

**ANFS 265: Perspectives in Career and Professional Development**  
*Spring Semester, 2015*  
**Monday 2:30 – 3:30 pm in 006 Kirkbride Hall**

**Course Description:**

This course is designed to provide the tools, information and insight into shaping the rest of your undergraduate education towards one or more career goals (jobs, professional school, graduate school, etc.). This course places an emphasis on career discovery and development in the areas of animal and food sciences, and provides real world examples, from our alumni of a number of the careers available to you.

**Instructors: Dr. Mark Parcels and Ms. Adrienne Shearer**

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**Student Learning Objectives:**

1. Develop awareness of potential careers and post-graduate education opportunities available to graduates of the Animal and Food Sciences program. (Through instructor, UD staff, invited speaker and ANFS alumni presentations).
2. Discover services available through the University of Delaware Career Services Center.
3. Stimulate the interest of students in seeking and preparing for their chosen career (*UD Gen Ed Goal 6*).
4. Analyze current and future trends in careers in Animal and Food Sciences (*ANFS Critical Thinking Goal*).
5. Develop written communication skills especially related to *preparing an effective resume, cover letter, personal statement* and other materials essential for successful applications to internships, post-graduate schools and professional positions (*ANFS Communications Goal, UD Gen Ed Goal 1*).

**Required Text:**

No Text required however ***attendance in class is required***. Since successful completion of this course (graded P/F) is an ANFS degree requirement, students should take very seriously the attendance requirement (see Attendance Policy, below).

## STUDENT REQUIREMENTS AND RESPONSIBILITIES

**1. Attendance Policy.** With the exception of out-of-class assignments (resume, cover letter, personal statement), all of the learning opportunities afforded by the course are provided *in class*. Therefore you *must attend class* to benefit from the program that has been put in place for you. This class is for your benefit and provides you with tools and options in determining your future. **More than two unexcused absences** (*excluding illness, injury with physician's note, family emergency*) in the semester will result in a failing grade (F) for the course (see Grading and Grades). **Students are responsible for signing an attendance sheet each class.**

**2. Prepare a resume and cover letter.** Each student will prepare a cover letter and a resume using information, instructions and guidance provided by the Career Services Center (See class schedule) and other resources provided on Sakai or through GoogleDocs. Resumes should present personal information and experiences completed as of the due date. The cover letter developed will be specific to an internship opportunity provided in class. The documents will be submitted electronically, but you must be certain the formatting is correct for printing on 8½ x 11 inch paper. You are strongly encouraged to take a draft of your resume to the Career Services Center for review and critique (see <http://www.udel.edu/CSC/>) Additional details on the preparation of the cover letter and resume will be provided as an Assignment on Sakai. **The cover letter and resume will be due on March 16, 2015 by 5:00 PM.** Both will be submitted using Sakai. Complete details of the assignments will be provided on the Assignment Tool. GoogleDocs will be used for resume review.

**3. Peer review of Resumes and Hiring Decisions.** To help you identify a clear and well-written Resume, you will work in groups using GoogleDocs, the folder for which each student will receive an email “invitation” from the instructors. Students will be provided with job or internship descriptions for which to apply (*limit of 5 applicants for each position*). You are to tailor your resume for that position, specifically.

After developing and submitting your resume, students will be divided according to groups for evaluation of applicants for a different internship. As reviewers, students will assume the role of potential employers who review the resumes of all in their given group, and decide whether or not an individual is well-suited for the position and deserves an interview, based solely on the resume and cover letter. **This evaluation process will take place as an in-class exercise on April 6, 2015. Hiring Decisions from each group, with evaluations of all applicants will be due on April 13, 2015 by 5:00 PM.**

**4. Prepare a Personal Statement to accompany an application to professional or graduate school, or a job application.** (*See class schedule, April 13*). The document will be submitted in class in duplicate, and you must be certain that formatting is correct for printing on 8½ X 11 paper. Be sure to turn in two copies of the personal statement in class. **The Personal Statement will be due on April 27, 2015 by 5:00 PM.** It will be submitted to Sakai and GoogleDocs with additional information provided in class.

**5. Peer review of Personal Statements.** Again, to help you identify a clear, well-written Personal Statement, you will work in groups using GoogleDocs. Each student will review the

Personal Statement of another student, making suggestions for improvement and submit the edited Personal Statements to Sakai. **Personal Statement Peer Reviews will be due on May 18, 2015 by 5:00 PM.**

### 6. Grading and Grades:

No exams will be given. Resumes, cover letters, and personal statements will be evaluated and graded on the basis of content, grammar, spelling, sentence structure, punctuation and neatness. Your final score for the course will be determined as follows:

<b>Activity</b>	<b>Points</b>
Class Attendance and participation ( <i>2 unexcused absences = - 40</i> )	40
Resume	20
Peer review of Resume	15
Cover Letter	20
Personal Statement	20
Peer Review of Personal Statement	15
<b>Total Possible Points</b>	<b>130</b>

*This course is graded Pass/Fail, which means the course grade does not impact your GPA unless you fail the course. To pass the course, you must earn a total of at least 100 points. If you make little or no effort on an assignment, your grade will reflect this. If you finish the semester with fewer than 100 points, you will fail this course and will have to retake it. Additionally, the "F" grade will negatively affect your GPA.*

### COURSE POLICIES

**Academic Integrity:** We are aware that most students are concerned about academic dishonesty in the classroom, and are sensitive to the problem. We regret the necessity of cautioning everyone to refrain from academic dishonesty in any form, including plagiarism, collusion and any other unethical practices. *Any incident of academic misconduct will be processed fully through the University Judicial System. The University's Policies of Academic Honesty and Academic Misconduct are found in the Student Guide to University Policies <http://www.udel.edu/stuguide/09-10/code.html> and apply in this course.*

**Course Etiquette:** The course includes presentations from invited speakers, in addition to the course instructors. We will therefore not tolerate disruptive behavior in this class. Disruptive conduct includes loud or discourteous behavior in the classroom and excessive noise. This includes persistent talking during class, consistently late arrival and early departures from class, *use of cell phones, and text messaging during class.* Please see the University's Policy on Disruptive Conduct in the *Student Guide to University Policies* at <http://www.udel.edu/stuguide/09-10/code.html> 4

**Civil Behavior:** Civil behavior enhances the academic setting, and is expected at all times. Courtesy and respect for others creates a pleasant environment and improves learning. We are all responsible for maintaining the highest standard of civil behavior. It should also be demonstrated in all assignments. Uncivil behaviors include, but are not limited to: rude, disrespectful, contemptuous, offensive or inappropriate language, posturing, or gestures. We are all required to treat instructors, visitors, teaching assistants and students with respect at all times. The instructor is the final arbiter of what counts as civil behavior in the classroom. There are no exceptions.

**Email Etiquette:** When communicating through email, it is important to remember that this is a college-level course. Therefore, all communications are expected to be written in complete sentences with complete words (no text messaging and/or instant messaging abbreviations) along with proper capitalization and punctuation. Also, be certain to address and sign each email message correctly. It is important to include an appropriate SUBJECT for your email so that it does not get re-directed as spam. The use of appropriate language and tone is required in all communications with your instructor or other students in the course. Respect should be shown at all times: do not say anything in an email that you would not say in person.

**Special Accommodations:** Students with disabilities, which are verified by the Academic Enrichment Center or the ADA office, are entitled to special accommodations. If you have a certifiable disability that may affect your class performance, please inform me privately before the third class day so appropriate arrangements can be made. Students participating in University Intercollegiate Athletic events off campus should notify the instructor of an absence *before the scheduled class*.

**Animals in class:** In this classroom, there will be one or more dogs that are being trained by students participating in Guiding Eyes for the Blind, etc. These students have sought permission for bringing these animals to class from the instructor. No pets outside of this program are to be brought to class, unless the animal is a service animal required for your own use.