**August 22 – December 5, 2023 | Tuesday & Thursday 3:00-3:50pm | 2036 Campus Instructional Facility**

*engineering 177 SC1*

*gfx career scholars*

**Course Instructor** Rosie Shen (rshen9@illinois.edu)

**Office Hours**  Please schedule via [Handshake](https://ecs.grainger.illinois.edu/handshake) or email for an appointment

# **Course Description**

ENG 177, GFX Career Scholars, is a graded 2 credit hour course for undergraduate College of Engineering students. This class will cover career skill development, self-assessment, as well as communication and coaching skills. Students will enhance their suite of personal career development skills in support of their own internship and full-time position search.

# **Course Materials**

There are no specific texts for this class, although students will occasionally be asked to read articles online pertaining to course content. These articles and all course material will be provided and will be used to complete assignments. Course assignments and instructions are provided on Canvas.

**Learning outcomes will include:**

* Identify and use programming and services offered by Engineering Career Services (ECS)
* Practice self-reflection and personal strategic life and career mapping
* Articulate and define the National Association of College and Employers Career Readiness Competencies
* Ability to recognize how personal experiences and skills support the development of these skills

*RING 100*

**Tentative Overview of Course Topics:**

* Career Readiness Competencies
* Career Exploration
* Networking & Informational Interview
* Digital Tools: Handshake, LinkedIn, Big Interview, Grainger Engineering Link
* Engineering Career Services (ECS) Opportunities
* Clifton Strengths
* Interviewing
* Career Fairs

**Expectations for Students:**

• Class attendance

• Class participation

• Homework completion

• Required readings

• Collaboration with classmates

**Grading:**

|  |  |
| --- | --- |
| 97-100 | A+ |
| 93-96 | A |
| 90-92 | A- |
| 87-89 | B+ |
| 83-86 | B |
|  80-82 | B- |
| 77-79 | C+ |
| 73-76 | C |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D |
| 60-62 | D- |
| 59 or below | F |

1. Attendance is required. Those attending and participating will receive full credit. There are 23 classes total. Therefore, there is no need to report when missing your first class. Each lecture will be worth 10 points total, with 5 coming from class engagement, and 5 coming from attendance.
2. There will be several homework assignments throughout the semester (approximately 1 assignment per class) with varying point values. For every day an assignment is late, 10% of the possible grade will be deducted up to 50% of the total grade, unless previously discussed with instructor.
3. A final presentation and reflection assignment will be assigned in the middle of the semester.

**Grading – Points:**

|  |  |
| --- | --- |
| Assignment  | Breakdown |
| **Homework Assignments & Reflections** – 30 points per reflection, 15 points per other homework assignment | 45% |
| **Attendance / Participation** - 10 points per class (5 from attendance, 5 from class engagement) & 20 points for individual meeting | 25% |
| **Final Presentation** | 30% |
| Total | 100% |

**Note:** There are 23 classes in total. However, you may miss one class without notice. Each lecture is worth 10 points.

**Course Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week**  | **Class Date** | **Topic** | **Assignments** |
| **1** | **Aug 22** | Introduction & Class Overview | * Discussion Post (due 8/24 at 3PM)
 |
| **Aug 24** | Goal Setting | * Initial Course Reflection (due 8/28 at 11:59 PM)
 |
| **2** | **Aug 29** | Career Readiness Competencies Intro | * Initial Course Self-Assessment (due 9/4 at 11:59 PM)
 |
| **Aug 31** | Reflecting on Career Readiness | * Reflection on Career Readiness (due 9/4 at 11:59 PM)
 |
| **3** | **Sep 5** | ECS Intro & Handshake  | * Set up Handshake Profile (due 9/11 at 11:59 PM)
 |
| **Sep 7** | Career Fair Intro  | * Set up Career Fair Goals (due 9/13 at 11:59 PM)
 |
| **4** | **Sep 12** | No CLASS – Attend the [Career Fair Workshop](https://www.careercenter.illinois.edu/event/career-fairs-maximize-your-experience)  | * Reflection on the Career Fair Workshop (due 9/13 at 11:59 PM)
 |
| **Sep 14** | NO CLASS – Attend the Career Fair  | * Career Fair Reflection (due 9/18 at 11:59 PM)
 |
| **5** | **Sep 19** | Career Decision-Making Overview | * Discussion Post (due 9/20 at 11:59 PM)
 |
| **Sep 21** | Self-Knowledge Exploration - Interest | * Complete O\*Net Career Interest (due 9/25 at 11:59 PM)
 |
| **6** | **Sep 26** | Self-Knowledge – Value | * Complete Clifton Strength Assessment (due 9/28 at 1 PM)
 |
| **Sep 28** | Self-Knowledge - Strength | * Reflection on Self-knowledge (due 10/2 at 11:59 PM)
 |
| **7** | **Oct 3** | Options Knowledge – Career Options | * Create your list of options (due 10/5 at 3 PM)
 |
| **Oct 5** | Options Knowledge – Occupation Information | * Identify your prioritized career option & develop a plan to research your prioritized option (due 10/9 at 11:59 PM)
 |
| **8** | **Oct 10** | Networking | * No Homework
 |
| **Oct 12** | LinkedIn | * Create Your LinkedIn Profile & Connect with classmates (due 10/16 at 11:59 PM)
 |
| **9** | **Oct 17** | Grainger Engineering Link | * Create your GEL Profile (due 10/23 at 11:59 PM)
 |
| **Oct 19** | Informational Interview Best Practice | * Complete one informational interview and reflect on takeaways (due 11/28 11:59 PM)
 |
| **10** | **NO CLASS – Individual Meetings** |
| **11** | **Oct 31** | Sage Corps & Alum Panel | * Prepare questions for panelists (due 10/31 at 2:00 PM)
 |
| **Nov 2** | Career Peers Panel | * Prepare questions for panelists (due 11/2 at 2:00 PM)
 |
| **12** | **Nov 7** | Storytelling & Interviewing | * Complete Mock Interview Assignment (due 11/13 at 11:59 PM)
 |
| **Nov 9** | STAR Method & Big Interview | * No Homework – Work on the final presentation
 |
| **13** | **Nov 14** | Startups Meet & Greet | * No Homework – Work on the final presentation
 |
| **Nov 16** | Use of AI to Boost your Career Development | * Reflection on How to Use AI (due 11/28 at 11:59 PM)
 |
| **14** | **Fall Break – NO CLASS – No Homework** |
| **15** | **Nov 29** | Presentation | * Submit Presentation Slides (due 11/28 at 11:59 PM)
 |
| **Dec 1** | Presentation |  |
| **16** | **Dec 6** | Wrap-up | * Final Reflection (due 12/5 at 11:59 PM)
 |

\*Note: Course schedule is subject to further change or revision, as needed, to meet goals of the course.

**Classroom Technology Policy:**

Use of interactive technology (Cell Phones, Tablets, Laptops, iPods) is allowed only when it is required for an in-class assignment and this requirement is explicitly stated by your instructor. At all other times, personal electronic devices should be silenced and put away. The ENG 177 curriculum is designed for active participation in classroom activities and discussion. This tech-free policy helps students be fully present in class and prevents students from unintentionally distracting peers – just like you don’t want to be distracted by a cell phone screen in a movie, your peers don’t want to be distracted by your Instagram feed in class! Students who use electronics during classroom time without approval from their instructor may forfeit their attendance/participation credit.

**Additional Course Information:**

**Academic Integrity**

The University of Illinois at Urbana-Champaign Student Code should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: <http://studentcode.illinois.edu/>.

Academic dishonesty will result in a sanction proportionate to the severity of the infraction, with possible sanctions described in 1-404 of the Student Code (<https://studentcode.illinois.edu/article1/part4/1-404/>). Every student is expected to review and abide by the Academic Integrity Policy as defined in the Student Code: <https://studentcode.illinois.edu/article1/part4/1-401/>. As a student it is your responsibility to refrain from infractions of academic integrity and from conduct that aids others in such infractions. A short guide to academic integrity issues may be found at <https://provost.illinois.edu/policies/policies/academic-integrity/students-quick-reference-guide-to-academic-integrity/>. Ignorance of these policies is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

**Anti-Racism and Inclusivity Statement**

The Grainger College of Engineering is committed to the creation of an anti-racist, inclusive community that welcomes diversity along a number of dimensions, including, but not limited to, race, ethnicity and national origins, gender and gender identity, sexuality, disability status, class, age, or religious beliefs. The College recognizes that we are learning together in the midst of the Black Lives Matter movement, that Black, Hispanic, and Indigenous voices and contributions have largely either been excluded from, or not recognized in, science and engineering, and that both overt racism and micro-aggressions threaten the well-being of our students and our university community.

The effectiveness of this course is dependent upon each of us to create a safe and encouraging learning environment that allows for the open exchange of ideas while also ensuring equitable opportunities and respect for all of us. Everyone is expected to help establish and maintain an environment where students, staff, and faculty can contribute without fear of personal ridicule, or intolerant or offensive language. If you witness or experience racism, discrimination, micro-aggressions, or other offensive behavior, you are encouraged to bring this to the attention of the course director if you feel comfortable. You can also report these behaviors to the Bias Assessment and Response Team (BART) (<https://bart.illinois.edu/>**).**Based on your report, BART members will follow up and reach out to students to make sure they have the support they need to be healthy and safe. If the reported behavior also violates university policy, staff in the Office for Student Conflict Resolution may respond as well and will take appropriate action.

**Disability-Related Accommodations**

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may visit 1207 S. Oak St., Champaign, call 333-4603, e-mail disability@illinois.edu or go to [https://www.disability.illinois.edu](https://www.disability.illinois.edu/).  If you are concerned you have a disability-related condition that is impacting your academic progress, there are academic screening appointments available that can help diagnosis a previously undiagnosed disability. You may access these by visiting the DRES website and selecting “Request an Academic Screening” at the bottom of the page.

**Family Educational Rights and Privacy Act (FERPA)**

Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <https://registrar.illinois.edu/academic-records/ferpa/> for more information on FERPA.

**Religious Observances**

Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. You should examine this syllabus at the beginning of the semester for potential conflicts between course deadlines and any of your religious observances. If a conflict exists, you should notify your instructor of the conflict and follow the procedure at <https://odos.illinois.edu/community-of-care/resources/students/religious-observances/> to request appropriate accommodations. This should be done in the first two weeks of classes.

**Sexual Misconduct Reporting Obligation**

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University’s Title IX Office. In turn, an individual with the Title IX Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: [wecare.illinois.edu/resources/students/#confidential](http://wecare.illinois.edu/resources/students/#confidential).

Other information about resources and reporting is available here: [wecare.illinois.edu](http://wecare.illinois.edu/).