

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**Fall 2015**

**Course:** BUS 350 Professional Advancement

**Credit:** 4 Quarter Hours

**Method of Delivery:** eLearning

**Course Description:**

A hybrid course designed to improve career management skills by developing professional interview techniques, practice role-playing assignments, and applying face-to-face interaction.

**Prerequisite:** Not recommended for students who have taken BUS 210 Professional Development and all core courses completed or approval from Program Director

**Text(s) & Manual(s):** The Truth about Managing Your Career

**Author(s):** Dr. Karin Otazo

**Publisher:** Prentice Hall

**Text(s) & Manual(s):** Great Answers! Great Questions! For your Job Interview.

**Author(s):** Jay Block & Michael Betrus

**Publisher:** McGraw Hill

**Materials Needed for this Course:**

Additional Supplies: n/a

Hardware/Software and Equipment: access to internet

**Topics:**

- interview styles
- mock interview
- career choices
- starting a career
- career advancement
- career role
- industry trends

**Learning Objectives:** Upon completion of this course, the student will be able to:

- compare background employment experience and education with career field expectations
- identify basic steps to aid in future career advancement
- role-play employment interviewing using various communication media
- research career field expectations and examine current and future trends within a chosen field
- practice utilizing career advancement techniques through discussion and role-playing
- examine employer expectations for job seekers including professional image, communication protocol, and business etiquette

**Midstate Grading Scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Midstate Plagiarism Policy:**

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of

the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact student success using the following email: [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu).

**Instructor:**

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Office hours: n/a

**Policies and Procedures:**

All weekly assignments are posted on or by Day 1 and are due on/by Day 7 of the week. Quizzes, Drop Box Assignments and Discussion Forums may become invisible after the due date has ended. Discussion Forum assignments can't be completed after the week has ended. If you get permission to complete a Drop Box Assignment, the highest grade which can be attained after the due date will be 70%.

**Participation Requirements:**

You are expected to participate at least 2 days a week in several discussions forums relating to the subject materials for the week. Discussions will take place in the weekly discussion forum as assigned by the faculty member. You will read, analyze, and respond to questions and comments from the faculty member and the fellow students.

**Examination Information:** to be determined

**Methods of Evaluating Student Performance:**

- Written assignments will assess student's critical thinking ability.
- Employer practice interview questions will assess written communication ability.
- You must successfully complete all projects and activities for this course including:
- Self assessment exercises
- Cover letter
- Updated resume
- Interview follow up letters

These projects are the core assessment features for this course and failing to complete the projects will result in a failing grade. No make-up work will be accepted if these projects and activities aren't completed on time unless written documentation is provided that shows extenuating circumstances.

**Instructor's Grading Scale:**

Interviewing Practice/techniques	20%
Weekly Discussions & Weekly Summaries	50%
Workshops/Assignments	10%

**Weekly Summary & Discussion:**

Weekly forums will be graded on grammar, organization and structure, demonstration of knowledge, and whether the post exhibits a good grasp of course materials.

**Week 1****Topics**

- career choices
- starting a career

**Objectives**

- compare background employment experience and education with career field expectations
- identify basic steps to aid in future career advancement

**Assignments**

Read Chapter 1 in Ozato

Read the Introduction and Chapters 1 and 2 in Block and Betrus

Read the supplementary articles posted for Week 1

**Discussion question 1** – Of the first six truths (Ozato) which one made the most sense or surprised you the most and why?

**Summary question** – From the Block and Betrus book, or the supplementary articles, “What have you learned in the reading this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 1**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

Complete Professional Advancement Pretest.

**Week 2****Topics**

- interview styles
- mock interview

**Objectives**

- identify basic steps to aid in future career advancement
- role-play employment interviewing using various communication media

**Assignments**

Read Chapter 2 (Part II) in Ozato

Read Chapters 3 in Block and Betrus

Read the supplementary articles posted for Week 2

**Activity** Complete Workshop 1 on page 30 of the Block and Betrus book and complete Workshop 2 on pages 32 and 33. Imagine you are preparing for an interview and these are the points you want to get across to a prospective employer. Submit as a word document.

**Summary question** – From the **supplementary articles (week 1 and 2)**, “What have you learned in the reading this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 2**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

### **Week 3**

#### **Topics**

- career role
- industry trends

#### **Objectives**

- research career field expectations and examine current and future trends within a chosen field
- practice utilizing career advancement techniques through discussion and role-playing

#### **Assignments**

Read Chapter 3 in Ozato

Read Chapters 4 and 5 in Block and Betrus

Read the supplementary articles posted for Week 3

**Assignment** Create a list of 3 companies where you would like to work. Research the companies. What jobs are you interested in? What are your qualifications? Why would you be a good candidate for this job? Be specific. Pick one of the companies and one of the jobs. Imagine I am the hiring manager and convince me I should hire you for this position. Be sure to include the job title which you would be applying for. Convince me you have researched this company and really want the job.  
**Post to the Assignment Activity.**

**Summary question** – “What have you learned in the reading this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 3**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

### **Week 4**

## Topics

- career choices
- starting a career

## Objectives

- identify basic steps to aid in future career advancement

## Assignments

Read Chapter 4 in Ozato

Read Chapters 6 and 7 in Block and Betrus

Read the supplementary articles posted for Week 4

So far we have not discussed too much about the Ozato book. In this discussion forum I would like for you to pick one or two of the points from the reading through Chapter 4 and tell me why it is significant to you or how you can use it to advance your career. Post to the **discussion forum**.

Up to this point in the class I have posted several supplemental articles. Have these articles been useful to you? Have they influenced you either positively or negatively? Have they made an impact on the class? Post to the **second discussion forum**.

## Week 5

### Topics

- career role

### Objectives

- research career field expectations and examine current and future trends within a chosen field

### Assignments

Read Chapter 8, 9, and 10 in Block and Betrus

Read the supplementary articles posted for Week 5

Pick out five questions (total) from Chapters 8, 9, or 10 and answer them in your own words. All answers should be complete and answered as if you were in an interview. Post to the **Assignment Activity**.

**Summary question** – “What have you learned in the reading this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 5**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

## Week 6

### Topics

- interview styles
- mock interview

### Objectives

- identify basic steps to aid in future career advancement
- role-play employment interviewing using various communication media

### Assignments

Read Chapter 5 in Ozato

Read Chapter 11 in Block and Betrus

Read the supplementary articles posted for Week 6

Complete the week 6 **Midterm quiz**

**Interview Exam** This is a continuation of the work we started last week and will serve as part of your midterm this week. Complete the 7 interview questions listed in the instructions for the activity and respond to them as if you are in an actual interview. ***This term I am offering an option for this part of the exam.*** You can complete it as listed and post to the drop box, or call me and schedule a telephone interview, or Skype with me to complete this portion of the exam. If you chose this option you must call Monday morning of week 6 to schedule a time. Allow 10 to 20 minutes for scheduled interview sometime during week 6.

## Week 7

### Topics

- career role

### Objectives

- identify basic steps to aid in future career advancement

### Assignments

Read Chapter 6 in Ozato

Read Chapter 16 in Block and Betrus

Read the supplementary articles posted for Week 7

**Discussion Question** What is the best opportunity to land your dream job? Where are the jobs? Would you make a move for your ideal job? Research the internet and determine the best geographic area for your ideal job.

What if you have to change jobs, what qualifications do you have that will help you adapt to a different career?

**Summary question** – “What have you learned in the readings or the supplemental reading, this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 7**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

## **Week 8**

### **Topics**

- career advancement

### **Objectives**

- practice utilizing career advancement techniques through discussion and role-playing

### **Assignments**

Read Chapter 7 in Ozato

Read Chapters 12 and 13 Block and Betrus

Read the supplementary articles posted for Week 8

**Assignment Activity** Complete the workshop on page 57. (Block) In which area are you the strongest? What is your weakest area and what do you plan to do to make improvements to this area? How can you highlight your strengths and use them to your advantage? Post to the **Discussion forum**.

**Summary question** – “What have you learned in the readings or the supplemental reading, this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 8**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

## **Week 9**

### **Topics**

- industry trends

## Objectives

- practice utilizing career advancement techniques through discussion and role-playing
- examine employer expectations for job seekers including professional image, communication protocol, and business etiquette

## Assignments

Read Chapter 8 in Ozato

Read Chapters 14 and 15 Block and Betrus

Read the supplementary articles posted for Week 9

What is the best opportunity for advancement in your present job? Is it possible to achieve your goals in your present job? What can you do to maximize your opportunities? What are the strategies you might employ to achieve advancement in your present job? **Post to the Discussion forum.**

**Summary question** – “What have you learned in the readings or the supplemental reading, this week that surprised you the most?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 9**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

## Week 10

### Topics

- career choices
- starting a career

### Objectives

- research career field expectations and examine current and future trends within a chosen field
- practice utilizing career advancement techniques through discussion and role-playing

### Assignments

Read Chapters 9 and 10 in Ozato

Read Chapters 17 and 18 Block and Betrus

Read the supplementary articles posted for Week 10

Maybe working for someone else is not for you, if you were to start a business what would it be? Research several internet sites and report on one of the sites you visited. If you were to start your own business would the site you found be of help to you? **Post to the discussion forum.**



Please write a three paragraph summary of what you found to be of the most interest in the reading of the chapter this week, the supplemental reading, or in the Meet and Exceed Expectations. **Post to the Summary discussion forum.**

## Week 11

### Topics

- industry trends

### Objectives

- research career field expectations and examine current and future trends within a chosen field
- practice utilizing career advancement techniques through discussion and role-playing

### Assignments

Read Chapters 11 and 12 in Ozato

Read Chapters 19 and 20 Block and Betrus

Read the supplementary articles posted for Week 11

Since the link to the video changes from time to time I would like you to search You Tube and find the video entitled **SHIFT HAPPENS**. View the video and then in the discussion forum respond to this question; What will you do to remain current with technology in the coming years. How has this video impacted the way you view the world and your place in it? **Post to the Discussion forum.**

**Summary question** – “What have you learned in the readings from the **Otazo** book that you found most interesting? Did anything in this text surprise you? Would you recommend this book to be used in this class in the future?”

Each student must submit a 2 – 3 paragraph summary report to the **Summary Forum** summarizing the learning concepts from the readings, assignments, and course discussions for **Week 9**. Please devote the last paragraph to sharing what was most personally important and/or valuable from this week’s course material. The weekly summary is due by **Sunday, Day 7** of this week.

## Week 12

### Topics

- interview styles
- mock interview
- career choices

### Objectives

- practice utilizing career advancement techniques through discussion and role-playing
- examine employer expectations for job seekers including professional image, communication protocol, and business etiquette

### Assignments

Read the supplementary articles posted for Week 11

Complete the **Final Exam**

Complete the course Post Test

If you could choose to have more time spent on one subject in this course, what would it be? If you could have one more question answered, what would it be? If you could change anything about this course what would it be?

We have finished both books and explored many ideas, how will the information provided help you formulate a plan for achieving success in the future? Which book provided the most information as you make plans for the future? How will you use this information? **Post to the discussion forum.**