

## **Geography 212: Career Planning for Geographical Sciences, GIS, and ENSP Majors**

TYD1108 Wednesdays 3 – 5 pm

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**Office:** 2181M Lefrak Hall

**Office Hours:** MW 1pm-3pm

### **Course Description**

Purpose: increase student knowledge of professional development opportunities in Geography through classroom activities and invited speakers, and to build awareness of career development tools and strategies. The main focus of the class is to prepare students to use the tools needed to pursue professional opportunities, including internships, jobs, and graduate school. Special emphasis will be on résumé building, cover letter writing, communication skills, and job, internship, and graduate school research.

### **Learning Outcomes**

By the end of GEOG212 students will be able to...

1. Understand various aspects of the internship/job/graduate school search process, including résumés, cover letters, networking, researching organizations and programs, and interviewing.
2. Identify skills and training necessary for prospective internships and/or professional positions.
3. Prepare for the transition from college to professional employment or graduate school by successfully applying to an internship, graduate school, or employment opportunity.
4. Develop a portfolio of documents necessary to search for an internship/job.

### **Canvas**

This is a hybrid course. Course documents, assignments, handouts, and messages are posted regularly on Canvas. Students are expected to check Canvas and email periodically to stay up to date on their coursework. Other websites may be used, but Canvas will be our main repository and any necessity to use another website will also be posted on Canvas.

### **Accommodations**

If you have disabilities, learning or otherwise, you should visit Accessibility & Disability Services (<https://www.counseling.umd.edu/ads/>) to fill out appropriate forms that will tell me what accommodations to make. Please talk to me about what arrangements are necessary to allow you to learn the content of the course. I will make every effort to accommodate students who are registered with ADS and who provide me with a University of Maryland ADS Accommodation form which has been updated for the current semester.

### **Academic integrity**

Academic dishonesty is a serious offence that can result in suspension or expulsion from the University of Maryland. Please refer to the following website to determine how the University of Maryland defines plagiarism and academic dishonesty --

<http://www.testudo.umd.edu/soc/dishonesty.html>. Plagiarism is the use of another person's work as if it was your own and will not be tolerated. If I believe that there has been plagiarism on an assignment, I will inform you of my determination and you will receive a zero for the assignment. Cases will be referred to the Student Conduct Office.

### **Grading Policy**

This class is designed to help YOU. I understand that some of you are at different points in your academic career – some of you may be sophomores still honing your interests, juniors applying for internships, or seniors ready to hit the job market. Also, you all likely have different goals – some of you may dream of working for the federal government, while others have aspirations of heading to graduate school. For this reason, this class is designed as a “choose your own fate” course.

Below I have listed the point totals you would need to achieve for whatever grade you want. There are a total of 570 points available – you only need 350 points for an A+ or 150 points for a C- (passing grade). You can pick and choose which assignments to do based on your interests and goals. However, the informational interview is HIGHLY recommended for everyone (the high point total reflects that).

Some assignments, such as resumes, may be done multiple times. Each assignment must be *significantly different* from the other. For example, you may submit a resume tailored to the US Census Bureau and another tailored to ESRI. It must be obvious to me which resume is for which company (tips on how to tailor your resume are provided). You could earn 10 points for each, for a total of 20.

### **Green/Yellow Points**

Each assignment has different point totals highlighted in different colors. These reflect how much an assignment is worth based on when you turn it in. Green point totals are awarded to assignments turned in prior to the midpoint of the course. Yellow point totals are awarded before the last day of class. The only assignment which has a hard and fast deadline is the Informational Interview Slide (three weeks before end of the semester).

Get your work completed early! These deadlines are ABSOLUTE. Virtually no excuses will be accepted which would alter the due date for an assignment, except for medical catastrophe. I highly suggest printing the final page of this syllabus and hanging it somewhere you will see it often.

## Grading Scale

<b>A+</b>	500	<b>B+</b>	350	<b>C+</b>	200	<b>D+</b>	75
<b>A</b>	450	<b>B</b>	300	<b>C</b>	150	<b>D</b>	50
<b>A-</b>	400	<b>B-</b>	250	<b>C-</b>	100	<b>D-</b>	25

## Assignment Options<sup>1</sup>

### Course Policies & Guest Speakers Module

In Class Quiz: 20/0

Syllabus Quiz: 20/0

Guest Speakers: 10 – 30

### Career Exploration Module

Careers in Geography Quiz: 10/5

Careers4Terps Account: 10/5

Self-Inventory FOCUS2 Assessment: 10/5

Searching for Internships: 10/5

LinkedIn Profile & Exploration: 20/10

Company/Org Research (up to 3): 10/5

### Graduate School Module

Graduate School Quiz: 10/5

Statement of Purpose (up to 3): 15/5

Grad School Research (up to 3): 10/5

CV: 15/5

### Outside Class Development Module

GEOG Career Fair (April 6): 20

Faculty Mentoring: 40/20

Career Center Meeting: 10/5

Event Outside of Class (up to 3): 10/10

### Landing the Job Module

Resume (up to 2): 10/5

Resume Review (up to 3): 10/5

Cover Letter (up to 2): 15/5

Cover Letter Review (up to 3): 15/5

Interviewing Videos & Quiz: 10/5

Elevator pitch: 15/10

Mock Interview: 25/15

Thank You Quiz: 10/5

Business Etiquette Quiz: 10/5

Professional Email Quiz: 10/5

### Informational Interview Module

Informational Interview Presentation: 100

Inform. Interview Questions (up to 3): 10

**Total: 770/535**

<sup>1</sup> Please note, these are POSSIBLE point totals – full points will only be earned through high quality work.

**GREEN** Due Date – **March 14<sup>th</sup>**

**Informational Interview** Slide Due Date – **April 25<sup>th</sup>**

**YELLOW** Due Date – **May 10<sup>th</sup>**

### Calendar

Date	Topic	Points
Wednesday January 24 <sup>th</sup>	3pm: Syllabus 4pm: Hiring Committee Activity, Quiz	20
Wednesday January 31 <sup>st</sup>	3-4pm: MPSGIS Presentation	10
Wednesday February 7 <sup>th</sup>	3pm: Peace Corps Presentation 4pm: Graduate Student Panel	10 10
Wednesday February 14 <sup>th</sup>	No Class	
Wednesday February 21 <sup>st</sup>	3-5pm: <i>Geographical Entrepreneurship</i> – Speaker Ghermay Araya, GISP and Founder and CEO of New Light Technologies	30
Wednesday February 28 <sup>th</sup>	No Class	
Wednesday March 7 <sup>th</sup>	No Class	
Wednesday March 14 <sup>th</sup>	3-5pm: Recent Alumni Panel – <b>GREEN DUE DATE</b>	15
Wednesday March 21 <sup>st</sup>	No Class – Happy Spring Break!	
Wednesday March 28 <sup>th</sup>	3pm: Career Fair Prep 4pm: Federal Government Jobs & USAJobs	10 10
Wednesday April 4 <sup>th</sup>	No Class	
Wednesday April 11 <sup>th</sup>	No Class	
Wednesday April 18 <sup>th</sup>	3-4pm: MPSGEOINT Presentation	10
Wednesday April 25 <sup>th</sup>	No Class – <b>INFORMATIONAL INTERVIEWS DUE</b>	
Wednesday May 2 <sup>nd</sup>	3-5pm: Informational Interview Presentations	Up to 30 points
Wednesday May 9 <sup>th</sup>	3-5pm: Informational Interview Presentations	Up to 30 points