. **A virtual group meeting with a Career Center Advisor.** Students will sign up for a time-slot in Module 01 and the live interaction will take place sometime during Modules 02-04.
2. **A virtual resume review.** Students will sign up for a 20-minute time-slot in Module 02 and the resume review will take place sometime on Monday, April 18 or Tuesday, April 19, 2022 from 12pm-4pm.
3. **A virtual mock interview.** Students will sign up for a time-slot in Module 04 and the mock interview will take place sometime on either Monday, May 2 or Tuesday, May 3, 2022 from 12pm-4pm.

Timeline and Deadlines:

With the exception of Module 00, all Modules will open on a Friday at 5pm and all assignments will be due the following Friday at 5pm. You will not be able to skip modules. You must complete each preceding module before you have access to the next, sequential open module.

Module 00: Course and Canvas Introduction

- **MODULE OPENS: Mon, Aug 29 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Sept 9 @ 5pm**

Module 01: Internship Basics: What Is It, Why Do It & Where Do I Fit

- **MODULE OPENS: Fri, Sept 2 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Sept 9 @ 5pm**

Module 02: Necessary Tools: Resumes & Cover Letters

- **MODULE OPENS: Fri, Sept 9 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Sept 16 @ 5pm**

Module 03: Internship Search 101: Finding Potential Internships

- **MODULE OPENS: Fri, Sept 16 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Sept 23 @ 5pm**

Module 04: Internship Search 201: Connecting with Potential Internship Sites

- **MODULE OPENS: Fri, Sept 23 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Sept 30 @ 5pm**

Module 05: Landing the Internship: Preparing for an Interview

- **MODULE OPENS: Fri, Sept 30 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Oct 7 @ 5pm**

Module 06: Making the Most of My Internship Experience

- **MODULE OPENS: Fri, Oct 7 @ 5pm**
- **ALL ASSIGNMENTS DUE: Fri, Oct 14 @ 5pm**

Grading & Assignments:

Activities: Varied points outlined in ELMS/Canvas

Live Interactions: Each worth 75 points

Quizzes: Each worth 20 points

Reflections: Each worth 10 points

Discussion Boards: Each worth 20 points

There is no final exam scheduled for this course.

Grade Distribution:

A+ = 97.00-100.00+%

A = 94.00-96.99%

A- = 90.00-93.99%

B+ = 87.00-89.99%

B = 84.00-86.99%

B- = 80.00-83.99%

C+ = 77.00-79.99%

C = 74.00-76.99%

C- = 70.00-73.99%

D+ = 67.00-69.99%

D = 64.00-66.99%

D- = 60.00-63.99%

F = <60.00%