

# 77-217: Profession-Based Essential

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| Instructor:      |  |
| Email:           |  |
| Office Location: |  |
| Office Phone:    |  |
| Office Hours:    |  |

## Course Description:

A profession-based skills development course that prepares students for a profession-based work experience, internship or practicum. Topics to be covered include National Association of Colleges and Employer (NACE) skills/qualities such as communication skills (verbal and written), teamwork, leadership, problem solving, and initiative. Students will have the opportunity to gain profession-based essential skills through exercises, case studies, and seminar discussion.

## Course Objectives:

- Recognize the skills necessary for success in a profession-based work experience, internship or practicum
- Identify sound decision-making skills that will be used in a profession-based work experience
- Develop, examine and apply appropriate professional skills to real-world problems
- Identify a professional vision that values diversity in the workplace
- Describe and demonstrate appropriate professional conduct in a work environment which includes communication skills, teamwork, leadership, problem-solving, and initiative.

## Methods of Instruction:

Profession-based essential skills incorporate communication between and among students, the instructor, and industry professionals. In the classroom and online, a variety of collaborative learning activities will be utilized.

## Necessary Resources:

- Your university laptop
- Access to Northwest Online
- Articles and case studies will be provided

## Policies:

This course, like all Northwest courses, abides by all University policies as outlined in the Undergraduate Academic Catalog. You will be expected to be familiar with and abide by all such policies.

## Academic Honesty:

As noted in the Undergraduate Academic Catalog, "Academic honesty is essential to the integrity of the mission and success of the University and is expected of all students. It is the responsibility of every student to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic, or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices." Charges of dishonesty in University Seminar will be handled according to the policy noted in the catalog.

**Disability Accommodations:** If you need disability accommodations/modifications, you should present a copy of your official Northwest accommodation letter from the LAP/S Committee to the instructor during private office hours as early in the term as possible. Additional information can be found online at [www.nwmissouri.edu/swd](http://www.nwmissouri.edu/swd)

**Professionalism:** Students are expected to behave in a professional manner in their dealings with industry professionals and the instructor. Additionally, all e-mails should be politely written, use proper grammar, and follow appropriate rules of capitalization.

**Attendance and Participation:** You are expected to be present and actively participate in each session, both in the classroom and online.

**Late Assignments:** Assignments must be turned in **on or before** the due date to receive full credit. Being absent does not excuse you from submitting assignments on time.

**Assignments:** Assignments will be related to the topics listed below. Some assignments will be individual assignments while other assignments will be group assignments. Assignments will include components that may involve student discussion, reflection, writing, and presentations related to the topics listed below.

**Grading Scale:**

90%-100% = A      80%-89% = B      70%-79% = C      60%-69% = D      Below 60% = F

**Schedule:**

The schedule of this course may take on several forms:

- 5 week format (class meets 3 days a week for 50 minutes or 2 days a week for 75 minutes) which would allow the course to be offered every 5 weeks during a semester. This format would allow an instructor to teach this course as three one-hour courses during a semester.
- 7 week format (class meets 2 days a week for 50 minutes) which would allow the course to be offered twice during a semester as a block course.

Topics covered in class:

- Course overview
- Identification of profession-based essential skills
- Communication Skills
- Professional Etiquette
- Teamwork and Collaboration
- Ethical Behavior
- Initiative and Work Ethics
- Cultural Sensitivity
- Leadership and Stakeholders
- Planning for a profession-based work experience