
**IST 399 / IST 046
CO-OP ORIENTATION
FALL 2018**

FACULTY INSTRUCTOR

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School of Business
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Office hours: Tuesday 300-500pm / KMC 410

TIME AND LOCATION:

IST 399 Section 001, CRN 17351
IST 046 Section 001, CRN 17483
Classroom: ASRC 001
Time/Date: 900am-100pm Friday 09 November & Saturday 10 November 2018
(supplemented online via D2L)

COURSE DESCRIPTION

Prerequisites: Notification of Qualification for entry into PSU CO-OP Program
Credits: Student Option - 1 Credit hour for IST 399 / 0 Credit hour for IST 046

IST 399/046 is required for students that are electing to pursue employment opportunities, while continuing their educational progress, through the PSU CO-OP Program.

COURSE OBJECTIVES

This course will help students develop better insight into how formal (CO-OP) work experience might align with and enhance their academic progression, while helping them explore career interests and opportunities. The course will introduce and/or further develop students' skills in resume writing, online profile development, interviewing, and professional expectations in the workplace.

ABOUT THE INSTRUCTOR

I've taught finance and strategy courses at the graduate and undergraduate level at PSU for over ten years. I have over 25 years of experience as a business executive, with experience in finance, strategy and process effectiveness leadership roles. My management experience has also included significant organizational design, recruiting and mentoring roles. I've worked for large corporations, small start-ups, and consulting firms. I hold a BS in Civil Engineering from Michigan State University and an MBA from Harvard Business School.

I'll welcome your questions throughout the course. If you need to contact me personally please do so via email (kerrys@pdx.edu).

MATERIALS

Text:

Required Textbook:

None

Readings/Articles & Videos

- A listing of articles is included at the end of this syllabus. These articles can be accessed via the PSU Library.
- Several video presentations are noted in this syllabus. These videos can be accessed online via the PSU Advising & Career Services / "Career Spots Video Library".

ASSESSMENT AND EVALUATION

Grading will be based on the following components.

Component	Weighting
Participation in Class Sessions (including breakout workgroups)	50%
Written Submissions: Personal Objectives, Resume, Cover Letter Shell, LinkedIn Profile, Interviewing Plan	50%
TOTAL	100%

Late work that is turned in after the deadline, and not arranged for in advance will receive no credit. I encourage you to let me know as far in advance as you can, if you encounter circumstances that prevent you from on-time submission.

TEACHING PHILOSOPHY AND METHODOLOGY

The class will focus on developing your understanding of the PSU CO-OP Program, its purpose and process, and your roles and responsibilities as a participant in the program. Key topics will be presented through a number of topical readings/articles, as well as in-class discussions, and exercises. I expect you to read the materials assigned and to participate in our class discussions and exercises. You should come into the two class sessions fully prepared: familiar with the articles/readings and ready to discuss them with the class. Everyone will be expected to contribute to class discussions.

I'll lead discussions of the course topics and I may ask you to comment upon some of these from the perspective of a student, of an employer, and of your PSU college. I'll expect you to utilize knowledge gained in this class as well as from your own life/work experience. Much of the learning in these discussions will come from direct interaction with your fellow students, while I introduce issues and guide the discussion process.

CLASS ROUTINE

Readings/Discussion/Cases - Everyone should read the assigned readings/articles and prepare to actively participate in discussion. I'll start each class session with a review and presentation of concepts from PSU program materials and/or the readings. Then we'll shift to a participative discussion of the topic at

hand. You should read the assigned articles thoroughly in the days before class, so that you can be familiar with the concepts as we discuss them.

Online Participation – We will use D2L as a tool to communicate class schedule, required materials, assignments and submissions of completed work.

Written Assignments - There will be several, personal written assignments which will allow you to develop your own career and job search competencies, using some of the tools and approaches covered in the class sessions. These written assignments will be visible to you on the D2L Assignments tool and are to be submitted to that tool by the due date shown therein.

COURSE SCHEDULE		
Session	Class Agenda	Reading/Assignment for Class
DAY 1 09 Nov		
1	The PSU CO-OP Program Purpose/Plan & How it Works	Website: PSU CO-OP website Website: PSU Advising & Career Services “Career Spots Video Library” <i>Note: visit both sites and become generally familiar with contents</i>
2	The Community & PSU Relationship and Mutual Benefit	Website: PSU CO-OP
3	Your College & Major Academic Progress, Planning, Scheduling, Advising	Your major – review course requirements, sequencing, academic calendar Enrollment planning: Plan to enroll for Winter 19 courses
4	Employers Needs, Expectations, Opportunities	Website: PSU CO-OP
	BREAK	
5	Your Objectives Life/Career/Education Life Mapping? (materials?) Strengths Finder? (Gallup Strengths exercise)	Article: <i>Managing Oneself</i> Peter F. Drucker
6	Presenting Yourself – in writing The Resume The Cover Letter	Website: Career Spots Video: “Resumes & Cover Letters”
7	Presenting Yourself - online Your Online Profile Linkedin	Linkedin: TBD – Your Profile Website: Career Spots Video: “Social Media & Job Search”
8	Presenting Yourself – in person The Interview Interview Practice	Website: Career Spots Video: “Interviews”
	END OF DAY ONE	

Session	Class Agenda	Reading/Assignment for Class
DAY 2 10 Nov		
1	The Application Process Company: Job Description, Required Qualifications Online application systems, drug screen, background check, etc PSU: Application through CO-OP Advisor Resume & Cover Letter review: email and/or online	Website: Career Spots Video: "Internships (series) "
2	Interview Scheduling and Follow-up	Article: <i>A Second Chance to Make the Right Impression</i> Heidi Grant
3	Offers Salary/Hours/Expectations Fit with your PSU Academic Plans & Progress Fit with your personal situation – timing, constraints, needs Acceptance Confirm and set start date Work with academic advisor Enroll in "away course" to maintain student benefits	Website: Career Spots Video: "Salary Negotiations " PSU Document: Field Placement Accessibility Procedures (draft)
	Break	
4	Workplace Behaviors Proper business communication (verbal and written) Working in Teams	Article: <i>Managing Your Boss</i> John J. Gabarro, John P. Kotter
5	Staying in Touch with PSU CO-OP Advisor College/Major Advisor	Evaluation Expectations
6	Return to PSU CO-OP Class 2: Orientation Recap (TBD) CO-OP & Planning - for Graduation & Beyond	Requirements for Your Major – course requirements, sequencing, academic calendar
	END OF DAY 2	
Submittals	Submit to D2L Assignments Tool By 18 November (1159pm)	To Be Submitted: Personal Objectives Resume Cover Letter Shell Linkedin Profile Application & Interviewing Plan

Required Articles:

Managing Oneself, Peter F. Drucker

A Second Chance to Make the Right Impression, Heidi Grant

Managing Your Boss, John Gabarro & John Kotter

ORIGINAL WORK:

I expect the work you turn in, the discussion content that you post, and the projects and examinations that you complete, will be your original work, unless you've cited it otherwise.

Plagiarism of any kind – in papers or examinations – or any other violation of academic honesty will be grounds for failure of this course. The Student Conduct Code, which applies to all students, prohibits all forms of academic cheating, fraud, and dishonesty. These acts include, but are not limited to, plagiarism, buying and selling of course assignments and research papers, performing academic assignments (including cases and discussions) for other persons, unauthorized disclosure and receipt of academic information, and other practices commonly understood to academically dishonor. The code of conduct also describes standards of behavior for all student members of the campus community. Violation of the SCC may lead to disciplinary action. Students may obtain copies of the Student Conduct Code by contacting the campus judicial officer at (503) 725-4422, or by visiting her office in room 433 Smith Memorial Center.

ACCOMMODATIONS FOR LEARNING DIFFERENCES

If you have, or think you may have, a disability that may affect your work in this class, register your needs with the Disability Resource Center (DRC) to initiate an accommodations support process. The DRC can be reached at (503) 725-4150 or drc@pdx.edu. Once you have coordinated with the DRC, please contact me to make sure that I have received a faculty notification letter and we can discuss your needs for the term.

PSU values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, usable, inclusive, and welcoming. If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me.

ACADEMIC INTEGRITY

Review the Student Conduct Code to become familiar with your rights, responsibilities and the behaviors for which a student may be subject to disciplinary action. An act of academic dishonesty (e.g., cheating, plagiarism, misrepresenting or improper/no citing that leads the instructor/viewer of content to believe that the writing and content are original to you, or unauthorized possession of examinations) will automatically result in a grade of "F" for the affected assignment, and the case will be referred to university authorities. University authorities have the ability to escalate matters to the level of expulsion. Make sure you keep electronic copies of all your assignments also outside of D2L so that you can produce them should the need arise.

Many of PSU's online courses use the Turnitin plagiarism assessment tool to evaluate assignments. This tool checks submissions against a database of published works, as well as other students' papers. You can review your Turnitin report before submitting an assignment and make necessary revisions. If you are still unclear as to what constitutes plagiarism, please review the PSU Library's Citation Tutorial.

Online courses may also use remote proctoring to regulate behavior during exams. The School of Business uses an automated system called Proctorio. Proctorio works by documenting an instructor-customized combination of video, audio, open applications, and restriction of activities such as copy-paste and opening new browser tabs. If Proctorio identifies suspicious activity according to your instructor's settings, it will flag the instance for a review. This service runs on the Chrome browser and gates access to specified quizzes directly within PSU's learning management system. The School of Business covers the cost of this platform. Proctorio provides a American Disability Act and FERPA compliant user experience.

DATA PRIVACY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their academic records, such as "the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure

without consent.” FERPA protects students from having their information disseminated to third parties without consent.

In accordance with this law, Portland State University has adopted rules to govern the gathering, use, and disclosure of student records with the aim of guaranteeing the privacy of such records. Under the Student Record rules, most of the records that the University maintains with regard to a student can only be disclosed to the student, University officials, sponsors of disbursed financial aid, or government agencies upon receipt of lawful subpoenas.

ONLINE PROCTORING AND DATA PRIVACY

Portland State University’s School of Business uses an automated, third party, remote proctoring service to monitor and regulate student behavior during online exams. The current service employed—Proctorio—never holds unencrypted academic records. All data that enters its system has been encrypted by PSU’s learning management system (LMS) according to user roles, and can only be unlocked by authorized instructors and campus administrators within the LMS. This restricts information from being shared with users who do not possess a PSU "School Official" role, preventing unauthorized individuals and Proctorio from accessing student data. Proctorio delivers all content via SSL (TLS 1.2), and their servers are compliant to PCI and HIPAA standards. Cookies used by the Services cannot be used to personally identify you.

Proctorio never requests disclosure of PII. When going through technical support channels, representatives see student inquiries as unique, randomized identifiers according to institution. The service is accessible through PSU’s LMS, with costs assumed by The School of Business, meaning no secondary accounts or payment information. Proctorio is a Chrome extension that requires activation in order run within a section. This service only operates on specified quiz pages within the LMS.

TITLE IX REPORTING POLICY

As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. We expect a culture of professionalism and mutual respect in our department and class. You may report any incident of discrimination or discriminatory harassment, including sexual harassment, to either the Office of Equity and Compliance or the Office of the Dean of Student Life.

Please be aware that as a faculty member, I have the responsibility to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination. If preferred, you can instead share information about sexual harassment or sexual violence with a confidential employee who does not have this reporting responsibility. For more information about Title IX, please complete the required student module Creating a Safe Campus in D2L.

