

**HIED 5300- Career & Professional Development Seminar  
Fall 2020 (1<sup>st</sup> 8-weeks)**

Texas A&M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

This is a first 8-week, 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Dr. Morgan Lewing

**Office:** 322L Warrior Hall

**Phone:** 254.519.8030

**Email:** [morgan.lewing@tamuct.edu](mailto:morgan.lewing@tamuct.edu)

**Student-instructor interaction**

I will attempt to respond to emails sent between Mondays at 8AM and Thursdays at 5PM within 24 hours, if not significantly sooner. While I may check messages over the weekend, responses to messages sent after 5PM on Thursdays may not be provided until the following Monday morning. Therefore, it is highly recommend students stay ahead on assignments in order to avoid last minute questions that may go unanswered before deadlines.

**WARRIOR SHIELD**

**Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION**

**Course Overview and description:**

**Course Objective**

This course provides students intentional opportunities to engage in self-reflection, work place skill enhancement, and leadership development.

**Student Learning Outcomes**

*Upon successful completion of this course, students will be able:*

- *thoughtfully analyze their personal behavioral and leadership styles*
- *critically evaluate how personal tendencies manifest in various group settings*
- *compose a professional resume based on skills, accomplishments, and experiences*
- *successfully articulate skills, accomplishments, and experiences within a behavioral interview*
- *identify short and long-term career aspirations and actions supportive of achieving their aspirations*

## Textbook

Kouzes, J., & Posner, B. (2019). *Leadership in higher education: Practices that make a difference*. Berrett-Koehler Publishers.

## COURSE REQUIREMENTS

Course Requirements: (100 total points)

1. **Module reflections** (30 points; 3 reflections x 10 points each) - Students will complete reflections for modules 1, 2, and 3 that demonstrate their grasp of the material presented through the podcasts, textbook, and related assignments.
2. **Leadership interview** (15 points)- Students will conduct one 45 to 60-minute recorded virtual interview (i.e., Zoom, Skype, etc.) with an **approved** individual currently employed at an institution of higher education and submit a reflective essay of at least five pages. Students should do more than simply summarize the interview in the reflection. The report should identify themes in the responses and reflect upon their meaning to practice. It is suggested that the individual hold the title of Director, Chair, or higher. Interview questions should emphasize (a) the individual's leadership philosophy, (b) the specific questions included below, and (c) questions of professional interest to the student. **Students should notify the instructor of the administrator they intend to interview before by 9/13.**
  - *Please describe your job title and the career path that led you to your current position.*
  - *How do you feel this job aligns with your skillset or personality?*
  - *How would you describe your leadership style at the beginning of your career versus today?*
  - *Can you describe any rejections or instances of critical feedback that you encountered earlier in your career that positively contributed to your professional development?*
  - *What skill or professional competency would you say has been the most important to your career advancement?*
  - *How did networking and mentors contribute to your professional development and career advancement?*
  - *What is the most important element to consider when seeking a mentor or establishing a professional network?*
  - *What is the role of a professional network or mentor when considering pursuing new positions?*
  - *As professional responsibilities increase with new roles, how do you balance your work and personal life?*
3. **CV critique** (5 points) - Students will schedule a virtual or face to face appointment with TAMUCT's Office of Career & Professional Development to complete a resume/CV critique. Contact information and a description of services provided by the Office of Career & Professional Development can be found at <https://www.tamuct.edu/cpd/index.html>. Students should plan to submit their CV to CPD staff at least 5 business days prior to their appointment. An email verifying completion must be sent to the professor. Students will upload their updated CV/resume to Canvas before the due date.
4. **Cover letter critique** (5 points) – Students will schedule a virtual or face to face appointment with TAMUCT's Office of Career & Professional Development to complete a cover letter critique. Students will be expected to base the cover letter on a position posted on a university or

external job site (i.e., higheredjobs.com). Students will be required to submit their cover letter draft and a link to the position description/posting at least 5 business days prior to their appointment. An email verifying completion must be sent to the professor. Students will upload their updated cover letter to Canvas before the due date.

<https://www.tamuct.edu/cpd/index.html>

5. **Mock interview** (10 points)- Students will schedule a mock virtual interview with the Office of Career & Professional Development by the end of the course. As much as possible, the interview responses should be directed towards the position used for the cover letter assignment. Students will upload documentation that their mock interview was successfully completed to Canvas. <https://www.tamuct.edu/cpd/index.html>
6. **Course reflection paper** (35 points) - Students will synthesize the information from the course text and information presented during the course (i.e., podcasts, leadership interviews, etc.) into one cohesive eight page narrative. A general outline will be provided in the assignment description on Canvas.

### Grading Criteria Rubric and Conversion

A= 90≤

B= 80-89

C= 70-79

D= 60-69

F= >60

### Posting of Grades

All grades will be posted on the Canvas gradebook.

### COURSE OUTLINE AND CALENDAR (4 modules)

#### Module 1 (weeks 1 & 2)

1. WorkLife episodes ([https://www.ted.com/series/worklife\\_with\\_adam\\_grant](https://www.ted.com/series/worklife_with_adam_grant))
  - *Your hidden personality*
  - *When strengths become weaknesses*
  - *The perils of following your career passion*
  - *Authenticity is a double-edged sword*
2. Course Text- Chapters 1-3
3. Module 1 reflection
4. CV critique

#### Module 2 (weeks 3 & 4)

1. WorkLife episodes ([https://www.ted.com/series/worklife\\_with\\_adam\\_grant](https://www.ted.com/series/worklife_with_adam_grant))
  - *When work takes over your life*
  - *Bouncing back from rejection*
  - *How to love criticism*
  - *Burnout is everyone's problem*
2. Course Text- Chapters 4-5
3. Module 2 reflection

4. Cover letter critique

### **Module 3 (weeks 5 & 6)**

1. Worklife episodes: ([https://www.ted.com/series/worklife\\_with\\_adam\\_grant](https://www.ted.com/series/worklife_with_adam_grant))
  - *Reinventing the job interview*
  - *The Science of the deal*
  - *Networking for people who hate networking*
  - *Career decline isn't inevitable*
2. Course Text- Chapters 6-7
3. Module 3 reflection
4. Leadership interview

### **Module 4 (week 7 & 8)**

1. Course reflection paper
2. Mock Interview

### **Important University Dates**

<https://www.tamuct.edu/registrar/academic-calendar.html>

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete a [Drop Request Form](#) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please

visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not** offer writing support beginning August 1, 2019.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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## **OPTIONAL POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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## **INSTRUCTOR POLICIES**

### **Copyright Notice**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic

Honesty. All alleged violations will be reported to the Office of Student Conduct.

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