Pre-Professional Seminar

**SOC 395 01 Professor Grace E. Young, Ph.D.**

**Fall Term 2019 Office Location: MCD 380**

**Mondays Office Hours: Mon 8:00 to 11:00 a.m.**

**2:00 to 4:00 p.m. Tues & Thurs 2:30 to 3:30 pm**

**Room: MCD 317 Phone: 587-7878**

## CRN: 14743 Email: geyoung@adams.edu

This class is designed to get you thinking about what you want to do with your sociology degree upon graduation from Adams State University. We’ll explore options such as moving directly into the job market, or pursuing a graduate degree, or seeking other paths seldom traveled. Then we’ll prepare the necessary documents to make the move a reality. We’ll write resumes, cover letters, do mock interviews, hear about graduate school from those who have experienced it, and hear from recent graduates who are now on the career ladder. We’ll also learn about the internship in sociology and what the options and requirements for that class are. With all this preparation for the intended graduation date, you’ll be ready to get out on your own.

**Student Learning Outcomes:**

This course is designed to enable students to:

* Critically examine their professional goals and objectives for entering their intended career and/or attending graduate school.
* Assess information relevant to the job market in sociology, social work, and criminology.
* Learn about the graduate school experience, including the GRE, application procedures, and financial assistance.
* Identify their own job strengths and skills.
* Construct persuasive cover letters and resumes.
* Practice interviewing skills and/or conduct informal informational interviews.
* Learn about the internships with the goal of becoming better informed to choose their internship setting (SOC 493 & SOC 494)

### This course provides an introduction to the profession of sociology and the various career options available to graduates. Occupational and graduate school options are explored in detail through library research, presentations, observational and volunteer experiences, and informational interviews. Skills for job interviewing, resume development, and professional correspondence are explored.

### Prerequisites: SOC 201 Minimum Grade: C- OR SOC 201 Minimum Grade: T

### READING

All the information for this class can be found on my blog: <http://blogs.adams.edu/grace-young/courses/pre-professional-seminar/>

### OFFICE HOURS

If you want to talk with me about your assignments, if you have questions about the material, if you want to talk about teaching, research, or if you want to talk about yourself, I will be available in my office (unless otherwise posted or announced) on Mondays 8:00 to 11:00 a.m. and Tuesdays and Thursdays from 2:30 to 3:30 p.m. If these times are not convenient, please make arrangements with me before or after class to meet at another time. You can also contact me by email: geyoung@adams.edu or by phone at 587-7878.

### COURSE REQUIREMENTS

*Productive Participation*

Throughout the class, professionals come to talk about their experiences. They volunteer their time, travel from their workplaces and come to the Pre-Professional classroom to provide information and feedback to students about such varied topics as graduate school, careers in the social welfare and criminal justice arenas, avenues for exploring career options, etc. To respect these individuals and encourage students’ productive participation, including arriving on time and participating through listening and asking appropriate questions, students can earn 5 points for each of these classes. There are 30 possible points, which represents about 10% of the class grade.

*Written Assignments*

There are five written assignments, which represent about 50% of the grade in the class. The Course Schedule outlines the due dates for the assignments. Late papers will be marked down. No work is accepted after 12/2.

*Mock Interview*

Everyone will be required to participate in a videotaped mock interview. It represents about 10% of the grade.

*Final Exam*

There will be a final exam covering the class content. It represents about 20% of your grade. It is held the last day of finals week at 1p.m. This is the time students will take the exam. No student may take the exam early. If you cannot take the exam on the assigned exam schedule date, you will need to arrange with me to take it when you return and receive an incomplete until you complete the exam in January.

### GRADING

Written Assignments Points

 #1 Researching Employment (Due Sept 16)…………………….....…….………… 20

#2 Personal Statement (Due Sept 23).……………………………………..……….. 30

 #3 Researching the Option of Graduate School (Due Oct 14). ……………..………… 20

#4 Resume (Due Nov 4)……….…………..……………………………………… 30

 #5 Cover Letter (Due (Nov 11)………………………………………….……………... 30

#6 Videotaped Mock Interview (Oct 28, Nov 4, Nov 11, Nov 18) ……………….…. 40

Productive Participation (Aug 26; Sept 16, 23, 30; Oct 7, 14)………………….…………… 30

Final Exam (Friday, Dec 14)……………………………………………………………………. 50

TOTAL ………………………………………………………………………. ………………..…. 250

**GRADING SCALE**

225 - 250 = A

200 - 224 = B

175 - 199 = C

150 - 174 = D

0 to 149 = F

HANDLING EMERGENCIES: Unfortunately, emergencies do arise. If you are unable to attend a class due to an emergency, please contact me as soon as possible. Take care of the emergency first, and then let me know why you missed class. You can contact me by phone, 587-7878, and leave a message if I am not available, or by email, geyoung@adams.edu

**CLASS SCHEDULE**

Week 1:

 Aug 19 Who are we and what is this course about?

 Introduction to Pre-Professional Seminar: Setting the Stage

What are Your Plans After Graduation?

Week 2:

Aug 26 **2 to 3 p.m.** **Finding Employment that Uses Your BA Degree**

Videos

Discuss Assignment #1: Researching Employment Options

**3 to 4 p.m.** Computer Lab at Library: Research Different Employment Options in and out of the Valley

Productive Participation for Day = 5 points

Week 3:

Sept 2 Labor Day – No Class

Week 4:

 Sept 9 Class review: Prepare Assignment #1

Week 5:

Sept 16 Assignment #1 DUE: Employment

**2 to 2:30 p.m.** Discuss findings on Option of Employment

Place students into groups, have them discuss what they found for 30 minutes, then move to discussing the Personal Statement.

2:30 to 3 p.m. **The Personal Statement:** What is it? What goes in it? Discussion of Assignment #2: The Personal Statement

**3:00 to 4 p.m.** Panel of Professionals: Former Sociology Majors Now Working in the Valley

Productive Participation for Day = 5 points

Week 6:

Sept 23 Assignment #2 DUE: Personal Statement

# Debrief on Panel

Professor Returns Assignment #1: Employment

**2 to 3 p.m. The Internships**

# What are they? How do we go about getting one?

**3:00 to 4 p.m.** Panel of Current ASU Students Who Have Completed or Are Currently Completing Their Internships

Productive Participation for Day = 5 points

Week 7:

Sept 30 Panel of Staff/Administrators from

# Social Welfare (2 to 3 p.m.) and Criminology (3 to 4 p.m.) Internship Sites

Productive Participation for Day = 5 points

Professor Returns Personal Statement

Week 8:

Oct 7 Debrief on Panel of Administrators

**The Option of Graduate School**

Videos Graduate School

Discussion of Assignment #4: Graduate School

**3 to 4 p.m.** Computer Lab at Library: Learning about researching graduate schools: What makes a good school?

Productive Participation for Day = 5 points

Week 9:

Oct 14 Assignment #3 DUE: Graduate School

**2 to 3 p.m.** Discuss findings on Graduate Schools

# Professor Returns Second Draft of Personal Statement

**3 to 4 p.m.** Panel of Professionals Who Have Survived Graduate School

Productive Participation for Day = 5 points

Week 10:

Oct 21 **MEET IN MCD 181**

Debrief on Panels of Surviving Graduate School

Professor Returns Assignment Graduate School

**The Interview**

Job Interviews: What Makes a Good Interview? What Should We Be Prepared For? How Do We Make a Good Impression?

Sign Up Sheet for Mock Interviews Circulates

**Resume and Cover Letter Writing**

What Makes a Good Resume? Professor discusses Assignments #5 and #6

What Makes a Good Cover Letter? What about follow-up letters, thank-you letters, etc.? Professor discusses assignments #7 and #8; including email anatomy for application

Computer Work on our Resumes in MCD 181: Remind students about transcripts

**Note: If you already have a resume, please bring it (hard copy and/or electronic version) to this class, but be prepared to revise it substantially.**

Week 11

Oct 28Mock Interviews

Week 12

Nov 4 Mock Interviews

# Assignment #4 DUE: Resume into Envelope on Professor’s Door by 4 p.m.

Week 13

Nov 11 Mock Interviews

# Assignment #5 DUE: Cover Letter into Envelope on Professor’s Door by 4 p.m.

Week 14

Nov 18 Mock Interviews

*Thanksgiving November 25 to 29 – week off*

Week 15

Dec 2 Discussion of Letters of Reference, Voicemail

**The Road Less Traveled** Other Options: VISTA, VITA, AmeriCorps, Peace Corps, Language Programs

FINAL Final exam scheduled for Friday, December 13, 2019 at 1 p.m. to 1:50 p.m.

 **This is not negotiable** – this is the time, unfortunately.

If you are in SOC 447 Correctional Systems with Dr. Gonzalez, which meets on Wednesdays from 2 to 5 p.m., you will go to her exam immediately following the Pre-Professional Seminar exam.

**Academic Misconduct**
Students should abide by all student ethical conduct, especially those rules pertaining to cheating and plagiarism. Plagiarism, cheating, or any other form of academic dishonesty will not be tolerated in this course. Any student engaging in academic dishonesty in this course can expect a failing grade for the course and formal charges to be brought before the Department Chair.

**Student Sexual Misconduct Policy**

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students’ academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need.

Confidential support can be found at the Adams State University Counseling Center located in Richardson Hall 3100 and may be contacted at 719-587-7746. Students may also fill out an anonymous “concern form” at <https://www.adams.edu/students/ccc/>. Crisis support can be found in the San Luis Valley community 24/7 at San Luis Valley Comprehensive Mental Health Center: 719-589-3671 or Tu Casa: 719-589-2465. Tu Casa offers services for victims of sexual assault and domestic violence.

Alleged violations can be reported to the Adams State University Title IX Office, Director Ana Guevara, at 719-587-8213 or at anaguevara@adams.edu. The ASU Title IX Office is located in the Student Union Building (SUB) room 327. Reports to law enforcement can be made to Adams State University Police Department at #1 Petteys Hall or contacted at 719-587-7901, 911, or 24 hour dispatch at 24 hour dispatch: 719-589-5807 (State Patrol).

**Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus.  I also have a mandatory reporting responsibility related to my role as a responsible employee as designated under Title IX. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or information about a crime that may have occurred on Adams State University Campus or that may be impacting an ASU student. Students may speak to someone confidentially by contacting Adams State University Counseling Center at the Adams State University Counseling Center located in Richardson Hall 3100 or contacted at 719-587-7746. You may also fill out an anonymous “concern form” at <https://www.adams.edu/students/ccc/>. Crisis support can be found in the San Luis Valley community 24/7 at San Luis Valley Comprehensive Mental Health Center: 719-589-3671 or Tu Casa: 719-589-2465. Tu Casa offers services for victims of sexual assault and domestic violence.

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