

**OCN 750: Professional Development Skills Training
Syllabus - Spring 2014**

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Tuesdays · 2 - 4 pm · POST 703

Note: Syllabus is subject to change

Date	Topic	Due by next class period
Theme 1: Developing Professional Skills for a Range of Science Careers		
1/14	Class Introductions	Prepare for networking. Project: Make appointment with instructors.
1/21	Networking	Project: Meet with instructors. Assignment 1: Outreach and Communication
1/28	Outreach & Communication	Project: Submit project proposal. Reading: Mentoring.
2/4	Mentoring	Reading: Diversity.
2/11	Diversity	Job Package: Draft Curriculum Vita.
Theme 2: Expanding your Career Planning Toolkit		
2/18	CV Writing Workshop	Assignment 2: Reflection on Theme I Concepts.
2/25	CV Peer Review Mid-Course Evaluation	Project: Progress report. Revise project proposal, if appropriate.
3/4	Work-Life Balance	Assignment 3: Work-Life Balance.
3/11	Career Panel	Assignment 4: Job Advertisements.
3/18	Applying for Jobs	Job Package: Curriculum Vita and business card. Prepare for online presence.
3/25	Spring Recess (no class)	--
4/1	Creating your Online Presence	Job Package: Cover Letter.
4/8	Interviewing	TBA
4/15	Topic TBA (student choice)	Job Package: Update online presence.
4/22	Teaching Philosophy Workshop	Project: Written reflection (for those not presenting) or presentation.
Theme 3: Reflecting on and Communicating New Skills and Perspectives		
4/29	Student Presentations	Project: Written reflection (for those not presenting) or presentation.
5/6	Student Presentations Final Course Evaluation	--

Course Philosophy:

Some teaching values incorporated into our curriculum include:

- **Team teaching:** The instructors represent different perspectives and career stages. Typically, one instructor will lead each class, developed in consultation with the other.
- **Active learning:** Discussion and hands-on activities will allow students to explore and immediately apply new knowledge.
- **Networking & camaraderie:** During each class period, time will be set aside for students to share and network. We view the classroom as a “safe space,” in which sensitive topics can be discussed, and specific comments made by other students will not be repeated outside the classroom.
- **Guided reflections:** Students will be encouraged to reflect upon career paths and skills by assessing how different roles fit your talents and life goals.
- **Active feedback:** Teaching is a conversation between instructor and student. Your feedback is welcome at any time, in addition to the times when we specifically solicit it.

Our goals for students are to:

1. Develop and refine professional skills (Themes I, III)
2. Explore a range of career options and improve materials for job applications (Theme II)
3. Provide peer support and share skills and resources with one another.

You will maximize progress in your professional development if you are able to commit fully to this course. We expect that students will miss no more than 2–3 class meetings and stay actively engaged throughout the entire semester. Class projects will be designed in consultation with us, with the goals of exploring your specific interests and meeting your individualized career goals.

Coursework and Grades:

Course Component	Credit
Assignments (4 submitted assignments)	20%
Job Package (CV/resume, cover letter, business cards, online presence)	30%
Project (proposal, progress report, reflection, and presentation)	30%
Overall Participation (attendance, discussions, non-written assignments)	20%

- You may miss one class and one assignment without penalty to your grade.
- For standard grading option: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F<60%.
- For credit/no credit option: credit will be awarded for completing ≥70% of total points.
- Detailed instructions for each assignment will be provided one week in advance.
- All written assignments should be emailed to cmore@soest.hawaii.edu. In the subject line, please write "OCN750 homework – your name". Late assignments are not accepted, except in emergency situations.
- Course materials can be found at: http://www.higp.hawaii.edu/~bbruno/OCN750_2014/