



Course Syllabus

Course:	GRS100: Graduate Readiness Seminar
Units/Hours:	2.0 Hours / 30 Hours (30 Theory/Lecture)
Total Weeks:	6 Weeks
Instructor: Advising Times: Phone: Email:	
Class Schedule:	Monday through Thursday Insert Dates and Time of Class
Prerequisite(s):	<ul style="list-style-type: none">• Completion of all programmatic coursework
Course Description:	In this course, students demonstrate the integration of their academic learning into their professional and personal lives. Students will use their self-awareness to model professional behavior, written and oral communication skills, and cultural competence by presenting program learning to an inter-professional audience. The grade earned in this course is Pass/Fail.
Course Learning Outcomes	Upon completion of this course, the successful student will be able to: <ol style="list-style-type: none">1. Demonstrate self-awareness through reflection of program outcomes by compiling a Career and Talent Suite2. Utilize professional behavior and communication skills in an interview3. Convey professional knowledge, skills, and abilities to a potential employer
Grade Item Weights	<ul style="list-style-type: none">• 30% Homework and Projects• 20% Reading Companions• 20% Exams• 20% Discussion• 10% Professionalism

Course Policies

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional policies please view your [College Catalog](#).

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. Click here for some additional information on Plagiarism and how to avoid it.
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.
Late Assignment Policy	Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.

Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	-	100%	=	A
80	-	89%	=	B
70	-	79%	=	C
65	-	69%	=	D
Below 65			=	F

Course Learning Outcomes and Objectives

CLO 1: Demonstrate self-awareness through reflection of program outcomes by compiling a Career and Talent Suite

- 1.1 Apply the Optimal Resume Tutorial in order to create a resume
- 1.2 Identify the Resume Writing Guide while assisting in the resume process
- 1.3 Recognize key points of writing a resume for specific companies
- 1.4 Organize a portfolio and cover letter to prepare for future job search

CLO 2: Utilize professional behavior and communication skills in an interview

- 2.1 Demonstrate the use of power verbs within a resume and interview
- 2.2 Evaluate power verbs while communicating
- 2.3 Analyze how to tailor your resume to a specific position
- 2.4 Understand how to dress properly for an interview

CLO 3: Convey professional knowledge, skills, and abilities to a potential employer

- 3.1 Apply oral communication skills during an interview
- 3.2 Recognize the STAR method of interviewing
- 3.3 Demonstrate how to create a video resume in Optimal Resume using proper communication methods
- 3.4 Apply how to complete an interview in Optimal Resume using proper communication methods

Weekly Outline of Curriculum

Week 1 Activities

Objective(s)	Topics	Assignment/Due Date
1.2	Resume Writing	Reading Assignment: Read the Resume Writing Guide .
1.1	Optimal Resume Tutorial	Presentation: Review the Video: "Optimal Resume Tutorial".
1.1-1.2	Optimal resume video and Resume Overview Guide.	Reading Companion: Interactive quiz, covering the Optimal resume video and Resume Overview Guide.
1.3	Targeted Resume Writing	Discussion Forum: Targeted Resume Writing
1.1-1.2	Resume Writing and Optimal Resume	Unit 1 Exam: will cover the Reading and Presentation
CCLO	Professionalism	Every employer expects that you will report to work on time and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 3.33-point deduction for each assignment posted late

Week 2 Activities

Objective(s)	Topics	Assignment/Due Date
1.4	Cover Letters	<p>Reading Assignment: Read the How to Write a Cover Letter.</p> <p>Presentation: Review the Video: "5 Steps to an Incredible Cover Letter".</p> <p>Reading Companion: Interactive quiz</p> <p>Discussion Forum: Writing a Cover Letter</p>
1.4	Cover Letter & Important Documents	Homework: Complete your Initial Draft of your Cover Letter/Upload Important Documents to the Portfolio

CCLO	Professionalism	Every employer expects that you will report to work on time and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 3.33-point deduction for each assignment posted late
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Week 3 Activities

Objective(s)	Topics	Assignment/Due Date
2.1-2.3	Verbs	<p>Reading Assignment: Review Why Action Verbs are Important as well as the Action Verbs and Examples.</p> <p>Presentation: Review the Video: "Get a better job: Power Verbs for Resume Writing".</p> <p>Discussion Forum: Importance of action verbs; Tailoring to your resume</p>
1.1-1.4, 2.3	Resume	Homework: Submitting your resume to the dropbox and Optimal Resume
1.4, 2.1-2.2	Verbs & Cover Letters	Unit 3 Exam: will cover the Reading and Presentation in Week 2 and Week 3
CCLO	Professionalism	Every employer expects that you will report to work on time and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 3.33-point deduction for each assignment posted late

Week 4 Activities

Objective(s)	Topics	Assignment/Due Date
2.4	Professional Dress	<p>Reading Assignment: Review Dressing For Success PowerPoint. Dressing for an Interview file, linked here: Dressing for an Interview.</p> <p>Presentation: Review the Video: "10 Tips on Dressing for your Job Interview"</p> <p>Reading Companion: Interactive quiz</p> <p>Discussion Forum: Dressing for an Interview</p> <p>Homework: Complete the table related to proper interview dress.</p>
CCLO	Professionalism	Part of being a valuable employee is being able to offer valuable suggestions for improvement. To that end, in this Unit, 5 of your professionalism points will be awarded for completing the student survey. When you click submit, take a screenshot of the submission

confirmation and post it to the dropbox. The rest of your professionalism grade will be determined by your timely submission of your assignments, with a 1.66-point deduction for each assignment posted late.

Week 5 Activities

Objective(s)	Topics	Assignment/Due Date
3.2	STAR Method	<p>Reading Assignment: Review the following resources the STAR interview technique. Review the STAR Method of Behavior linked here: The Star Method</p> <p>Presentation: Review the Video: "The STAR Method of Interviewing".</p> <p>Reading Companion: Interactive quiz</p> <p>Discussion Forum: STAR Method of Interviewing</p>
3.3	Optimal Resume	Homework: Optimal Resume
CCLO	Professionalism	Every employer expects that you will report to work on time and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 3.33-point deduction for each assignment posted late.

Week 6 Activities

Objective(s)	Topics	Assignment/Due Date
3.3	Interviewing	Presentation: Review the Video: "Optimal Resume Interview Module".
1.1-1.4, 2.1-2.4, 3.2-3.3	Comprehensive	Exam: Covering content from Week 1 through Week 5
3.1, 3.4	Interviewing	Homework: Mock Interview
CCLO	Professionalism	Every employer expects that you will report to work on time and complete your work according to established schedules. Your professionalism grade will be determined by your timely submission of your assignments, with a 2.5-point deduction for each assignment posted late.

Technology Requirements (Hardware/Software)

If your course or program is hybrid or blended, please refer to the [Online Technical Requirements](#) web page for the eCourses technical requirements to ensure your computer at home will fully support your coursework. Internet Explorer is the recommended browser. In addition, Microsoft Office applications such as Word, Excel and PowerPoint are standard for SJVC eCourses.

Due to the necessity of technology in eCourses, you must have a backup plan for using an alternative computer with internet access in case of problems with your personal computer. If you live near any SJVC campus, you may use the computer labs located on each campus. If you have a technology problem that affects your ability to access your online course, please notify your instructor immediately. If you can access other internet sites but cannot access your online course, you need to contact the [SJVC Help Desk](#) to seek assistance.

If you have no internet access at all, it is not an SJVC eCourses issue. Please be aware that the Help Desk does not cover problems that you may be experiencing with your computer hardware, internet connection, or other technical problems that may require a technician or intervention from your Internet Service Provider.

Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook*, the [College Catalog](#) and your *program handbook* (if applicable)*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
 - i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
 - ii. Missed quizzes may not be taken.
 - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.

- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

This syllabus is only a guideline and subject to change.

***Some programs have additional program requirements. Please see your Program Director or Instructor for details.**

Instructional Strategies and Methods for Assessing Student Learning Outcomes:

1. Critical Thinking Tasks and Assignments:

Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem-solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

2. Required Reading, Writing, Projects, and Outside of Class Assignments:

Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

3. Methods to Measure Achievement of Student Learning Outcomes:

Students in this course will be graded in the following categories:

a) Writing Assignments:

- Written homework
- Research papers
- Term or other papers

b) Computational or Non-Computational Problem-Solving Demonstrations:

- Exams
- Homework problems
- Quizzes

c) Skill Demonstration:

- Individual and group presentations
- Performance exams

- Skill competencies
- Case studies

d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

Library Resources

<p>CREDO</p>	<p>Credo will take you through various online modules and give you the foundation you need to write your next paper.</p> <ul style="list-style-type: none"> • Starting Your Research Paper • Types of Sources • Search Strategies and Techniques • Evaluating and Using Information • APA Citations and Tools • Presenting Information <p>Access Credo through InfoZone under the “eCourses” tab. Credo can be found in the “My Courses” section.</p>
<p>LIRN</p>	<p>The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, technical and more.</p> <ul style="list-style-type: none"> • Access to databases • Journals, magazines, newspapers • Reference works • Podcasts, audio, video and images <p>Access LIRN through InfoZone under the “Links” tab and enter the code for SJVC.</p> <p>Username: 83762 Password: sjvclib77</p>



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Destiny

Looking for a book in your campus library? Destiny allows you to do an online search through your on-campus library resources. Access Destiny through InfoZone under the “Links” tab, then select your campus.

NEED HELP?

- Instructors can clarify their expectations.
- Student Center Coordinators and Librarians can provide help along the way.
- Email SJVCLibrary@sjvc.edu

Contact information for the Student Center and Library can be found by accessing Destiny through InfoZone under the “Links” tab, then selecting your campus.