**IDS 128: Thriving in College, Career & Beyond**

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**Office:** Fell 438B **Office Hours:** By Appointment

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**Class Day/Time:** M/W 12:35 – 1:50pm **Classroom:** VRO 107

**Course Description:** Through a growth mindset, students will develop the skills and knowledge to thrive in college, career, and beyond. Appropriate for freshman. 3 credit hours.

**Course Overview:**  This course is designed to assist first-year students *in any field of study* with successfully transitioning and thriving in college and career. Students in the course will receive guidance on key factors that impact their transition and success in college and beyond. These include self-exploration, utilizing campus resources, building research skills, identifying and strengthening transferable competencies, networking and community involvement, participating in a global society, and exploring and preparing for educational and career goals. This course will assist you, the student, to develop, utilize and apply the skills needed for success in college and beyond.

**Course Goals:**

Upon the successful completion of this course, students can expect to:

1. **Expand**: Build your personal strengths & develop educational/career goals
2. **Execute**: Apply your academic and self-management skills and incorporate

them in your college experience.

1. **Explore**: Identify and gain an understanding of your VIPS (Values, Interests,

Personality, and Skills) and how those relate to and influence

academic and career decision making.

1. **Embark**: Reflect on your transferable skills and create a plan to implement

them in your future.

**Course Materials:**

* Access to ReggieNet and ISU email account
* Laptop and note-taking materials
* Assigned readings will include current articles on course topics and will be posted in ReggieNet

**Course Expectations and Policies:**

*Assignments:* **Readings** are regularly assigned. You are expected to carefully read the articles and be prepared to discuss them thoughtfully and insightfully in class. **Papers** must be written in Microsoft Word using a 12-point standard font and one-inch margins. Content alone is not sufficient: neatness, spelling and grammar will affect grading. Please proofread and spellcheck!

All assignments must be completed on the designated date due. If you are unprepared to turn in an assignment on the assigned day you will receive a zero unless an alternate due date has been previously approved with specific documentation in the event of extreme circumstances. **I WILL NOT ACCEPT LATE WORK. Unless otherwise stated, all assignments are due at 12:00pm, 35 minutes prior to when class begins.** I understand that students may view this policy as harsh. Rather, please look at this policy from a professional standpoint. When you are in your future career and your supervisor sets a deadline for a task to be completed, there too will be no wiggle room for deadlines. By adhering to this policy now, you are only setting yourself up for success in the future.

*Attendance:* Just like the professional working world, regular attendance is expected. Think of this class’ attendance policy as a preparatory lesson for earning Paid Time Off (PTO) in your future career. Just like in the professional setting, when you do not have time accrued and you take a day off, you lose money from your paycheck. This class operates in a similar manner. **You will start the semester with 60 points (your PTO).** F**or every class you miss, you will deduct 2 points from your 60 point attendance total.**

Being absent or late will deprive you of valuable class discussions and will also prevent you from fulfilling certain graded in-class activities which cannot be made up. **Excessive absences or tardiness will affect your grade in this class.** You are responsible for all material distributed in your absence. Also note, any/all materials are handed out (or emailed) only once. If you are not in class to receive them (or delete/lose them), you will need to obtain the information from a fellow classmate.

An absence can only be excused if you contact me in advance with a legitimate reason for being absent (i.e., religious holidays, family emergencies, university sanctioned events, extended illness, etc.) and sufficient documentation is provided if necessary. I will not excuse absences if you do not get in touch with me within a week of the absence nor will I accept notes after one month from the absence or after the final exam period.

*Code of Conduct*: This community is an environment where you have the freedom to voice a thought, pose a question, or express enthusiasm regarding your education and career plans. As adults in the academic community, respectful and appropriate behavior is expected at all times. In the classroom and elsewhere, you are expected to conduct yourself in a manner consistent with Illinois State University’s [Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/).

*Citations*: Any and all work or ideas taken from another person or entity must be appropriately cited.  Students may use either MLA or APA formats as appropriate citation styles. You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the [Code of Student Conduct](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/). All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else’s work, is plagiarism. In certain circumstances, I may be required to refer violations to the [Office of Student Conduct and Conflict Resolution](https://deanofstudents.illinoisstate.edu/conflict/).

*Changes in Syllabus or Course Assignments*: Students are responsible for any and all syllabus, schedule or assignment changes announced on ReggieNet or through ISU e-mail.

*Email Policy:* E-mail is the easiest way to get in touch with the instructor. While a quick response is likely, please keep in mind that the instructor is not always on email, and therefore will get back to you within 24 hours on weekdays and 48 hours on weekends.

**Note**: **Professionalism in email communication is demanded.** As a student of higher education, it is expected that all communication be of professional quality. When writing your emails, please identify yourself and the class for which you have an inquiry. Please be sure to address the instructor in a professional manner. Emails not properly addressed will not be answered. Failure to follow this policy will result in your email being deleted without consideration.

*Illinois State Bereavement Policy:* In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website:

<http://policy.illinoisstate.edu/students/2-1-27.shtml>.

*Official Communication:* ReggieNet and ISU e-mail accounts are the only official forms of communication for this course. No communication will be delivered to an e-mail account other than an ISU account. Therefore, it is imperative that you check your ISU e-mail and ReggieNet regularly – **at a minimum, daily during the school week**. If you have any difficulties with technology, you can contact the Helpdesk at 309-438-HELP (4357).

*Participation:* Because this is a skills-based, professional development course, participation is essential. Participation is a function of attendance, demonstration of having read the material, asking questions that extend the thinking of the class and instructor, contributing *relevant* examples and demonstrating respect for the contributions of your peers. I will not lecture over the materials read; but rather, synthesize the material into discussions and activities, of which students will play a large role.

*Professionalism:* Should you need to miss a class or an appointment, I expect the same courtesy and sense of responsibility you would extend to your employer. This means prior notice and proper documentation. Professionalism includes respecting others’ opinions, not interrupting in class, being respectful to those who are speaking and working together in the spirit of cooperation. **Cell phones are not permitted during class; this includes text messages.** If your cell phone rings, the instructor reserves the right to answer the call on your behalf.You should not be checking your cell phone unless you are expecting an emergency call approved ahead of time by the instructor.

**Additional Resources**

*Student Counseling Services* (SCS) helps students cope with difficult emotions and life stressors. SCS is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or (309) 438-3655.

*Reasonable Accommodations*: Reasonable accommodations will be provided to any student with a documented disability who follows the procedures as outlined by the Student Access and Accommodation Services ([www.studentaccess.ilstu.edu](http://www.studentaccess.ilstu.edu)). Students can contact the office at [ableisu@ilstu.edu](mailto:ableisu@ilstu.edu), 438-5853 (voice), 438-8620 9TTY, or 350 Fell Hall.

*Academic Support*: The Julia N. Visor Academic Center, a division of University College, provides the following free services for students:

* Tutoring in many general education courses
* One-on-one writing assistance in the Visor Center or at Milner Library.
* Study skills workshops
* Individual academic coaching

*Career Services:* The Career Center sponsors programs and events to promote the career development and readiness of all students. It provides the following free services for students:

* Free business cards and resume printing
* Drop-in hours for resume reviews
* Hire-a-Redbird
* Internship & Career Fairs

**Tentative Class Schedule**

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| --- | --- | --- | --- |
| **DATE** | **TOPICS** | **ASSIGNMENT DUE** | **READINGS DUE** |
| **Week 1**  August 19 | Course Orientation  Introductions  Syllabus  Goal Setting | Read Syllabus on ReggieNet | - 8 Reasons Why College is  Important  - 64 Things We Wish We Knew  - College: What It’s All About |
| August 21 | Reading Reflections  Goal Setting  Campus Resources | 1st Reading Reflective Essay |  |
| **Week 2**  August 26 | Transitions  Getting Involved | Syllabus Quiz  Goals 1.0 | - How to Make Sure Social  Media  - Basic Tech Etiquette |
| August 28  (Festival ISU  8/29) | Communication Skills  Social Media  Interview Skills  Campus Resources |  |  |
| **Week 3**  September 2 | **No Class**  **Labor Day** |  | - What the Best College  Students Do |
| September 4 | Research & Milner  Library (class will  take place in SW  corner of Milner  Library – 6th floor) | Scavenger Hunt  Festival ISU Assignment |  |
| **Week 4**  September 9 | Reading Strategies | Email Professor  Partner Interview | - What We Don’t Talk About |
| September 11 | Test-Taking  Milner iTour | Time Audit/Management |  |
| **Week 5**  September 16 | Civic Engagement  Growth Mindset | Reading Strategies  Assignment | - Growth Mindset  - Growth vs. Fixed Mindset  - Dreams from my Father |
| September 18 | Note Taking  Time Management  Civic Engagement | Milner iTour |  |
| **Week 6**  September 23 | Academic Integrity  Groupwork | CESL Reading Reflection  Milner Research Resources | - Establishing Empathy  - Taking One for the Team  - Key Attributes |
| September 25 | Debate  Critical Thinking  Research  Collaboration |  |  |
| **Week 7**  September 30 | Identities  VIPS  Discover Yourself |  | - Cultural Patterns  - Defining Compassion  - Student to Student  - Major in Happiness |
| October 2 | Mindfulness  Growth Mindset |  |  |
| **Week 8**  October 7 | Advisement Visit  Debate Work | Service Activity Reflection  Paper  Growth Mindset/Mindfulness  Reflection  Discover Yourself Reflection | **-** Drive |
| October 9 | Motivation  Midterm Grades  Goal Setting 2.0  Studying Abroad |  |  |
| **Week 9**  October 14 | Debates & Debrief | Goals 2.0  Debate |  |
| October 16 | Debates & Debrief | Academic Plan  Debate |  |
| **Week 10**  October 21 | VIPS & Strong |  | - 6 Myths |
| October 23 | Major Exploration |  |  |
| **Week 11**  October 28 | Strong Interpretation | Registration Planning  Appointment |  |
| October 30 | Career Chats  Introduction  Career Research |  |  |
| **Week 12**  November 4 | Career Investigation  Project  Informational Interview | Strong Interest Inventory  Paper | - A Conversation with Phillip  Gardner  - Jobs of the Future |
| November 6 | Career Chats Prep  Career Investigation |  |  |
| **Week 13**  November 11  (Career Chats  11/12) | Resume Writing | Informational Interview  Contact & Questions Form | - 7 Ways to Improve Critical  Thinking |
| November 13 | Unpack Career Chats  Goals 3.0 | Career Chats Map  Networking Action Plan |  |
| **Week 14**  November 18 | Preparing for Finals  Exit Survey | Reflective Resume  Resume Review by Career  Center | - Forget Coding |
| November 20 | Looking Forward  (Goals 3.0)  Portfolio Practice |  |  |
| **Week 15**  November 25 | **No Class**  **Thanksgiving Break** |  |  |
| November 27 | **No Class**  **Thanksgiving Break** |  |  |
| **Week 16**  December 2 | Career Investigation  Project Presentations  Course Evaluations  Wrap-Up | Goals 3.0  Career Investigation Project  Civic Engagement Plan |  |
| December 4 | Portfolio Meetings | Portfolio & Professional  Meeting |  |
| **Finals Week**  December 9 | Portfolio Meetings | Portfolio & Professional  Meeting |  |

**Assignment Point Values:**

Assignments fall into 5 categories:

* **Transition** (305 points)
* **Career** (265 points)
* **Goals** (270 points)
* **Values** (100 points)
* **Instructor Discretionary** (60 points)

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| **Assignment Name** | **Due Date** | **Area** | **Points** |
| Discussion Post based on first reading | 8/21/2019 | Transition | 10 |
| Syllabus Quiz | 8/26/2019 | Transition | 10 |
| Goals 1.0 | 8/26/2019 | Goals | 20 |
| Scavenger Hunt | 9/4/2019 | Transition | 20 |
| Festival ISU Assignment | 9/4/2019 | Transition | 10 |
| Email Professor | 9/9/2019 | Transition | 10 |
| Partner Interview | 9/9/2019 | Transition | 20 |
| Time Audit/Time Management | 9/11/2019 | Transition | 25 |
| Reading Strategies Assignment | 9/16/2019 | Transition | 10 |
| Milner iTour | 9/18/2019 | Transition | 10 |
| Milner Research Resources | 9/23/2019 | Transition | 10 |
| CESL Reading Reflection | 9/23/2019 | Values | 10 |
| Service Activity Reflection Paper | 10/7/2019 | Values | 40 |
| Growth Mindset/Mindfulness Reflection | 10/7/2019 | Transition | 50 |
| Discover Yourself Reflection | 10/7/2019 | Values | 50 |
| Goals 2.0 | 10/14/2019 | Goals | 25 |
| Debate | 10/14/2019 | Transition | 100 |
| Academic Plan | 10/16/2019 | Goals | 25 |
| Registration Planning Appointment | 10/28/2019 | Transition | 20 |
| Strong Interest Inventory Paper | 11/4/2019 | Career | 50 |
| Informational Interview Contact and Questions Form | 11/11/2019 | Career | 10 |
| Networking Action Plan | 11/13/19 | Career | 15 |
| Career Chats Map | 11/13/2019 | Career | 50 |
| Reflective Resume & Resume Reviewed by Career Center | 11/18/2019 | Career | 50 |
| Goals 3.0 | 12/3/2019 | Goals | 25 |
| Career Investigation Project | 12/3/2019 | Career | 90 |
| Civic Engagement Plan | 12/3/2019 | Goals | 25 |
| Portfolio & Professional Meeting | 12/4/2019 | Goals | 150 |
| Attendance | 12/9/19 | Discretionary | 60 |
| Total |  |  | 1000 |

**Assignment Overview (detailed explanations are found in ReggieNet)**

* Discussion Posts & Reflections: After completing the assigned reading, you will thoughtfully respond in a way that promotes critical thinking and discussion with your colleagues
* Syllabus Quiz: Online quiz about the syllabus
* Goal Setting (1.0, 2.0 & 3.0): You will establish some initial goals and reevaluate throughout the semester
* Scavenger Hunt: In a group, you and your peers will look for various campus resources
* Festival ISU: This assignment requires you to learn about the extracurricular offerings at ISU and begin to participate in some outside activities.
* Partner Interview: You and a class “buddy” will interview each other, create and close-caption a video about each other and upload it (through YouTube) to ReggieNet for your classmates to view.
* Email Communication: You will learn how to send a proper email and then send one to a professor to schedule a meeting. Later in the semester, you will do a similar activity with a professional in your area of interest.
* Time Management: This assignment requires you to examine, document and plan how you use your time.
* Reading Strategies: After completing a lesson about efficient textbook reading, you will complete this worksheet assignment.
* Milner iTour: Using your smartphone and headphones, you will complete a 20 min. tour of Milner.
* Milner Research Resources: After completing a lesson at Milner about research skills, you will complete this worksheet.
* Debate: With a group of your classmates you will research a topic and engage in a debate with classmates about the topic.
* Service Activity: Plan and participate in some type of community service/civic engagement with the guidance of the Center for Student Engagement and Service Learning.
* Advisement Appointment: Meet with your advisor to plan for next semester’s classes and registration.
* Strong Interest Inventory Paper: After completing the Strong in class, you will reflect on what you learned about your own skills and interests and what that means for your career path.
* Career Investigation Project: This project has 2 components, each worth half of the total points.
* *Career Research*—investigate your area of interest
* *Informational Interview*—contact a professional and interview them about their position
* Career Chats Map: Students attend this event (Nov. 12, 4-7 PM) to meet and interact with various alumni, employers and student groups and reflect on the event
* Networking Action Plan: Students will think critically about how to build their network with professionals and develop a plan for their academic career
* Civic Engagement: You will create a plan detailing how you intend to be engaged in your community going forward
* Reflective Resume: Create a resume and use Career Center drop-in hours for assistance and feedback
* Portfolio: This is the culmination of what you have accomplished in the course. Using a collection of artifacts, you will meet with the instructors to discuss your progress and growth over the semester.

**Grading**

Your final grade is based upon attendance, participation, and assignments.

**A** = 900 – 1000 (90% or above)

**B** = 800 – 899 (80% - 89%)

**C** = 700 – 799 (70% - 79%)

**D** = 600 – 699 (60% - 69%)

**F** = 599 and below (0% - 59%)

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