

Orientation to the World of Work

COOP 2011-002

Fall 2023; Tuesdays, 1:40pm-2:40pm

Honors Hall, Room 12

1 Credit

Instructor: Chrystle-Claire Greene

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Phone: (718) 908-4204

Office Hours (by appointment) virtual and in-person hours: Wednesdays, 3:00pm-5:00pm,
Fridays 10:00am-12:00pm



Appointments should be made via Navigate:

Course Description: Course incorporates self-reflection, career exploration, professional development, employment resources, preparation, and labor market trends, and is ideal for students preparing for **or** participating in an internship.

An introductory course that provides students instruction and training for participation in the world of work. Students will be placed in a structured work-study program and assisted in learning about themselves, their career needs, the dynamics of the employment and selection process. Special emphasis is placed on effective interview techniques and job search strategies.

Co-requisites or Pre-requisites: No academic requirements. However, students should be currently active job/internship seekers or present employees/interns.

Learning Outcomes: Upon successful completion of the course, students will be able to:

1. Identify and apply fundamental social science concepts and methods to explore the relationships between the individual and the world of work.
2. Demonstrate critical thinking and problem-solving abilities through written composition and oral presentations on the behaviors and experiences of individuals in diverse work contexts.
3. Use digital technology for professional communications and career management
4. Begin to develop an awareness of how verbal, non-verbal, and written communication skills are imperative to the successful navigation of their academic and professional environments.
5. Articulate and apply four of the eight [NACE career core competencies](#) (National Association of Colleges and Employers) as it relates to their academic activities and the world of work.

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Student Responsibilities

- Attendance is mandatory
- You will be allowed an absence with a valid excuse
- **Grading Distribution:**
 - Class Participation/Article Presentations 10%
 - Journal Reflections 5%
 - Autobiography Assignment 10%
 - Midterm Assignment (Resume and Cover Letters) 20%
 - Field Report (**Faculty Interview**) 10%
 - Final Presentation (e-portfolio) 20%
 - Letter to Donor 5%
 - Forage Module Completion 20%

Learning Objectives

Upon completion of this course, you will be able to:

- Demonstrate critical thinking and problem-solving abilities in a practical setting.
- Use oral/written communications to clearly articulate thoughts and ideas (i.e.: public speaking/ letters/ memos)
- Work efficiently in a team setting and exercise leadership skills
- Use digital technology for professional communications and career management
- Develop your skills and gain a real understanding of work in practice

Assignments

Student Career Tips Article Presentations (Ongoing):

Each week I have assigned 2 students to present an article of their choice to the class. The topic will be related to career tips and advice/ important facts you think would be relevant to the class. I have listed a few websites below to explore for articles. You will have up to 5 minutes each for your presentation. You will be asked to share the title/summary, reason why you chose this particular article and what you learned/stood out to you about it. After you are done presenting, we will have a few minutes for Q&A from the class. ***Be sure to take notes so you do not duplicate the same topic that was already shared in a previous week.** Submit article on google classroom so students can access as a helpful resource.

Suggested Websites:

- The Muse: <https://www.themuse.com/advice>
- Career Alley: <https://careeralley.com/>
- How to Become: <https://www.howtobecome.com/>
- The Balance: <https://www.thebalancemoney.com/career-planning-6265513>

Journal Reflections (Beginning of each class):

You will be expected to keep a weekly journal of the topics covered in class.

- Reflect on the upcoming week's class topic and how you can incorporate learnings from class to ensure success in your role.
 - Discuss the challenges of any current internships and any learnings from class that you would like to implement.
 - This should include a report of your duties and responsibilities, including what went well and what went wrong.
 - Describe experiences that may impact your career choices.
- If you are not participating in an internship or working, please reflect on the topic and how you can grow in this area within your current experiences and situation.
 - Please date each submission and add your name and keep a minimum of one full page each week (double-spaced) typed in a MS Word document.
 - Please email submit all journal articles to me on google classroom.
 - **October 24th Due: (Sept. 5th – Oct. 17th / 7 entries)**
 - **December 5th Due: Oct. 24th – November 28th / 5 entries)**
 - Journals are graded on: Ability to thoughtfully reflect on World of Work course content, highlights, insights and challenges and how it relates to your career success and/or current internships.

Autobiography Assignment (1 page assignment) (Due Sept. 19th):

An autobiography is written by the author, about the author. It is a work of reflection and discovery of oneself while sharing one's life's details, experiences, and lessons. Focus on the areas of detail listed below. In 1 page develop them and reflect on who you are inside: **(Paper must be taken to Writing Center before submitting)**

- I was born on
- As a young child I
- What I truly enjoy
- Something I am proud of in my life
- What I hope to use my major to accomplish
- What I like best about myself
- What inspired me about being a first-generation college student
- The reason I came to Queens College is
- I plan to study_____ and the impact I would like to make on the world is
- Be sure to also include a picture of yourself

FOCUS 2 Career Assessment (Oct. 3rd)

FOCUS 2 is a self-guided career, major and education planning system designed to guide you through the steps of the career planning process. You can use FOCUS 2 at any stage of your education and career planning according to your personal needs. Start with any feature, repeat a feature if desired and use the system as an ongoing resource. All your results are saved and accessible in your FOCUS 2 Portfolio.

Click here to begin assessment: <https://www.qc.cuny.edu/academics/cei/>

Faculty Interview (Due Oct. 10th):

Attend a professor office hour (of your choosing) and interview them to learn more about what they do and how they got there. If possible, please choose a faculty in your field of intended study. Submit on google classroom

Interview Questions for Professor:

1. Tell me a little about yourself and your journey to Queens College?
2. How did you prepare for the position you currently have?
3. What resources, opportunities or training did you take advantage of that has helped you succeed?
4. How do you manage to keep abreast of developments in your field?
5. What would you regard as the most challenging aspect of being an academic?
6. What do you hope to achieve while employed at Queens College?

Midterm Assignment (Resume and Cover Letters) (Due Oct. 24th)

Search on the Career Engagement and Internship website and select a job or internship you would like to apply to. After you have selected, create a resume and cover letter to apply for that position. After you have completed your materials, make an appointment on Navigate with the career office to review your materials. Submit final documents on google classroom.

Letter to Donor (1 page assignment) (Due Nov. 7th):

At the end of the semester you will write a "Gratitude Letter for Donation to Judy Kessler Wilpon and Fred Wilpon (Kessler Donors). By writing a thank you letter to your donor, you will also be strengthening your relationship with them for future endeavors. The Wilpon's will also feel honored on receiving the letter and make them feel proud in contributing to a noble cause without any reason. Feel free to customize the content according to the information you want to convey. In your letter you should include name, major, cohort and college. Also share what being a member of this program has meant to you, and how you plan to use your career to make an impact on your community/the world. Additionally, please include ways you have benefited and what parts you have enjoyed the most. Share your goals and aspirations. **(Paper must be taken to Writing Center before submitting)**. Submit on google classroom

Forge Job Simulation (Due Nov. 14th)

Forge is an online platform that offers FREE access to virtual job simulations to help students develop your skills and gain a real understanding of work in practice. Students will choose a module that appeals to their career interest and complete the tasks that simulates actual work an intern or graduate student would be expected to do in that same role. It should take anywhere from 4-8 hours to complete depending on the module you choose. Once completed you will submit certificate of completion on google classroom. These programs are co-designed with and endorsed by top leading companies. As a bonus once you complete your module, I encourage you to include on your resume! This could also help with employment opportunities.

Register here to get started:

<https://www.theforge.com/landing/CUNY%20Queens%20College/sGwukuyGGqqvAR3Jn/Experience%20without%20boundaries>

E-portfolio (View schedule below for presentation date)

Create a visual representation of your work, demonstrations, and artifacts that showcase your learning progression, achievement, and evidence of what you can do. The collection can include essays and papers (text-based), reflections, blog, multimedia (recordings of demonstrations, interviews, presentations, etc.), graphic/photos. Students will present their e-portfolio to the class during the final days, and everyone will be able to use a rubric to provide constructive feedback. To create e-portfolio you will register for a FREE account on Canva and select the “presentation” template you like the most to get started.

E-portfolio Presentation Schedule:

Tuesday, November 21st

- Haspia
- Zara
- Edgar
- Rowena
- Nicole (Luciel)
- Ming

Tuesday, November 28th

- Adon
- Martyna

- Andreena
- Usman
- Muniram (Paul)
- Tenzin

Tuesday, December 5th

- Tatiana
- Abhishek
- Sarah
- Brian
- Afrina
- Sadia

Course Schedule (subject to change)

Date	Topic	Assignment Due Dates	Career Tips Article Presentation Schedule
Tuesday, Aug 29th	Introductions and Syllabus Review	Click on the forage link to select the module you would like to complete and setup a FREE account on Canva	
Tuesday, September 5th	Goal Setting and E-portfolio (Canva) + Forage		
Tuesday, September 12th	Professionalism and Work Ethic		Muniram (Paul) and Tatiana
Tuesday, September 19th	Leadership Styles	Autobiography Assignment Due	Rowena and Zara
Tuesday, September 26th	Effective Communication		Abhishek and Andreena
Tuesday, October 3rd	Microaggressions in the workplace	Complete the FOCUS 2 Career Assessment	Brian and Edgar
Tuesday, October 10th	Classes follow a Monday schedule	Faculty Interview Due	
Tuesday, October 17th	Brand Development: Self-assessment and self-promotion, resume building		Adon and Tenzin
Tuesday, October 24th	Global Intercultural Fluency	Mid-term Due (Resumes and Cover Letters) + Reflection Journals Due (Sept. 5th – Oct. 17th / 7 entries)	Martyna and Sarah
Tuesday, October 31st	Pitch Development		Haspia and Afrina

Tuesday, November 7th	Interview Methods and Best Practices	Letter to Donor Due	Nicole (Luciel) and Sadia
Tuesday, November 14th	Networking for Success	Forage Job Simulation Due	Usman and Ming
Tuesday, November 21st	E Portfolio Presentations		
Tuesday, November 28th	E Portfolio Presentations		
Tuesday, December 5th	E Portfolio Presentations	Final Reflection Journals Due (Oct. 24th – November 28th / 5 entries)	

- Monday, December 11, 2023, Last day of Fall 2023 classes
- Thursday, December 14th-20th 2023, Final Exams

Required Texts:

Readings will be provided in class each week.

How to do well in this class?

- Participate in EVERY class.
- There are only 15 sessions, missing a session can leave you feeling lost by the next class session.
- Complete reading assignments as they are assigned (don't wait till the last minute!) and complete all other assignments by their due date.
- Avoid falling behind by pacing yourself with the readings and other assignments and planning ahead.
- The workload for this course is not tremendous, but you may find that it is overwhelming because of the short time frame, make sure you regularly check for assignment or assignment updates.

Course Expectations:

QC Policy for Academic Integrity:

All written work must conform to the QC Policy for Academic Integrity
AS INDICATED ON KESSLER CONTRACT, PLAGIARISM MAY RESULT IN DISMISSAL FROM KESSLER PROGRAM

Viewpoint Tolerance:

- Some of the issues covered during the seminar may evoke strong emotions.

- Students, faculty and staff must be able to disagree respectfully with others on topics that are personally very important to them.
- There is an expectation that all students maintain a safe space.

Attendance and Participation:

- The importance of your attendance in each class is self-evident. Your *consistent, punctual presence* and *active participation* in class, assigned events, reading, discussions and assignments positively impact your grade.
- Students should be prepared and are expected to read the required readings before class.
- Two or more unexcused absences (or chronic lateness to class) will result in reduced grade for class participation. You are expected to be in class on time.

Please note the following:

- All Assignments must be handed in on time. Late assignments will not be accepted.
- Incompletes will not be granted, except in extraordinary circumstances and with proper documentation. After-the-fact requests for extensions and incompletes will not be considered.
- Grade Change Policy (for all assignments and exams): Students wanting clarification on a particular grade must submit a request in writing explaining their question and, if they are disputing an answer marked wrong, documentation of the grading error with evidence from the text. These requests should be submitted no later than one week after the assignment or exam has been graded.
- If you have questions about your grade or the class content, please send an email.

Required Events (1 point extra credit for each additional event you attend after the 3 required)- up to 5 points:

Community Building

- **Ice Cream/Icee Social**, Wednesday, Aug. 31st, 12:15PM-1:30PM (Location: HH17)
- **FYE's "Get To Know QC With FYE"** (programming during the first two weeks of the semester!) To RSVP sign up here: <https://www.eventbrite.com/cc/get-to-know-qc-with-fye-2483279?utm-campaign=social&utm-content=creatorshare&utm-medium=discovery&utm-term=odclsxcollection&utm-source=cp&aff=escb>
- **Frankly Speaking with President Wu**, Sept. 27th, 12:15pm-1:30pm (Location: TBD)
- **18th Annual CUNY BMI Conference & Career and Internship Fair**, October 6th, 9:00am-3:00pm, Space is limited so be sure to Sign-up today! To RSVP click the link here: https://whova.com/portal/registration/acbc_202309/
- **Mastering Difficult Conversations Workshop**, Oct. 23rd, 12:30pm-1:30pm Student Union, 310
- **QC Kessler First Gen-Week**, Nov 6-8th (Location TBA)

- **Kessler Collaborative First Gen-Week** (virtual workshops), Nov 1-6th
- **Kessler Potluck**, Monday Nov. 20th at 12:15PM-1:30PM (Location: TBA)

**Reminder to complete Ithaca S&R survey (goal is 100% completion rate). Should receive during the month of September.*

FREE Transportation to campus:

Queens College has a Free shuttle bus that travels to campus from flushing and from Jamaica. Any Queens College student may ride the shuttle by displaying a current QC card as identification. No ticket is needed. To view the schedule or learn more click link here:

<https://www.qc.cuny.edu/a/shuttle/>

Campus Resources:

The Center for Career Engagement and Internship

Location: Frese Hall, Room 213

Phone: 718-997-4465

qc_career@qc.cuny.edu

Office Hours: Monday – Thursday: 9:00 am – 5:00 pm

Friday: 9:00 am — 2:00 pm

First Year Experience (FYE)

Location: Honors Hall Room 5

Email: fye@qc.cuny.edu

Phone: (718) 997-5567

Office Hours: Monday-Friday 9:00 AM – 5:00 PM

The Writing Center

Location: Kiely Hall 229

Email: qc.writing.center@qc.cuny.edu

Phone: 718-997-5676

Office Hours: Monday -Friday 10am-4pm

The Learning Commons

Location: Kiely 237 and 147

Email: LCommons@qc.cuny.edu

Office Hours: Mondays – Thursdays: 9:00 AM - 5:00 PM

Fridays (Online Only): 9:00 AM - 5:00 PM