

COOP 101- Career Management/Professional Development
Syllabus – TUESDAY – FRIDAY SECTIONS
Fall term 201715: September 25 – December 8, 2017

Instructor:

Office: 3201 Arch Street, Suite 250

Email:

Telephone:

I. COURSE DESCRIPTION

COOP 101 is a 10 week, zero-credit, pass/fail course. A passing grade of CR (Credit Received) is required for participation in the co-op program. It is designed to provide Drexel University students with the skills necessary for career planning, the co-op job search and a successful workplace experience.

II. COURSE REQUIREMENTS

There are two main requirements to pass COOP 101:

1) **Attendance Policy:** Attending eight (8) of the nine (9) classes is required to pass COOP 101.

Attendance at all classes will be recorded but you will be responsible for keeping track of your attendance status.

Only one (1) absence will be allowed. If more than one class is missed, you will need to attend a make-up class to meet the requirement of attending eight (8) classes. **You can attend a maximum of two make-up classes.**

There are limited opportunities to attend make-up classes for any given session. See the Drexel Learn home page for available make-up class times and locations. Because each COOP 101 class covers a set of important topics, attendance at ALL sessions is strongly recommended. **If at any point you do not meet the attendance criteria, you will fail COOP 101.**

To receive credit for a class, you must sign-in yourself and attend class for the entire class period to be counted as Present.

2) **Resume Assignment:** An acceptable, online resume using the SCDCOnline template is required to pass COOP 101.

All students are expected to create their resumes using Drexel's SCDCOnline internal resume template. Resume grades will be posted on Drexel Learn. **Uploaded resumes will not be accepted for COOP 101.**

Resumes will be assessed based on content, structure, syntax, and presentation. Required content areas include but are not limited to: contact information, education, relevant coursework, skills, experience and activities.

Additionally, factors such as format, style, spelling, and grammar are also important for a quality resume. A letter grade of C or better is considered acceptable and the instructor will address unacceptable resumes on an individual basis. You are encouraged to make all revisions your instructor indicates for your resume to be as strong as possible for your job search.

Certificate of Merit (Optional)

The Certificate of Merit recognizes those students who exhibit commendable effort in COOP 101 class. Criteria are available on Drexel Learn.

III. COURSE OUTLINE

Week	Topic	Assignments Due for Class	
		COOP 101	CERTIFICATE OF MERIT (optional)
Week One	Co-op Expectations Review course requirements. Establish goals of the class, the job search and the co-op experience.	Complete COOP 101 survey in Drexel Learn	
Week Two	Market Your Skills I Create most portions of a resume using appropriate sections to organize information.	View “Resume Tutorial” Part I (Video in Drexel Learn) Complete resume contact information and set resume style. Complete Education, Honors and Awards and Skills sections.	
Week Three	Planning and Goal Setting for Co-op and Career Assess skills, interests and values to prepare for the job search and beyond. Begin planning items for a resume.	Do an ES&P search (by major) and find a job description. Bring to class a copy of one job description that interests you.	
Week Four	Market Your Skills II Write strong experience descriptions to highlight your skills and strengths.	View “Resume Tutorial” Part II (Video in Drexel Learn) Complete Experience section.	1st Certificate of Merit assignment due
Week Five	Job Searching I Explore practical approaches and resources offered to Drexel students.	Completed resume due	
Week Six	Individual Resume Consultations Optional Class. Work individually with your instructor on your resume.		
Week Seven	Job Searching II Match your resume to a desired job. Write cover letters that effectively highlight this match.	Resume revisions Resubmit resume (if necessary)	
Week Eight	Preparation and Presentation Practice for interviews.	Resume revisions Resubmit resume (if necessary)	
November 20-24	No Class – Thanksgiving Week		
Week Nine	Interview Practice Practice answering interview questions in a small group setting.	Resume revisions Resubmit resume (if necessary)	
Week Ten	Professional Communication and Networking Review ways to network for job information and opportunities. Learn importance of written and verbal communication in the workplace.	Resume revisions Resubmit resume (if necessary)	2 nd Certificate of Merit assignment due

IV. DREXEL STUDENT LEARNING PRIORITIES (DSLPL)

In support of the Drexel Student Learning Priorities (DSLPL), the goals of COOP 101 are to:

- Prepare for a successful cooperative education experience
- Demonstrate knowledge of the SCDCOnline system
- Produce a relevant and targeted co-op resume that effectively demonstrates skills and strengths
- Understand and demonstrate appropriate modes of professional communication

V. IMPORTANT INFORMATION

Drexel Learn

Attendance will be tracked in Drexel Learn. In addition, assignments and supporting materials (make-up class schedules, resume tutorials, suggested readings, and Certificate of Merit requirements) are located there.

Dishonesty/Falsification of Information

If you record attendance for another student, both of you will be subject to investigation of Academic Dishonesty:

http://drexel.edu/studentlife/community_standards/studentHandbook/

Page 52, Section 9: Dishonesty/Falsification of Information

If you have in your possession an unauthorized student ID or one of another student and use it to appear at a class or make-up class, that will be considered as cheating:

http://drexel.edu/studentlife/community_standards/studentHandbook/

Page 58, Section 28: Unauthorized Use of University Property or Documents

Failure of COOP 101

Receiving a NCR (No Credit Received) or NGR (No Grade Recorded) or withdrawing from COOP 101 will result in the following:

- You will be automatically registered for and must pass COOP 101 during the next term in which the course is offered prior to participating in your first co-op
- A Career Block Hold will be placed on your Drexel SCDC account, and as a result you will not have access to SCDCOnline for your job search until you receive a passing grade AND you will not be able to register a co-op job found through a self-directed job search

If you have previously failed COOP 101 your eligibility to participate in co-op may be affected (co-op cycle may be removed), significant financial aid and billing issues may occur, and/or graduation may be delayed or prevented.

Dropping or Withdrawing from COOP 101

You have been registered for this course, when possible, at least three terms before your assigned co-op cycle. This timing is deliberately designed to support your co-op job search. Thus, **dropping or withdrawing from this course in the term you are assigned is not advised without compelling circumstances**. Please contact your instructor immediately if you have concerns about your registration. Refer to the official academic calendar for drop and withdrawal deadlines. <http://drexel.edu/provost/calendars/academic-calendars/>.

Accommodation of Disabilities

Any student with a documented disability and needing accommodations is encouraged to contact the instructor as soon as possible (preferably within the first week of class). All discussions will remain confidential.

For additional information, refer to: <http://drexel.edu/oed/disabilityResources/overview/>