Course Inventory Change Request

New Course Proposal

Date Submitted: 12/30/14 6:02 pm

Viewing: BUS 3000: Intermediate Career Strategies

Last edit: 01/20/15 11:42 am

Changes proposed by: lindseys

Course Prefix: BUS
Course Number: 3000
Effective Semester: Fall 2015
Department: Business (BUS)
School: School of Business & Communication
Course Title: Intermediate Career Strategies

Short Course Title: Interm. Career Strategies

Credits: 1
Workload Factors: 1
Primary Grade Type: Standard Letter
Secondary Grade Type:
Instructor Permission Required: No
Repeatable for: No

In Workflow
1. BUS Chair
2. BU Admin
3. BU Dean
4. University Curriculum Committee Chair
5. Banner

Approval Path
1. 01/12/15 11:07 am
   Nikki Smith (nsmith): Approved for BUS Chair
2. 01/20/15 2:00 pm
   Stella Callagee (callagee): Approved for BU Admin
3. 01/21/15 3:21 pm
   Kyle Wells (kwells): Approved for BU Dean

https://newcatalog.dixie.edu/courseleaf/courseleaf.cgi?page=/courseadmin/1565/index.html&step=tcadiff
Catalog Prerequisites:
BUS 2000.

It is recommended that students take this course prior to entering their Senior year. It is also recommended that students complete an internship related to their chosen major either before or while taking this course.

Grade Required on Prerequisite(s): N/A

Catalog Description
A continuation of BUS 2000 - Introduction to Career Strategies, with emphasis placed on successfully completing a focused career search. Target career industry sector(s) and specific opportunities within preferred sector(s) will be identified. Professional networking techniques / skills will be developed to effectively penetrate preferred industry sector(s). Continued emphasis will be placed on professional resume / portfolio development. Job interview skills will be addressed.

Course Rotation:
Fall (every)
Spring (every)

Justification for course/change:
This course is designed and offered to provide students with an ongoing impetus to continue / complete their professional career search while a student within the DSU Udvar-Hazy School of Business (UHSB). This course will provide students and UHSB faculty the opportunity to continually interact and refine students' career objectives with the objective of securing a meaningful career-oriented position.

Library Resources Adequate: Yes
Tech Resources: Yes
Adequate:

Comparable Courses:
(use USHE course first)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Prefix/Number</th>
<th>Credit(s)</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Utah</td>
<td>BUS 3000</td>
<td>1.5</td>
<td>Careers and Majors in Business</td>
</tr>
<tr>
<td>Utah Valley University</td>
<td>MGMT 3890</td>
<td>2.0</td>
<td>Career Preparation</td>
</tr>
</tbody>
</table>

Course Learning
Outcomes:
Students will develop skills to:
1. Conduct a targeted career search unifying their skills, interest, and current career opportunities
2. Create and maintain a professional network which will be utilized and expanded during their targeted career search
3. Create a customized resume for each identified career opportunity
4. Create a Personal Career Portfolio, presenting academic work product germane to their targeted career search
5. Present themselves in a professional manner during phone and personal interviews

How do your Course Learning Outcomes align to your Program Learning Outcomes?
UHSB Student Learning Outcomes
1. A working level knowledge of the core functional areas of business:
   A. Students will demonstrate a working level knowledge of core business functions related to their specific course of study, including accounting, economics, finance, information systems, international business, legal and social environment, marketing, and management.
   B. Students will be able to analyze a complex business situation, identify key business issues, opportunities and problems. Aligns to Course Learning Outcome (4)

2. Students will be able to perform appropriate quantitative & qualitative analysis, synthesize to create alternative solutions; & make recommendations for viable courses of action. Aligns to Course Learning Outcome (4)

3. The interpersonal and communication skills necessary to succeed in business:
   A. Students will deliver professional quality oral presentations. Aligns to Course Learning Outcome (2), (5)
   B. Student will prepare professional quality written presentations. Aligns to Course Learning Outcome (3)
C. Students will identify the essential elements of successful teamwork and will reflect upon their competency and experiences in applying them.

Schedule of lesson activities that meet Course Learning Outcomes

Course activities will include:
1. Debrief of internship experience, with identification of strengths to build upon, opportunities to take advantage of, weaknesses/skills gaps to overcome or fill and threats to manage.
2. Identification of industry sectors which align with student career objectives
3. Development of a customized resume for each identified career sector
4. Development of a personal portfolio demonstrating business skills acquired relating to specific target industry sectors
5. Development of career interview skills in a group environment. Critical critiques of individual student performance will be offered by instructor and student peers

Assessment activities that provide evidence of student learning

This course will be highly results-oriented. Ultimate assessment will take place in light of students' ability to define, search for, and secure a career-level position aligned with the objectives and skills developed in the course.

Individual student assessment will be based on:
1. Quality of targeted career opportunity resumes
2. Quality of professional career portfolio
3. Extent to which a professional network has been developed
4. Improvement in interview skills

Traditional assessment tools including; assignments, quizzes / exams and group activities may be employed, but will not be a primary focus of the course.