#### **NEW COURSE PROPOSAL** UUPC Approval 2/26/24 **Undergraduate Programs** UFS Approval \_\_\_\_\_ SCNS Submittal \_\_\_\_\_ **FLORIDA Department** Sociology Confirmed \_\_\_\_ ATLANTIC UNIVERSITY Banner Posted \_\_\_\_\_ College Arts and Letters (To obtain a course number, contact erudolph@fau.edu) Catalog (L = Lab Course; C = **Prefix** SYG Type of Course **Course Title** Combined Lecture/Lab: add if appropriate) Lecture Career Paths in Sociology Number Lab 3007 Code Credits (See Course Description (Syllabus must be attached; see Template and Guidelines) Grading Definition of a Credit Hour) (Select One Option) In this course, students will be exposed to various marketable skills that will assist them in preparing for a career after graduation or for graduate school through 3.0 Regular "real-world" exposure using micro internships and supervised experience related to various career interests in Sociology. Like in any major, Sociology majors end up **Effective Date** working in many different jobs, this course will provide the common career paths for (TERM & YEAR) Sat/UnSat Sociology majors. A portion of the course will be spent investigating what one can do Fall 2024 with a sociology degree. An introduction of possible levels of employment in the private or public sectors will be reviewed. Ultimately, this course will begin to assist Prerequisites, with minimum grade\* Corequisites Registration Controls (Major, None. None. College, Level) Sociology major or minor. \*Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course WAC/Gordon Rule Course Intellectual Foundations Program (General Education) Requirement (Select One Option) No None WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See General Education criteria must be indicated in the syllabus and approval WAC Guidelines. attached to the proposal. See Intellectual Foundations Guidelines. Minimum qualifications to teach course Ph.D. in Sociology Faculty Contact/Email/Phone List/Attach comments from departments affected by new course Maritza Flores/ mflores15@fau.edu/561-297-3275 None. Approved by Ann Branaman Department Chair 1/29/2024

2/8/24

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

College Curriculum Chair

Undergraduate Studies Dean Dan Meero

College Dean

UUPC Chair -

UFS President

Provost



# [SYG 3007]: [CAREER PATHS IN SOCIOLOGY] (CRN)

Florida Atlantic University
Department of Sociology
Fall 2024
3 Credit Hours

Course: Mostly Online Course Instructor: Maritza C. Flores, Ph.D.

Office Location: CU (Culture and Society Building) Room 263

Office Hours: Online Zoom office hours will need to be scheduled by emailing me and will be

held on Mondays and Wednesdays 10am-2pm and by appointment

Phone Number: 561-297-3275 Email: mflore15@fau.edu

# **COURSE DESCRIPTION**

In this course, students will be exposed to various marketable skills that will assist them in preparing for a career after graduation or for graduate school through "real-world" exposure using micro internships and supervised experience related to various career interests in Sociology. Like in any major, Sociology majors end up working in many different jobs, this course will provide the common career paths for Sociology majors. A portion of the course will be spent investigating what one can do with a sociology degree. An introduction of possible levels of employment in the private or public sectors will be reviewed. Ultimately, this course will begin to assist students in developing a plan for professional employment.

# **COURSE PREREQUISITES**

Must be a declared major or minor in Sociology.

# **COURSE OBJECTIVES**

This course will combine theories learned in the classroom with experiential learning objectives that examine the potential careers that can be obtained with a degree in Sociology. As a result of successful participation in this course, students will be able to:

- 1. Utilize techniques learned through resume and interview building.
- Consider their current skill set as well as reflect on areas for future development/advancement that align with career options in sociology.
- 3. Understand the skillsets and attributes that employers value that can assist students in becoming more marketable in a competitive workforce in a sociology related field.
- 4. Apply learned academic knowledge within the sociology field to practical application outside the classroom using micro internship, shadowing, service learning, and other experiential learning opportunities.
- 5. Reflect on obtained outcomes from experiential learning that can be utilized to discuss with future internship and full-time employers through the possible attainment of a letter of recommendation from evaluator.

# SHADOWING/MICRO INTERNSHIP REQUIREMENTS

- 1. Students will need instructor approval.
- 2. Students will need approval from the micro internship/ shadowing director or professor and the micro internship/shadowing agency or organization.
- 3. The micro internship/shadowing must be in a professional or public setting.
- 4. Students must complete and sign a legal waiver.
- 5. Students will need to enroll in Handshake through the FAU Career Center.
- 6. Students will notify the FAU Career Center immediately of any significant change in their employment status or work environment (i.e., change of Supervisor, misunderstanding on the job, etc.).
- 7. Students are responsible for their own transportation to and from the micro internship/shadowing site.
- 8. Students will not be allowed to actively pursue other internship opportunities during the same term as this would affect their agreement with their current micro internship/shadowing employer.
- 9. If students do not complete the hours and weeks of employment provided during approval of the micro internship/shadowing experience, a student will receive a failing grade.
- 10. All the required evaluations (experiential assignments, micro internships, reflection papers, self-assessment and evaluation) must be submitted by the due dates or the student will receive a failing grade in the course.
- 11. Assignments are due by the dates stated below. If students are unable to submit an assignment by the deadline date, they must contact the course instructor one week prior to the deadline date to make alternative arrangements and provide documentation.

# **COURSE DELIVERY MODE**

This is an experiential learning course that will only meet in a traditional classroom setting a few times a semester. This mostly online course will be accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, contact OIT for help.

The course is organized into modules with due dates. Modules are locked until the date specified by the syllabus and Canvas. Unless otherwise specified (see Canvas and syllabus for dates). Unless otherwise specified, each module begins on Saturday at 12:00am, EST, and ends on Friday at 11:59pm, EST. The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, presentations, and other relevant materials for each subsequent module.

# TIME COMMITMENT PER CREDIT HOUR

This course has three (3) credit hours. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

# **COURSE POLICIES**

#### CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

Students at Florida Atlantic University should endeavor to maintain the highest ethical standards. Academic dishonesty is a serious breach of these ethical standards because it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

#### **PLAGIARISM**

<u>Plagiarism</u> is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate

manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source. If the student if found to have plagiarized any work in the course, the student will receive an F in the course.

## **NETIQUETTE**

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more indepth information, please see the <u>FAU statement on netiquette</u>.

# CLASSROOM ETIQUETTE/DISRUPTIVE BEHAVIOR POLICY STATEMENT

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

For more information, please see the FAU Office of Student Conduct.

#### ATTENDANCE POLICY STATEMENT

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up in class work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University approved reason the opportunity to make up in class work missed without any reduction in the student's final course grade as a direct result of such absence.

#### ONLINE ATTENDANCE POLICY

Since the course is online, you should access the course at least three times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. Part time or full time employment is not considered a reason to provide assignment extensions. Plan accordingly! If you are experiencing extended major illness, absences due to extended University duties, or other large-scale issues, contact the instructor immediately and prior to the due date to formulate a resolution and provide documentation.

#### **ACCESSIBILITY POLICY STATEMENT**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAUs campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)CENTER**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

#### **CODE OF ACADEMIC INTEGRITY POLICY STATEMENT**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

#### RELIGIOUS ACCOMMODATIONS FOR STUDENTS AND FACULTY

In accordance with regulations of the Florida Board of Governors and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations, and work assignments. The details of this policy, as it pertains to FAU, may be found in the University Catalog and University Regulation 2.007, Religious Observances.

#### POLICY ON THE RECORDING OF LECTURES

Because of a new Florida Statute in 2021, students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

# **REQUIRED TEXTS & MATERIALS**

## **Required Texts/Materials**

Lambert, Stephen. Great Jobs for Sociology Majors. 3<sup>rd</sup> edition. New York: McGraw Hill, 2008. ISBN 10: 0-07-154482-8

# **MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS**

## **HARDWARE & SOFTWARE REQUIREMENTS**

## Hardware

Dependable computer: a computer/laptop can break down unexpectedly and repairing
it may take a few days, therefore plan accordingly. Not having a working computer will
not be considered a valid excuse for makeup work as you will need to continue to
work on your assignments to complete them on time. The university has open labs at

all FAU campuses and many local public libraries also offer computer access to residents.

- Computer speakers
- Headset with microphone
- Webcam
- external hard drive, a USB drive, cloud storage, or a folder on the FAU servers (make sure you save a copy of your work on something other than your computer)

#### Software

- Microsoft 365 Suite
- Reliable web browser (recommended Chrome or Firefox)
- Canvas mobile app: Download instructions for iOS device or Android device
- Adobe Reader
- Adobe Flash Player

#### **Internet Connection**

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- Check your Internet speed here.

#### **COMPUTER REQUIREMENTS**

**Basic Computer Specifications for Canvas** 

- Operating system: Windows 10 or macOS Sierra (or higher).
- Specifications

## **Peripherals**

A backup option should be available to minimize the loss of work. This can be an
external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

#### Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

## MINIMUM TECHNICAL SKILLS REQUIREMENTS

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).
- Using email with attachments.
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

#### **TECHNICAL SUPPORT**

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the "Help" tab located on the menu bar.

When a problem occurs, click "Help" to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

## **Additional Technical Support**

- 1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
- If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see <u>Print</u> Screen instructions.
- 3. Complete a <u>Help Desk ticket</u>. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
  - a. Select "Canvas (Student)" for the Ticket Type.
  - b. Input the Course ID.

- c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
- d. Attach the Print Screen file, if available.
- 4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
- 5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
- 6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
- 7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

# **COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY**

#### **GRADING CRITERIA**

**Student Introduction and Syllabus & Course Agreement** (0%- **extra credit** if both assignments are completed by assigned date- see Canvas)

You will post an introduction in the student introduction discussion board (and reply to at least two others' posts) and complete a syllabus and course agreement.

## 1. Experiential Learning Assignments: (30% of your final grade)

# a. Major Knowledge Assignments

The student will complete a career interest assessment, meet with the FAU Career Center to review your results and write a 1 page reflection paper.

## b. Resume Building

The student will meet with the FAU Career Development Center to develop a resume that will be provided to the internship/shadowing agency.

## c. Interview Training Session

The student must schedule and complete a mock interview or interview training session with the FAU Career Development Center. By doing so, students will be able to enhance skills that facilitate favorable interview outcomes.

## d. Workshop Session

This workshop will address professionalism, internship expectations, and responsibility.

#### e. Career Center Attendance

Students will attend at least two career fairs and provide proof of attendance.

## 2. Reflection Papers (30% of your final grade)

Students will write 3 short (4- 5 page) reflection papers on your experience with the experiential opportunities or micro internship/shadowing agency in order to reflect on how your service links to the course objectives, the impact that this experience has had on your personal as well as professional development, and how your participation has impacted the micro internship/shadowing organization as well as the larger community that it serves.

## 3. Agency Evaluation of the Student (15 % of your final grade)

**Student Evaluation**- This portion of the grade will be based on the micro internship/shadowing organization's evaluation of the student. This is based on attendance, performance, maturity, attitude, and completion of responsibilities.

# 4. Self-Assessment (25% of your final grade)

Student self-evaluation and micro internship/shadowing agency evaluation- This portion of this grade will be based on the student's self-evaluation of their work and their experience working/shadowing in the agency. This assessment will be presented at the end of the semester through a PowerPoint presentation. How good of a job do you feel you provided to the organization? What grade would you give yourself? How satisfied are you that the experience related to the course objectives? What do you feel you gained from this experience- personally as well as professionally? What could have made it more rewarding? What do you feel the micro internship/shadowing organization gained through your participation? How would you rate your experience with the organization, and would you say the organization is achieving the goals/mission statement they have set for themselves? More information will be available on Canvas.

Assessment	Percentage (%)
Course Orientation	0%
<ul> <li>Student Introduction – Worth up to 10 points.</li> </ul>	
<ul> <li>Syllabus &amp; Course Agreement Quiz – Worth up</li> </ul>	
to 10 points.	
Experiential Learning Assignments (major knOWLedge	30
assignments, resume, interview, career fair, workshop)	
Reflection Papers	30
Student Evaluation	15
Self-Assessment Presentation	25
TOTAL:	100%

# **GRADE SCALE**

Grade	Percentage (%)
А	93 – 100%
A-	90 – 92%
B+	87 – 89%
В	83 – 86%
B-	80 – 82%
C+	77 – 79%
С	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	0 – 59%

# **LATE ASSIGNMENTS POLICY**

Late assignments will be accepted within the first 24 hours after the due date. For each hour the assignments are late, 5% will be deducted. No makeups are available 24 hours after the due date of any assignment/quiz/test/discussion.

If the student is aware that there is a University-sponsored activity (i.e. athletic event/performance), jury duty, military obligation, illness/hospitalization, religious obligation during the entire due date time frame, students **must** contact the instructor within a week **before** missing an assignment to schedule a make-up assignment. If you are allowed to make up the assignment, it must be **completed before one week** of the regularly scheduled assignment. Failure to adhere to these guidelines will result in a **Zero (0)** for the assignment in question.

#### **INCOMPLETE GRADE POLICY**

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor but is allowed only if the student is passing the course.

# **COMMUNICATION POLICY**

#### **EXPECTATIONS FOR STUDENTS**

#### **Announcements**

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

## **Email/Video Conferencing**

You are responsible for reading all your course email and responding in a timely manner.

## **Course-Related Questions**

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts.

#### INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK

# **Email/Video Conferencing Policy**

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within 48 hours. You should ask course-related questions in the FAQ discussion

board. If you have questions of a personal nature, you should email the instructor.

#### **Assignment Feedback Policy**

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

#### **Course-Related Questions Policy**

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

## **Electronic Communication Policy**

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on Cyber Security Awareness.

# **SUPPORT SERVICES & ONLINE RESOURCES**

- Center for eLearning and Student Success
- Counseling and Psychological Services
- FAU Libraries
- Freshmen Academic Advising Services
- Math Learning Center
- Office of Information Technology Helpdesk
- Office of International Programs and Study Abroad
- Office of Undergraduate Research and Inquiry
- Student Accessibility Services
- University Center for Excellence in Writing

# **FACULTY RIGHTS & RESPONSIBILITIES**

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*.

# **SELECTED UNIVERSITY & COLLEGE POLICIES**

#### **ACCESSIBILITY POLICY STATEMENT**

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations to properly execute coursework due to a disability, must register with Student Accessibility Services (SAS) located in the Boca Raton, Davie, and Jupiter campuses and follow all SAS procedures. For additional information, please consult Student Accessibility Services.

#### Contact

Boca Raton: (561) 297-3880
 Fax: (561) 297-2184, TTY: 711

• **Davie:** (954) 236-1222

Fax: (954) 236-1123, TTY: 711

• **Jupiter:** (561) 799-8721

Fax: (561) 799-8721, TTY: 711

#### **GRADE APPEAL PROCESS**

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

Chapter 4 of the University Regulations contains information on the grade appeals process.

#### UNIVERSITY APPROVED ABSENCE POLICY STATEMENT

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is your responsibility to notify the instructor at least one week prior to missing any course assignment.

# **DROPS/WITHDRAWALS**

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the FAU Registrar Office for more information.

\* \* \*

The instructor reserves the right to adjust this syllabus as necessary.

\*\*Make sure you upload all your assignments through the Canvas website rather than the Canvas app (on your phone). Some students have reported having issues with problems uploading assignments on the Canvas app. If you chose to use the app, make sure that you get a confirmation that your assignment was successfully uploaded as this will not be considered an excuse to make up any lost or not loaded coursework.\*\*

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

# Schedule Of Lectures, Readings, Assignments, and Exams: (Subject to Change):

Module 1: Section 1: The Job Search

Chapter 1: The Self-Assessment

Chapter 2: The Resume and Cover Letter

Major KnOWLedge Reflection 1 Page Paper Assignment

Proof of Completed Appointment through Handshake Due

Work Interest Assignment Due

Resume Building Assignment due

# Module 2: Section 2: Networking and Interviewing

Chapter 4: Networking

Chapter 5: Interviewing

Chapter 6: Networking or Interview Follow-Up

Interview Session and Workshop Session Due

Career Fair Attendance Confirmation Due

# **Module 3: Section 3:** Researching Careers and Graduate School

Chapter 3: Researching Careers

What is Applied Sociology?

**US Bureau of Labor Statistics: Sociologists** 

Chapter 8: The Graduate School Choice

# **Module 4: Section 4:** The Career Paths: Teaching and Social Research and Data Analysis

Chapter 9: Teaching with an Advanced Degree

Chapter 13 Social Research and Data Analysis

Refection Paper #1 Due

# Module 5: Section 5: The Career Paths: Human Resources Management

Chapter 11: Human Resources Management

# Module 6: Section 6: The Career Paths: Human Services and Public Employment

Chapter 10: Human Services: Community Organizations and Social Service Agencies

<sup>\*\*</sup>Last Day to Withdraw Without Receiving an F in the Course- 10/27\*\*

Chapter 12: Public Employment

Reflection Paper # 2 Due

Module 7: Section 7: The Career Paths: Careers in the Health Industry

Applying Sociology in Health Care

https://appliedworldwide.com/applying-medical-sociology/#google\_vignette

https://appliedworldwide.com/jobs-in-the-healthcare-industry/?expand article=1

https://appliedworldwide.com/applying-medical-sociology/

Reflection Paper #3 Due

Module 8: Section 8: Job Offer Considerations

Chapter 7: Job Offer Considerations

Student Evaluation from Agency Due

Self -Evaluation Presentation Due