

CEP 446 Internship Course Syllabus

Fall Quarter 2020 // Thursdays // 4:30 - 5:50 PM

Francesca Hays haysf@uw.edu

*Highlighted assignments mean you need to submit or upload online

Learning Ourselves and our Relationship to Work

Week	Day/Date	In-class	Assignments
1	Thursday, October 1	-Welcome & Introductions -Syllabus + Student feedback -Begin Dependable Strengths Activity	<ul style="list-style-type: none">● By 10/2, 11:59 PM: Complete Syllabus Feedback Survey● Visit UW Career and Internship Center Website and find something to virtually attend this quarter● Set-up a Handshake account● Complete DS activity at home

Week	Day/Date	In-class	Assignments
2	Thursday, October 8	-Telling our stories -Guiding Compass -Goal Setting, Habit building, & systems of accountability	<ul style="list-style-type: none">● Complete Guiding Compass activity● By 10/14, 11:59PM: Submit a reflection on Guiding Compass and Dependable Strengths to Canvas - think specifically about "connecting the dots"● Optional: Define one SMALL new habit you would like to adopt. Begin the process and/or set a goal for the quarter

Week	Day/Date	In-class	Assignments
3	Thursday, October 15	-Parallel lives activity -Entry points to employment -Our stories: talking about CEP	<ul style="list-style-type: none">● Practice explaining CEP to three people in your network that do not already know much about the program.● By 10/19, 11:59PM: Post on the discussion board how it went. What they understood or were unclear

			about.
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Finding a Job

Week	Day/Date	In-class	Assignments
4	Thursday, October 22	-Connections Activity -Practicing our CEP/Story Elevator pitches -Hear from CEP alum about how they utilized their degrees in various fields	Read: <ul style="list-style-type: none"> • https://www.ihire.com/careeradvice/pages/soft-skills-for-resume • https://www.thebalancecareers.com/list-of-soft-skills-2063770 • https://www.themuse.com/advice/the-nonboring-way-to-show-off-your-soft-skills-in-your-job-search • Mentor, Industry Insider, Connectors, Partner, Wanna-be • https://www.goodcall.com/career/professional-network/ <p>Bring to Next Class:</p> <ul style="list-style-type: none"> • Your resume - as is

Applying to Jobs

Week	Day/Date	In-class	Assignments
5	Thursday, October 29	-Resumes-Cover Letters -Pacing and Check-ins	<ul style="list-style-type: none"> • By 11/4, 11:59 PM: Upload your revised Resume

Interviewing

Week	Day/Date	In-class	Assignments
6	Thursday, November 5	-Practice our polished CEP explanation and our “stories” -Interviewing Do’s and Don’ts and ways to prep -Interview follow-ups -Sign-up for mock interview final	<ul style="list-style-type: none"> • Watch Episode 1 and Episode 2 of Felicia’s Wallet • By Monday, 11/9, 11:59 PM: Post on the Discussion Board 3 questions you would ask a financial planner if you could talk to one • Research cost of living in Seattle and another city you might want to live in

Budgeting

Week	Day/Date	In-class	Assignments

7	Thursday, November 12	-Felicia's Wallet budgeting worksheet -"How to Not Freak out About Finances" and other resources -Hear from a personal finance professional	<ul style="list-style-type: none"> • Figure out "the floor" of what you need to survive • Build a budget for yourself. No need to share with anyone else. • Knowing what you know about developing habits, identify what habit you'd need to reach your goal • By Monday, 11/16, 11:59: Post on Discussion Board 3 questions you would ask an HR professional
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Difficult Stuff: Negotiating Salaries & Workplace Dynamics

Week	Day/Date	In-class	Assignments
8	Thursday, November 19	-Tools for salary negotiation -Preparing ourselves for the challenges of workplace dynamics and potential for conflict -Hear from an HR professional	<ul style="list-style-type: none"> • By 12/1, 11:59 PM: Write me a Letter reflecting on the topics we have covered thus far: what you've learned about the work world, yourself, future goals, budgeting, negotiating, networking, your internship

Week 9 - No Class: THANKSGIVING

Relocation and Reflection

Week	Day/Date	In-class	Assignments
10	Thursday, December 3	-Thinking outside Seattle: Tools for relocation -Reflecting! Over the quarter and what we've covered and learned. -Final prep for mock interviews	<ul style="list-style-type: none"> • Prepare for mock interview • By 12/8, 11:59: Upload a Cover Letter

Put it into Practice!

Week	Day/Date	In-class	Assignments
11 - Finals Week	Thursday, December 10	We will perform 1-on-1 interviews, where I assess your confidence	<ul style="list-style-type: none"> • Have a wonderful break!

		with the material covered. Interviews will be 15 -30 minutes long. Time slots TBD	
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Assessment

Assessment: C/NC

100 Points Total

75% (75 points) Needed to pass class

Late Work Policy: -10% for each day late up to 5 week days, -50% second week late, Work submitted more than 2 weeks after deadline will not be accepted

Assignment	Date Due	% of Grade/ Points
Daily Points: <ul style="list-style-type: none"> • Participation • Arriving prepared (ontime, having completed all assignments) • In-class reflection 	Daily	Participation (1) Arriving prepared (1.5) In-class reflection (1) (3.5 points x 10 classes) 35
Syllabus Feedback Survey	Friday, 10/2	5
Discussion Board Posts	Monday, 10/19 Monday, 11/9 Monday, 11/16	(2x3 posts) 6
Guiding Compass/Dependable Strengths Reflection	Tuesday, 10/14	8
Updated Resume	Tuesday, 11/4	10
Workshop/Networking Reflection*	Any date <i>before</i> 12/10	8
Reflection Letter	Tuesday, 12/1	8
Mock Interview and Cover Letter	Cover Letter due: 12/8 Mock Interview: By Appointment during Finals Week	20
Total Points		100

*For proof of workshop attendance, upload a brief reflection and lessons learned to Canvas