Course Description
A study of concepts and skills requisite to successful entry into the professional world including: interview strategies, resume development, written and oral communication, career development and professional ethics. (Writing)

Course Objectives
1. Develop an awareness of and apply successful interview techniques and job search strategies.
2. Create a high quality resume and related cover and follow-up letters and electronic file.
3. Create an individual career development plan.
4. Apply professional ethics and protocol to workplace situations.
6. Prepare for work related leadership skills.

Text
FAMILY AND CONSUMER SCIENCES INTERNSHIP MANUAL: On line at 

Required On-line helpful reference links for assignments

- Appalachian Career Development Center webpage,  http://careers.appstate.edu/
  “Transferable Skills”  http://careers.appstate.edu/blog/27
  “Interview Stream”  http://campus.interviewstream.com/
  “Campus Events”  http://careers.appstate.edu/pagesmith/266

- “Ethics”  http://www.scu.edu/ethics/practicing/decision/whatisethics.html
ASULearn Other class materials will be available on ASULearn for FCS 4400. http://www.asulearn.appstate.edu.

Some requirements and meetings for this class will be completed by attending workshops or special job related meeting through Career Development. http://careers.appstate.edu/

Requirements Class attendance and participation in out of class assignments and meetings

Students are to attend class periods or on-line sessions, develop an internship proposal and complete related assignments.

Major Accomplishment for the semester:

Proposal All Child Development and Apparel Design and Merchandising students must develop and present an appropriate internship proposal in order to register for FCS 4900 Internship. The course is intended only for those students who are ready to develop a viable proposal and to move forward to implement it. If you are not at this point, you should take the course later. (Most students take this course the semester before their internship/student teaching assignment. Students who must interview 3 or more months before entering their internship can register two semesters ahead.)

FCS Secondary Education students will prepare a teaching philosophy paper (3-5 pages in length for submission which articulates your philosophy of teaching family and consumer sciences. Consider what you have addressed in your FCS content courses (e.g., child development, housing, apparel, etc.), your FCS education courses (FCS 3700, 4131, 4701), and your RCOE professional education courses as you develop your paper. Include your view of an appropriate and defensible role of family & consumer sciences education in the public secondary school (who is to be served and toward what end?)

Affiliation Agreement (contract generally required in medical settings)

Students who plan internships in a medical setting must determine at the beginning of the internship proposal process (now) whether that facility requires a legal contract with the University. Most do. Many such contracts are already in force and information is available in the FCS department office. In cases where a new contract must be initiated, at least six weeks may be necessary to get such a contract approved and in force. Due to liability matters, a student
is not allowed to begin the internship until this contract is signed by all parties.

**Internship Contract:** This contract will be generated by the FCS office before you present the proposal to your internship site. Information for this contract will come from the internship data sheet which must accompany your proposal.

**Assignments**  
Student are assigned to (1) develop career resources of information about potential internships and information about the location of each site (2) resume, related letters, and reference file, (3) plan and implement an internship related interview, (4) attendance at a job fair and internship fair and (5) create an internship proposal. Detailed information regarding these five assignments are available on ASULearn/Activities and will be discussed in class.

Refer to topic listings on AsULearn for due dates

### #1 Career development resources  
**100 points**

2. Take the Meyers Briggs Type Indicator assessment, ([http://www.humanmetrics.com/cgi-win/it/typing2.asp](http://www.humanmetrics.com/cgi-win/it/typing2.asp)) state your type, and write an analysis of how accurate this assessment described your personality as related to your chosen career. Based on this assessment, how are you suited for this career? (Submit on AsULearn)
3. Develop your career objective statement. (Submit on AsULearn and place on resume)
4. A) Identify and list three specific internship possibilities related to your career objective, describing each and including contact information. B) Research the location of each possible site and include demographic information including cost of living (rent, transportation and food) and extra-curricular activities for the area.
5. List the top 4 or 5 abilities, talents and/or skills that make you unique and competitive in the job market that should be reflected on your resume and comment briefly about each.
6. Attend the Career Development activities listed on course schedule and write a brief report of your experience.

### #2 Resume and Cover Letter  
(Help from Career Gear)  
**50 points**

1. Develop a resume to be used in assignment #2 and #4 using peer, instructor, and Career Development staff (clinic) feedback for revisions to develop final version.
2. Develop a cover letter intended to accompany the resume using specific information sources from #2.
3. Develop a reference file including a minimum of 5 key persons who may be helpful to you in serving as a reference for you and/or helping you to find an internship or job position.

### #3 Interview Process  
(See Career Gear)  
**50 points**

(1) Schedule an internship interview with your proposed internship supervisor (top choice from assignment #1) or with a professional non-campus person who could give you information regarding a resume or job. Develop a related interview agenda using course resources.
Follow through with the interview, evaluation and related thank you letter. Refer to additional details in assignment #2 description, on AsULearn “Activities.”

Research the entry level salary earned in similar settings. What credential(s) (certification, licensure, registration) would you need for entry into this type of position?

#4. Attend a career fair and jobs fair  See Schedule  50 points

1. Register on-line
2. Dress professionally
3. Research companies or schools represented from web sites
4. Present resume to prospective employers and
5. Discuss internship or teaching possibilities at meeting

#5 Internship proposal development-
(Child Development and Apparel Design and Merchandising Students)  100 points

Refer to FCS Internship Manual and to the detailed assignment. Review the 3 options you identified in assignment #1. Choose an internship site in collaboration with your FCS academic advisor and course instructor.

1. Develop a cover page
2. Develop a narrative description of the internship using the current FCS Internship Manual outline
3. Complete the Job Data form
4. Attach your revised resume (from assignment #1).

This internship proposal process must be completed including approval signatures (3) (advisor, site supervisor, Dr. Carpenter) before you permission to register is granted for your FCS 4900 Internship.

Alternative assignment #5 for FCS Education students:  100 Points

1. Cover page
2. Develop a 3-5 page paper which articulates your philosophy of teaching family and consumer sciences including:
   a. Beliefs about how students learn and best teaching practices
   b. Importance of content areas for family and consumer sciences
   c. Self assessment for personal competency and for future professional growth
   d. Paper should exhibits high standards in sentence and paragraph construction, organization, punctuation, grammar, spelling, appearance, & scholarliness.

Grading: the final grade is affected as follows –
Assignment #1 Career Development Resources 100 points
Assignment #2 Resume and Letter 50 points
Assignment #3 Interview Process 50 points
Assignment #4 Job Fair/Career Fair 50 points
Assignment #5 Internship Proposal or/teaching philosophy 100 points
Attendance and online assignments 50 points

Total 400/4

A=100-90  B=89-80  C=79-70  D=69-60
F=below 60 (no one should be here!!)

Policies:
1. Attendance and participation: We will not meet every Wednesday as you will have some out of class workshops and career opportunities during class time. You are to be in class to earn your attendance points and you will need to participate in the on-line work and outside assignments. Attendance will be taken each Wednesday we meet. Career Gear will give me attendance for workshops, etc.

2. All assignments are due on the date assigned and must be submitted electronically. Note that work submitted late will be penalized ½ the proposed grade if more than one day late. Plagiarizing is handled according to the Appalachian Academic Integrity Code. Refer to http://academicaffairs.appstate.edu/files/academic_integrity_code.pdf

Academic Integrity
As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Furthermore, we recognize that academic dishonesty detracts from the value of an Appalachian degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site: www.studentconduct.appstate.edu.

It is the student’s responsibility to be informed regarding this Code and the definitions of student integrity violations. All course work must be typed in appropriate form. Neatness, grammar and creativity will also be considered in evaluation. Do not leave assignments on your instructor’s door, mailbox or submit by E-mail without specific permission to do so. Always keep a backup copy of any assignment submitted.

3. The syllabus is a planning tool and is subject to change and additions as needed.

Methods of teaching and learning: internship setting staff communication, lecture/discussion, case study analysis, website review, audiovisual presentations, self-testing, computer assignments, large and small group activities, and electronic submissions.
4. **Special needs**  If you need special assistance for any part of this course, you are encouraged to contact both your instructor and the Office of Disability Services, 222 D.D. Dougherty, 262-3053/262-3056 (TTY) as early as possible in the term.

"Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at [http://www.ods.appstate.edu/](http://www.ods.appstate.edu/) or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations."

**Religious observances**: Students who plan to miss class for religious observances must follow the University policy for such events. Refer to [http://www.academicaffairs.appstate.edu/resources-forms](http://www.academicaffairs.appstate.edu/resources-forms)

Students must be allowed a minimum of two excused absences each academic year for religious observances. Students are responsible for requesting excused absences for religious observances required by the faith of a student. Instructors are responsible for complying with this requirement. In classes in which attendance is taken and/or penalties are applied for student absences, instructors must document their compliance with the religious observance policy by tracking student excused absences for religious observances.

**Class time**  Class time is restricted to class discussion, presentations, and related activities. Students are expected to attend and participate in all class sessions. Class is canceled only if the University has canceled classes. In other rare cases, I will send you an E-mail message regarding any change in class meeting time.

Please model scholarship, consideration and courtesy:
1. Talk when it is “your turn.” Avoid side conversations that distract others.
2. Water bottles are fine. Avoid bringing other beverages and/or food to class unless you are treating the whole class.
3. Be alert, focused on the class material, and prepared to participate.
4. Shut off electronic devices (cell phones, etc.) during class time or set them on mute/vibrate and put them out of sight. We do not get cell service in 013.

Class attendance is expected and will be beneficial. I look forward to your presence. Some class time will be on-line through AsULearn, and will be announced through the news forum and in the class the week before.

**Weather related information**:  [http://stormready.appstate.edu/winter-storm-ready](http://stormready.appstate.edu/winter-storm-ready)