Syllabus Fall Semester 2013
FIVS 482 Occupational And Professional Development
Two Credit Hours (2-0)
Tuesday 11:10 – 12:50 HPCT 102

Instructor:  Dr. Pete D. Teel, Professor and
            Associate Department Head for Academic Programs
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Course Description:  Organized instruction in written and oral communication; acquaint
students with private and public-sector companies and agencies as well as leading
professionals from these firms to reinforce academic instruction and prepare students for
the transition to employment, graduate and professional schools.

Prerequisites:  Jr. or Sr. classification or approval of instructor.

Course Learning Outcomes:
1. Students will research and develop opportunities and contacts in crime
   laboratories, forensic relates businesses, corporations, and government.
2. Students will recognize and compare professional development and leadership
   expectations and responsibilities in private/public sector employment and
   graduate/professional schools.
3. Students will prepare and critique a variety of written and oral materials essential
   to successful employment and professional development.
4. Students will organize and match criteria and processing steps for applications of
   employment and graduate/professional schools.
5. Students will define background checks and recognize ethical and responsible
   actions and behaviors with negative consequences for both employment and
   professional development.

Reference Materials:
2. Assorted handout materials and external resources.
3. Class Guide:  http://guides.library.tamu.edu/FIVS482

Course Assignments and Grading:
- Job Descriptions – Construction & Assessment……..50 pts (5%)
- Profile prospective employer-written/oral report……100 pts (15%)
- Resume preparation – Draft & final version…………100 pts (15%).
- Document cover letter – Draft & final version……100 pts (15%)
- Statement of Purpose – Draft & final version……..100 pts (10%)
- Thank you letter – Draft & final version………………50 pts (5%)
- Guest speaker summaries…………………………100 pts (10%)
- Tutorial dinner & Interview discussion………………100 pts (15%)
- Quizes……………………………………………….100 pts (10%)

Total Points  800 pts (100%)
**Final Grade:**  A-90-100% of total points, B-80-89%, C-70-79%, D-60-69%, F-Below 60%.

**Basis of Course Grade:** Written documents will be graded upon how well instructions were followed, organization, content, grammar and spelling, as well as improvements made between the first and final drafts. Misspelled words and/or grammatical errors on the final draft, the assignment grade will lower the resulting grade. Guest speaker summaries will be reviewed for logical interpretation of substantive content obtained from the speakers. Quizes will be based upon classroom instruction and information provided by guest speakers. Class attendance is a student responsibility (see Student Rules at [http://student-rules.tamu.edu](http://student-rules.tamu.edu)); 3 unexcused absences will lower your final grade by one letter grade. There is no final examination in this course.

**Americans with Disabilities Act (ADA)**

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 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 Disability Services, in Cain Hall, Room B118, or call 845-1637. For additional information visit [http://disability.tamu.edu](http://disability.tamu.edu)

**Academic Integrity – Code of Conduct**

*For additional information please visit: [http://compliance.tamu.edu/CodeConduct.aspx](http://compliance.tamu.edu/CodeConduct.aspx)*

*“An Aggie does not lie, cheat, or steal, or tolerate those who do.”*

**Approximate Class Session Outline.** This schedule is subject to change.


- **3 Sep.** Pathways to professional development and successful employment, graduate school, or professional school. Conducting job searches and understanding job descriptions. Invited Speaker: University Libraries Staff on the FIVS 482 Class Guide. Assignment: Job Descriptions – dissection and use. Due: Resume 1st Draft.

- **10 Sep.** Making career decisions and network development during your undergraduate experience. Invited Speaker: Dr. Jeffery Tomberlin on Internships & Research (FIVS 484/491) processes and decisions. Assignment: Company Profile. Due: Job Descriptions – dissection and use.

- **17 Sep.** Resume evaluations and discussion; Job Descriptions – matching points between resume and descriptions. Invited Speaker. Assignment: Resume final draft.
Due: Company Profile.

Due: Resume final draft.

Due: Cover Letter Draft.


Assignment: Statement of Purpose 1st Draft.
Due: Cover Letter final draft.

Invited Speaker: Randi Mays-Knapp.
Due: Statement of Purpose draft.


Assignment: Statement of Purpose – final draft.
Due: Thank You letter draft.


26 Nov. Learning outcomes reviewed and discussed; Connecting the dots across guest speakers. Course evaluation.

No Final Examination.