Course Title: Professional Development, HSP 2224

Description: Provides accelerated students with an interactive seminar exploring career management techniques including self-assessment, researching the world of work, decision-making, goal setting, and job search strategies. Students develop an individualized career development plan.

Semester: Spring 2020
COURSE DATE: March 21 – April 4, 2020
CLASS HOURS: Online class

Course Material: Provided online

Instructor: Carrie (Elizabeth) McKnight, M.A.

Telephone: n/a
Email: emcknight@ndnu.edu
Office Hours: By email
Office Location: n/a

Instructor Background: Carrie was the Director of Career Services at NDNU for 15 years. Currently, she is a Career Counselor at San Jose State University Career Center. Previous experience includes training, teaching, and career advising at non-profit organizations.

Academic Honesty
NDNU's core values include learning, integrity, and honesty, values we live out in all areas of our learning community. Academic honesty means you are able to demonstrate your own knowledge and skills and receive feedback on your learning that can help you improve. By taking responsibility for your own work and avoiding actions that could give you an unfair advantage over others, you are contributing to the NDNU learning community and developing professional skills and values that will serve you well into the future. Academic honesty is one of the most important values of a university community, and breaches of this trust have serious consequences. Please see the Student Handbook for a detailed discussion of Academic Conduct expectations.

Student Success Center
The Student Success Center (SSC), located in the Campus Center, is dedicated to supporting students' academic success at NDNU. The SSC includes writing and subject tutoring, test proctoring for students with accommodations, and facilitates the math placement test (MPT). The goal of the Student Success Center is to promote student learning and academic innovation. Professional staff members, peer tutors, academic advisors, and faculty work together to promote a supportive educational environment. Services are available both on a drop-in basis and by appointment.

Tutorial assistance is offered in lower and upper division English courses. Rudimentary English language assistance is offered to international students who may need assistance writing papers or general English assistance. Some subject tutoring is offered at the Student Success Center. Please check your NDNU student e-mail account for subjects and schedules. These are also posted on the Student Success Center and Writing Center doors.

Disability Resource Center
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical) be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Resource Center (DRC) as soon as possible.
Accommodations are not provided retroactively. The Disability Resource Center is located at St Joe’s 117. Please contact us by email at DRC@ndnu.edu or by phone at 650-508-3670.

**Counseling Services** 650-508-3714 counselingservices@ndnu.edu  New Hall E18 / E19
The mission of Counseling Services is to promote and enhance the overall wellbeing of students so that they may reach their potential for personal growth and academic success. Counseling Services is open Monday-Friday from 9am to 5pm, and currently enrolled students are welcome to call, email or drop-by to schedule an appointment.

**Course Evaluations/Teaching Effectiveness Surveys**
Teaching Effectiveness Surveys (course evaluations) will be available online through Campus Portal. Your feedback regarding courses and faculty is very important to Notre Dame de Namur University, to your faculty, and to me as the instructor for this course. Your feedback helps us review and improve their teaching, helps departments/programs review and improve program content, and is used by the university in making decisions about tenure, promotion, and hiring decisions for part-time faculty.

**Directions:** To access, please enable pop-ups in your browser (uncheck pop-up blocker), then in Campus Portal look for the “You have an active survey” link in the left sidebar. Click that link to open the Course Evaluation Surveys page, which has a link to a survey for each course in which you’re enrolled. Your feedback is very important! Please complete your evaluations for all your courses promptly. Remember: Your responses are anonymous.

**Class Attendance**
Your attendance is very important to your studies at the University. Non-attendance or lack of participation in the class will be considered during the grading process.

**Extra Credit**
None specified, though the opportunity to introduce it will be at the discretion of the instructor.

**LEARNING OBJECTIVES:**
- Students will be able to clarify their values, interests, preferences, and skills through the use of various assessments and exercises.
- Students will be able to connect self-knowledge to the world of work through the use of career exploration exercises.
- Students will design a personal career goal strategy to use for job searches and career planning.
- Students will create a career portfolio that reflects course learning objectives.

**ASSIGNMENTS VALUE & KEY DATES:**

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**GRADE/POINT CONVERSION:**

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