

A - New Course Proposal V. 7.2022 : Entry # 2453**DEAN Decision**

Approved

Date

09/26/2022

Is this course intracollegiate or intercollegiate?

Intracollegiate

SCHOOL EPC Decision

Approved

Date

11/18/2022

Begin Form**Today's Date**

09/26/2022

Your Name:

Nahed Eltantawy

Your Email:neltanta@highpoint.edu**Are you a Department Chair?**

No

Department Chair Name

Dean McDermott

Email address of your Department Chairvmcdermo@highpoint.edu**By checking below I am certifying that my department chair has seen and approved the new course that is in this proposal**

Yes

Please select the appropriate school overseeing this proposal:

Communication

Which semester is this course to be taught for the first time?

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Spring 2023

Information for the Registrar**Choose the department designator for your proposed course from the list below.**

COM

Proposed Course Number

2700

Is this course cross listed?

No

Does this course replace a current course?

No

Enter the title of your proposed course

Communication Career Workshop

Enter the catalog description of your proposed course

The course introduces students to the basic tools of professional communication while exploring potential career opportunities. It is designed to better prepare sophomores, juniors and seniors for internships, entry-level employment or graduate studies. The course is credit/no credit. One credit.

Choose your proposed course's number of credits from the list below

1

How will the course be graded?

Credit/No Credit

Please select the course repeat option for your proposed course:

Not repeatable for credit

Offering cycle for your proposed course:

Every semester

Does your course have any prerequisites?

No

Is this new course being proposed because of a proposal for a new or revised major or minor?

No

Gen Ed and Academic Programs

A - New Course Proposal V. 7.2022 : Entry # 2453**Is this course part of Gen Ed?**

- No

Does this course count towards a major or a minor?

No, it does not count toward any particular major or minor

Will this course fulfill any of the below University academic program requirements?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Has it been reviewed and approved by the Global Experience Committee?

No

Information for Curriculum Review**Rationale for new course & consistency with departmental mission**

- The course helps better prepare our students for leadership positions in our global community
- It offers them opportunities to collaborate inside and outside of the classroom
- Strengthens students' professional communication skills, required of socially engaged citizens
- Coaches students to think, speak and write using professional communication

Please list all student learning outcomes for this course

- Produce professional & effective career materials that target communication-specific internships, employment positions or graduate studies.

Assessment: Assignments on resume, LinkedIn Portfolio, cover letters, etc. –

- Orient students with High Point University's Professional Career & Development Services office and with the various services and workshops they provide

Assessment: Mentor interview report, mock interviews

Cultivate strategies for professional networking

Assessment: Assignments such as: Informational interviews and LinkedIn account

- Provide diverse resources to help in internship or employment searches, as well as graduate program searches.

Assessment: networking event, mock interviews

Please list any units or content areas that will be required for all sections of this course

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Career Assessments online

Resumes & Cover Letter workshops

LinkedIn Workshop

Interviewing

Networking

Professional Etiquette

Job & Graduate School Searches

Please list any assignments, tests, or other assessments that will be required for all sections of this course

Instructor to determine which assessments to use to meet objectives. (These are example assessments instructor may choose to use in satisfying course requirements, but are not meant to be a standard list.):

JobZology Assessment: Complete the online assessment and print out your results so we can have a class discussion.

StrengthsFinder Assessment: Complete the online assessment and download your results for our talk with Dr. Doug Hall, VP for Career & Professional Development

Strengths Finder Reflection: Write a one-page reflection on your dominant strengths and how you feel these impact your academic and future work opportunities.

Resume & Cover Letter: You will create or update your resume and create a cover letter for your dream job. You will then visit Career & Professional Development Services and have them review both and give you feedback.

Mock Interview: Complete the Big Interview available on the Career & Professional Development Services website. Write a one-page summary on your interview experience and what you learned about yourself and about professional job interviews.

LinkedIn Profile: Create or update your LinkedIn Profile to add items we worked on during the in-class workshop.

Lear Book Report: Submit a 3-5-page summary on Lear's Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones.

Networking Event: Attend the networking event and write a one-page summary on your experience.

Speed Resume Event: Bring your updated resume to the speed resume event and make sure to meet at least 5 of the professionals at the event.

Mentor Visit Report: Write a 1-2-page report based on a meeting with a mentor or someone working in your dream profession. Address everything you learned from this mentor.

Informational Interview Report: Write a 1-2-page report on your informational meeting with a professional who works in a field you aspire to work in. What information were you able to gain and how will this change how you prepare for the job market?

Please list any readings or other materials that will be required for all sections of this course

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Example Textbook choices for Instructor:

Lear, J. (2018) Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones

Other useful resources:

What Can I Do With This Major?

<http://www.highpoint.edu/careerinternships/what-can-i-do-with-this-major/>

Occupational Outlook Handbook

<http://www.bls.gov/ooh/>

O*NET

<http://www.onetonline.org/>

Please list any course policies that will be required for all sections of this course

Students are expected to adhere to all standards outlined in the Nido R. Qubein School of Communication's Policies, Practices, and Expectations (located at http://www.highpoint.edu/communication/files/nqsc_syllabus_policies.pdf)

If you would like to specify anything about how requirements for contact hours must be met for all sections of this course, please indicate below (e.g., if any experiential learning activities will replace seat time)

NA

Is there anything else the reviewing parties should know about this new course proposal that hasn't already been asked/addressed?

NA

Sample Syllabus

- [COM-Professional-Development-course.pdf](#)