

**EHRD 481-500: HR Development Seminar  
Human Resource Development or Technology Management**

**Texas A&M University**

**Spring 2009**

***The Aggie Code of Honor: "Aggies do not lie, cheat, or steal, nor tolerate those who do."***

**Course Schedule:**

Location: 569 Harrington

Dates: 1/26, 2/2, 2/9, 2/16, 2/23, 3/2, 3/23, 4/6, 4/20

Time: 1:50 – 3:50 PM

Work Sessions: 3/9, 3/30, 4/13, 4/27

**Instructor Information:**

Dr. Ann L. Gundy

Assistant Clinical Professor

549 Harrington

Texas A&M University

College Station, TX 77843-4226

979.862.8027 (Voice)

979.862.4347 (Fax EAHR Dept.)

[agundy@tamu.edu](mailto:agundy@tamu.edu)

Please use email within BB Vista for communication pertaining to this class.

**Office Hours:**

9:00 – 4:00

Tuesday – Friday

**Virtual Office Hours:**

10:00 – 12:00

Tuesday & Thursday

**Course Description:**

This course is designed to prepare students to fulfill the course requirements of the undergraduate level for both the Technology Management and the Human Resource Development majors of the Bachelor of Science Degree in the Department of Educational Administration and Human Resource Development, College of Education.

This course is aimed at helping students making a smooth transition from an academic environment to a professional business environment. It will guide students through the process of preparing an individual professional portfolio. It will also lead students to take

necessary steps in searching and securing an internship position. However, students are responsible for completing the required assignments; make necessary contacts; following up with the search to secure their own internship positions.

### **Course Objectives:**

By the end of this course, students should be able to:

1. Develop a professional resume
2. Prepare a professional cover letter
3. Successfully conduct and document a job search
4. Identify key preparations for a successful interview
5. Understand the function of a professional portfolio
  - a. Develop a master professional portfolio
  - b. Develop an electronic portfolio
6. Understand acceptable business etiquette and practices
7. Understand and begin preparation tasks for internship
8. Understand how to successfully evaluate and negotiate a salary offer.
9. Successfully navigate BB VISTA

### **Prerequisites:**

This course should be taken one to two semesters prior to your internship program. Approval of your departmental advisor is required. U3 or U4 status is required. Admission to Professional Phase is required. This course is a pre-requisite requirement for EHRD 484 Professional Internship.

### **Required Texts**

Currently, we have no required texts assigned to this course. Handouts and reading materials will be handled at each class meeting. Resources will be posted on BB Vista.

**Each student will register on the Career Center Website.**

**Fee: Included in your registration.**

Documentation of your registration for at the Career Center will be evidenced by the submission of you AggieE-Folio.

### **Additional Resources**

Texas A &M University Career Center  
<http://careercenter.tamu.edu/>

Career Planning and Campus Recruiting Guide  
Career Center,  
Texas A&M University

[What Color Is Your Parachute? 2009: A Practical Manual for Job-Hunters and Career-Changers](#)

Richard Nelson Bolles, Mark Emery Bolles (Editor)

Career Journal

<http://www.careerjournal.com>

Monster.com

<http://www.monster.com>

Others will be posted on BB Vista.

**Course Requirements**

<b>Requirement:</b>	<b>Points</b>
1. Vista: a. Submit your Student Information form; Locate in Assignments. Download to your computer. Complete all the information fields. Attach to the assignment box. b. Under the discussion tool, write a bio of yourself. c. Upload your picture in the roster.	1
2. Update your account on the Career Center website: <a href="http://careercenter.tamu.edu/">http://careercenter.tamu.edu/</a> Log in as a Current Student	
3. Tour the Career Center Website. Explore Career Center Website to familiarize yourself with the services the Career Center has to offer. Write a reflection on your review of the Career Center website. Upload in Vista and put hard copy in your Master Portfolio.	1
4. Visit the Career Center 209 Koldus to familiarize yourself with the services the Career Center has to offer. Write a reflection on your visit to the Career Center including the library. Upload in Vista and put a hard copy in your Master Portfolio.	1
5. Have your resume critiqued by a Career Center staff member. Save your critiqued resume and put in your Master Portfolio. Upload a copy of your corrected/updated resume in Vista and put a hard copy in your Master Portfolio. Upload a copy of your resume in the student portal.	2
6. Register for HireAggies.com , including On-Campus Interviewing and the Job Search Databases. Update your resume and upload as part of the registration process.	
7. Attend all class meetings. Write a reflection on each. Upload in Vista and put hard copy in your portfolio.	10
8. Attend 5 workshops offered by the Career Center. Write a reflection on each. Upload in Vista and put hard copy in your Master Portfolio.	10
9. Attend 2 Career Fairs and/or a meeting hosted by a company on campus. Write a reflection on each. Upload in Vista and put hard copy in your Master portfolio.	10

10. Complete an individual Master Professional Portfolio (hard copy)	15
11. Develop and post your electronic portfolio on the AggieE-folio system on the Career Center website.	10
12. Conduct a job search and prepare at least 10 cover letters to companies of your choice. Letters should be specific to each company and advertised position. Put hard copy in your Master Portfolio. Upload in Vista.	5
13. Develop documentation of your job search. Use the spreadsheet provided on the assignment in Vista. Put hard copy in your Master Portfolio. Upload in Vista.	5
14. Complete at least two employment interviews. If you are unable to schedule a site interview, you may use the Mock Interview Service at the Career Center (February 3 – You must register online). The purpose is for interview practice. Write a reflection on each interview experience. Write a Thank You Letter to the interviewer. You may use online <a href="#">Perfect Interview</a> for one interview. Write a reflection on each interview. Put hard copy of your reflection and your thank you letters in your Master Portfolio. Upload in Vista.	10
15. There will be a series of online quizzes over material covered in class and posted in the content modules in BB Vista. (4 self checks; 1 graded)	10
16. Complete a research project: “What kind of employment can I get with my degree?” Outline for the paper will be provided in Vista. Content will be gathered as you complete the course requirements. Attach to the appropriate assignment box in Vista and put a hard copy in your Master Portfolio.	10
<b>Total</b>	<b>100</b>

Attendance will be documented by sign-in sheets.

### **Meeting Schedule:**

As a Directed Study course, the class will meet nine times during the 14-week semester. Below is a summary of what we plan to accomplish in these meetings.

<b>Date</b>	<b>Content</b>
January 26, 2009 1:50 – 3:50 PM 569 Harrington	Course Overview Orientation to the Career Center Sign-up for Center Services Resume Writing
February 2, 2009 1:50 – 3:50 PM 569 Harrington	Cover Letters and Job Searches <i>Guest: John Anderson</i>
February 9, 2009 1:50 – 3:50 PM 569 Harrington	Introduction to Interviewing <i>Guest: Amanda Rolle</i>
February 16, 2009 1:50 – 3:50 PM 569 Harrington	Master Portfolio International Internships Study Abroad Office

	<i>Guest Speaker</i>
February 23, 2009 1:50 – 3:50 PM 569 Harrington	AggiE-Folio Stages of Cultural Shock <i>Guest: Wei-Chih Tung</i>
March 2, 2009 1:50 – 3:50 PM 569 Harrington	Dress for Success Peach Corp <i>Guest: Curt Baker</i> Reynolds & Reynolds <i>Guest: Barbara Orpine</i>
March 9, 2009	Work on Projects
March 16, 2009	<b>SPRING BREAK</b>
March 23, 2009 1:50 – 3:50 PM 569 Harrington	Internships Graduate School <i>Guest: Joyce Nelson</i>
March 30, 2009	Work on Projects
April 6, 2009 1:50 – 3:50 PM 569 Harrington	Salary Evaluation and Negotiation Employee Relationships
April 13, 2009	Work on Projects
April 20, 2009 1:50 – 3:50 PM 569 Harrington	Submit and Evaluate Master Portfolio
April 27, 2009	Last Date to Submit Assignments

There are approximately 75 events offered by the Career Center that would be of interest to you.

- You will be required to attend 5 workshops of your choice.
- You will be required to attend at least two Career Fairs or special recruiting meetings by a company during the semester.
- You will be required to participate in 2 interviews. Can be a Monk Interview –Must Register. One can be a Perfect Interview

### **Technical support**

This course is supported by BB Vista. You will find additional resources as well as the process for submitting your assignments on the webpage. <http://elearning.tamu.edu>

For TAMU WebCT technical support, students may access the following resources:

- [Logon Instructions](#)
- [Fill out the online Help form](#)
- [Email WebCT@TAMU](mailto:EmailWebCT@TAMU)

- Call HelpDesk - (979) 845-8300
- [Search FAQ Database](#)
- Instructional Technology Services <http://itsinfor.tamu.edu>
  - Workshops and Handouts – Student Handouts

## **Incompletes**

Due to the nature of this course, you need to finish your assignments in a timely fashion. It is critical that you complete your professional portfolio before you start contacting companies. Often, job searches take time, if you didn't leave yourself enough time for companies to review your requests, you won't be able to schedule site visits within the time frame. Therefore, completing all your necessary assignments within the schedule is important for your successful completion of the course requirements. However, we do realize that extreme circumstances require that students occasionally take an incomplete. If you feel that you cannot meet the class requirements by the end of the semester, you should contact me as soon as possible.

Texas A&M University policy requires that grades submitted as incomplete (I) be converted to a letter grade no later than the end of the semester following the semester in which the course was taken. If the coursework has not been completed and, therefore, a grade change is not submitted, the "I" automatically converts to an "F". Our policy is that we will not consider converting an "F" to another letter grade if the coursework to complete the class was not turned in by the last day of classes in the semester following the semester in which the course was taken.

## **Grading**

The grades for this course will be based on the number of points you receive for each of the graded areas.

The total possible points are 100.

<b>Letter Grade</b>	<b>Numerical Score</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	60 or below

## **Advising and Office Hours:**

Our goal is to be as available as possible to meet your needs during the semester. There are three basic ways you can reach me:

- ❖ Email: [agundy@tamu.edu](mailto:agundy@tamu.edu)
- ❖ Use Mail tool within BB Vista for communication pertaining to EHRD 481
- ❖ Telephone: 979-862-8027
- ❖ Appointment: 979-862-8027

## **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Services for Students with Disabilities, Koldus 126, 979-845-1637. Due to emergency evacuation requirements, if you feel accommodations will be needed, the department requires you to fill out a disability information form and provide a class schedule for the current semester. This form will be supplied to the instructor and placed in the students file for easy accessibility in case an emergency should arise. The forms are available in the academic advising office, 112 Heaton Hall.

## **ATTENDANCE**

You are expected to attend class. University Rules apply concerning attendance and approved absences. <http://student-rules.tamu.edu/rule7.htm> Appropriate documentation should be submitted for your files to obtain an excused absence. Texas A&M University Explanatory Statement for Absence from Class form available at <http://attendance.tamu.edu>.

As a courtesy, please email the instructor if you are absent from class. Attendance is related to the class participation grade.

## *SCHOLASTIC MISCONDUCT/ACADEMIC DISHONESTY*

### **Academic Integrity Statement**

**“An Aggie does not lie, cheat, or steal or tolerate those who do.”**

Honor Council Rules and Procedures are on the web at <http://www.tamu.edu/aggiehonor>

Scholastic misconduct is defined broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work. Scholastic dishonesty includes (but is not necessarily limited to) cheating on assignments or examinations; plagiarizing (which means misrepresenting as your own work any part of work done by another); submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials; or interfering with another student's work. Students who participate in any of these activities will receive a "no pass" grade in this class and will be subject to University disciplinary action.

Expect to see the following statement on assignments and/or examinations:

**“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”**

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**Signature of Student**

### Faculty Senate Statement on Plagiarism

The handouts used in this course are copyrighted. All materials generated for this class are considered "handouts," including, but not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless expressly granted permission to do so by the instructor. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., that belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic violations, for the plagiarist destroys trust among colleagues without whom the research cannot be safely communicated. If you have questions regarding plagiarism, please consult the latest edition of the *Texas A&M University Student Rules*, under the section "Scholastic Dishonesty."

Student Rule 2.15: Plagiarism is the intentional use of ideas, words or data of another person without giving appropriate credit.

Student Rule 20.1: Commission of the following acts shall constitute scholastic dishonesty.

20.1.3: Plagiarism: Failing to credit sources used in a work product in an attempt to pass off the work as one's own. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.

20.1.4: Conspiracy: Agreeing with one or more persons to commit any act of scholastic dishonesty.

From <http://student-rules.tamu.edu/>

### **SEXUAL HARASSMENT**

Texas A & M University policy prohibits sexual harassment. Copies of this policy statement on sexual harassment are available at <http://www.coe.tamu.edu/COEGuidelines/I.Administration/l62-64/l62-64.pdf>

Complaints about sexual harassment should be reported to the EAHR Department or University Human Resources.

### **INCLUSIVE LANGUAGE**

It is imperative in this class, as well as important in an education/work setting, that inclusive language be used in both oral and written communication. Inclusiveness refers to the use of language that assumes equality of the sexes and the equal importance of members of all cultural groups.

Gender inclusiveness means that usage such as "he" and "man" as generic references to humanity or people in general are not appropriate. While avoiding such use is sometimes awkward of one's habits to the contrary are deeply ingrained, it is essential and possible to do so. Therefore, I suggest that you use plurals (e.g. "workers...they," rather than "worker...he"), some combination of pronouns (e.g., (s)he, he/she or alternative words (e.g., "people" rather than "mankind").

Cultural inclusiveness means that classroom discussion (and written materials) will not assume that class members or all members of organizations are white

U. S. citizens. Respect for the diversity of the class and the multicultural world in which organizations operate will be expected.

### **EAHR DEPARTMENT SOCIAL JUSTICE STATEMENT**

We, the faculty of the Department of Educational Administration and Human Resource Development in the College of Education and Human Development, abhor any incidence of prejudice, bias, or discrimination based on race, ethnicity, gender, religion, sexual orientation, culture, age, socioeconomic class, veteran status, nationality, disabilities, or any other social marker of group difference. In addition, we deeply value the richness of diversity and difference in all contexts.

### **CELL PHONES and PAGERS**

As a courtesy to your classmates, please put your cell phones and pagers on mute/vibrate or turn them off during class hours.

### **LAPTOPS, PDAs, and PUZZLES**

You may use a laptop or PDA in class **only** if you are taking notes on the documents from the class website. No emails, no games, no text messaging during class meetings, please. Please do not work crossword or sudoku puzzles during class

***I reserve the right to make changes in this syllabus as I determine it to be necessary.  
Dr. Gundy***

### **OUR MISSION**

We are committed to developing educational leaders and to inform and improve practice through the scholarships of teaching, discovery, application, and integration across disciplines.