LB380A Liberal Arts and Meaningful Work Syllabus

Instructor Information

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Technical Support

Need technical assistance with your online course? Try the following:
- Visit the Canvas Student Resources for guides and videos.
- Visit Central I.T. Technical Support Helpdesk for technical support.
- Call 970-491-7276.
- Email Help Desk Support.

Course Description

Students will learn how to apply skills and theory from their Liberal Arts degrees to the search for meaningful work, research the job market, and begin building professional networks.

This course will:

- explore the mixed messages students receive about Liberal Arts degrees;
- examine the current job market, trends in hiring, and types of jobs available;
- consider different motivations for working and the type of work environment that would be most fulfilling;
- enable students to research specific industries of interest and begin networking within those industries.

Course Prerequisites and Corequisites

Prerequisite: Completion of AUCC Category 2 (Advanced Writing)

Course Goals

Upon completion of this course, you should:

- be able to relate the skills and experiences you have gained in college to the exigencies of the job market;
- have completed some concrete steps toward landing a job, including completing your résumé, consulting with a career educator, and conducting an informational interview.

Required Texts

All readings will be available via Course Reserves through [Colorado State University Libraries](#), and all videos will be available online within the Canvas learning-management system. In addition to each module's coursework and discussions, you will complete two larger projects (Resume Revision and Individual Career Project) for the class.

Course Presentation and Procedures

This course will consist of eight modules, one module per week. Each module is comprised of course readings, videos, and/or activities that relate to module discussion questions.

You can certainly work ahead in the class if you would like, but please remember to keep up with the module discussions as they happen so that you can give and receive feedback with your classmates. Being part of the course community is important because you will all be researching different occupations, and you may learn interesting things from your classmates that will help your own career research.

Grading

As a student enrolled in this course, one of your responsibilities is to submit course work by the due dates listed in Canvas. With that said, we take our role as your instructors very seriously, and we care about how well you do in this course and that you have a satisfying, rewarding experience.

To that end, it is our commitment to you to respond to the work you submit in this class and to return your work in a timely manner. We will monitor the discussions daily and respond to the discussions in each module to help guide the conversation. We may not respond to every post individually, but we will read them all and input our own thoughts as needed to help the conversations generated in the discussions be useful to all students.

We will return grades and feedback for your larger projects within one week's time. (If, however, due to unforeseeable circumstances, the grading of your work takes longer than the time we have listed here, we will keep you informed of our progress and make every effort to return your work with feedback as soon as possible.)

Assignment*	Grade Points	Grade Percentage
Discussions	5 points each (80 points total)	50%
Assess Your Work Values	5 points	3%
Informational-interview Questions	5 points	3%
Resume Revision	20 points	12.5%
Individual Career Project (Essay) (Visual Presentation)	50 points (25 points) (25 points)	31.5% (15.6%) (15.6%)
Total:	160 points	100 %

*Keep a copy of all work created for the course, including work submitted through Canvas.

Assignment Details

Discussions: In each module, you will be required to post thoughtful responses to discussion questions and offer a researched response to at least one of your classmates' posts for each question. A thoughtful response includes:

- references to the course materials from that module (you may also make connections to previous modules, as well).
- your individual ideas about the course materials, possibly even making connections to your own experiences.
- courtesy toward your fellow students and toward the authors of the video or readings. We encourage you to approach your classmates and each reading and video knowing they have something to teach you. You may not agree with everything that is said in the course, but it's good practice to start from a place of appreciation before moving to critique.

Your discussions will be graded according to the following rubric.

Criteria	Ratings		
Subject Knowledge	Outstanding--Student demonstrates full knowledge of topic based on having read/viewed the appropriate course materials.	Average--Student is at ease with some or most aspects of the topic based on having read/viewed the appropriate course materials.	Below Average--Student does not demonstrate an understanding of the topic and does not show familiarity with the appropriate course materials.
Quality of Interaction, Organization, Creativity and Insight	Outstanding--Student brings unique thought, insight and depth by providing justification and supporting examples. Student maintains professional courtesy.	Average--Student provides some insight but does not provide adequate support for ideas.	Below Average--Student does not provide insight and/or fails to maintain professional courtesy.
Mechanics (Punctuation, Sentence Structure, Spelling, Number of Posts)	Outstanding--Post is free of mechanical errors. Number of posts exceeds expectations.	Average--Post has some mechanical errors. Number of posts meets expectations.	Below Average--Post has many mechanical errors. Number of posts does not meet expectations.

Assess Your Work Values: You will complete an "Assess Your Work Values" worksheet.

Informational-interview Questions: You'll create a list of 12-to-15 informational-interview questions you will plan to ask in an informational interview.

Résumé Revision: You will need to create a résumé (if you have not already done so), and then make an appointment (to take place either in person or by phone) with one of the career educators at the Colorado State University (CSU) Career Center. Based on the occupation(s)/field(s) you have general interest in, you will talk with the career educator about how to revise your résumé to highlight experience relevant to that occupation/field and about what other experience might be helpful to have prior to job searching. Then, you will revise your résumé to reflect what you learned in the appointment.

Individual Career Project: By conducting Internet and print research and an informational interview, gather information about potential careers, and begin to make contacts in a field of interest. This project is **both** a **visual presentation** that you will share with your classmates **and a typed 5-7-page essay** (plus a works cited or references page).

Participation Expectations

We would expect that this course would require about one hour of time per module accessing the course, responding to discussion questions, and completing any module assignments. You will probably spend about four-to-five hours per module reading and viewing the posted course materials and working on the larger assignments. That means this class should be about five-to-six hours of work per module, provided that you work steadily on your assignments throughout the course. (Completing assignments at the last minute before they are due will result in a lot of work at the end of the course.)

Grade Description

This course will be graded on an S/U (Satisfactory/Unsatisfactory) basis.

60%-100% = S
0%-59% = U

Make-up Policy

This course is only eight modules and moves very quickly, so there really is no room for makeup work. Our policy is to not accept late assignments. **If you should run into a real emergency, please contact us as soon as possible, and we will determine if there can be an exception.**

Academic Integrity Policy

This course will adhere to CSU's [Academic Integrity/Misconduct](link) policy as found in the General Catalog and the [Student Conduct Code](link). Because the work for this course directly benefits you personally in your own career search, we feel sure that you will all submit your own original work because cheating in the class is really cheating yourself of an opportunity to make progress toward a job. However, below is a list of violations of academic integrity in case you have questions.

Academic integrity is conceptualized as doing and taking credit for one's own work. Violations of the university's academic integrity standards include, but are not limited to:
- Cheating—includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member.
- Plagiarism—includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment.
- Unauthorized Possession or Disposition of Academic Materials—includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; and

using information from or possessing exams that an instructor did not authorize for release to students.
- Falsification—includes any untruth, either verbal or written, in one's academic work.
- Facilitation—includes knowingly assisting another to commit an act of academic misconduct.

At a minimum, violations will result in a grading penalty in this course and a report to the Office of Conflict Resolution and Student Conduct Services. The CSU Honor Pledge applies for all posts and assignments: "I have not given, received, or used any unauthorized assistance." Further information about Academic Integrity is available at CSU's Practicing Academic Integrity.

Universal Design for Learning

We are committed to the principle of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning. As we stated before, we encourage you to approach your classmates and the course materials knowing they have something to teach you. You may not agree with everything that is said in the course, but it's good practice to start from a place of appreciation before moving to critique.

Accommodations

If you are a student who will need accommodations in this class, please contact us to discuss your individual needs. We want to offer you every support you need to be successful in our class, but it will help us if you discuss any accommodation needed in a timely manner prior to implementation. We also request a verifying memo from Resources for Disabled Students before providing accommodation so that we can make sure to offer every accommodation to which you are entitled.

System, Multimedia, and Software Requirements

Having trouble with the multimedia in this course? See the solutions below. Also, it is highly recommended that you access your course via a **high-speed Internet connection**.
- Problems with opening PDFs?
  - Download Adobe Reader.
- Canvas acting funny?
  - Review Canvas guide for Supported Browsers.
- YouTube videos not playing?
  - Download Flash Player.
- Videos not opening or playing on your Mac?
  - Download Windows Media Components for QuickTime.
- Still having issues:
  - Call the **CSU Help Desk at 970-491-7276** or Email Help Desk Support

You must have speakers installed and working properly on your computer before beginning the course.

You may need access to Microsoft Word and PowerPoint to complete assignments. If you do not have access to the Microsoft Office applications, you may use one of the following free resources that allow you to save your files with Microsoft Office file extensions (.doc, .docs, .ppt, .xls.):
- [Google Apps for CSU](#)—a free, outsourced communications suite endorsed by The University Technology Fee Advisory Board (UTFAB)
- [Office 365](#)—the full version of Microsoft Office free of charge for CSU students.

Third-party Tools/Privacy

Please note that this course may require you to use third-party tools (tools outside of the Canvas learning management system), such as YouTube and Google. Some of these tools may collect and share information about their users. Because your privacy is important, you are encouraged to consult the privacy policies for any third-party tools in this course so that you are aware of how your personal information is collected, used and shared.

Copyrighted Course Materials

Please do not share material from this course in online, print, or other media. Course material is the property of the instructors who developed the course. Materials authored by third parties and used in the course are also subject to copyright protections. Posting course materials on external sites (commercial or not) violates both copyright law and the CSU Student Conduct Code. Students who share course content without the instructors' express permission, including with online sites that post materials to sell to other students, could face appropriate disciplinary or legal action.

Suggested Study Methods

Online education requires skills and habits that may be less essential in traditional courses. In order to be successful in your online course you will need:
- Space—Establish a comfortable and well-organized physical workplace.
- Time management skills—Set personal study and "classroom" time as you would do for a traditional course.
- Organization skills—If you print out any class material (modules, PowerPoints, assignments, additional resources, and any work you generate) and keep everything in a single location. Maintain electronic backups of all class materials. Also, put assignments into your planner or digital calendar just as you would for a traditional course.
- Communication skills—Demonstrate a willingness to interact with your instructors and classmates through email, phone calls, discussion boards, and active participation in all class activities.

- Initiative—Seek help from your instructors and classmates, ask questions as they arise, and utilize the [Writing Center](#) as needed.
- Discipline—Pace yourself, complete all activities and assignments before the due date, follow through on all class requirements to completion.

The more closely you adhere to the recommendations above the greater your chances of having a successful semester and a rewarding online experience.