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RECM 450.01: Pre-Practicum Professional Preparation

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Pre-Practicum Professional Preparation

RECM 450 – 1 Credit

Monday 2:10-4:00

Fall, 2001

Instructor:

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Course Description:

A pre-practicum class to provide orientation and preparation for the practicum. Successful completion of the practicum requires that a student understand the connection between the academic and professional environments. This course looks at the fundamentals of job searching and personal presentation in becoming a professional. A thorough description of the academic requirements for the practicum is provided.

Required Textbooks:

Bolles, R. (2001)

The 2001 What Color is Your Parachute. Berkeley, CA: Ten Speed Press.

Landes, M. (2000)

The Back Door Guide to Short Term Job Adventures. Berkeley, CA: Ten Speed Press.

Assignments:

There will be 4 projects that will comprise a portion of the graded component of this 1 cr. course. Each is designed to capitalize on the ideas presented in class and in the readings. Each project will be graded on completeness, professionalism, and initiative. Assignments are due at the beginning of class.

1. Summaries: Write a one-page summary of each author's approach to career planning and job hunting.
Landes 5-34
Bolles 10-11, 17-19, 102-103
Due Sept. 24
2. Preparation and review of resumes (submit 2 copies each time)
Initial draft Due Oct. 1
Final copy Due Oct. 15
3. Back Door Guide and Organizational Review
Due Oct. 8
4. Final Resume and Portfolio
Due Oct. 15

Policies:

1. Any student with disabilities needing special dispensation or assistance must inform the instructor immediately following the first class. This is particularly important if you will be requesting assistance and/or accommodations during the internship/practicum.
2. It is expected that all work tended for evaluation will be professionally presented. Written submissions should be typed (preferably laser printed). Proofread and spell-check your documents.
3. Late submissions are discouraged. A standard policy of subtracting 10% per day late is applied and is fair to everyone (students, instructors, and administration). Extraordinary circumstances (such as leave due to a death in the family) should be discussed with the instructor in advance of your absence. Leave from college due to medical conditions can be documented with doctor's certificates. Otherwise special dispensation involves discussion with the Associate Dean, Dr. Don Potts. Seek assistance before problems or difficulties get too major.
4. Attendance is expected for all classes.
5. All course activities are governed by the Student Conduct Code, which embodies the ideals of academic honesty, integrity, human rights, and responsible citizenship.

Tentative Course Schedule:

| Week | Topics | Readings | Project due |
|----------------------------------|--|---|-------------------------------|
| Monday, Sept. 10 | <ul style="list-style-type: none">• Syllabus review• Components of the Practicum• Cream of the Crop• Portfolios | Practicum Manual 1-19 Portfolio Article (handout) | |
| <i>*No Class Sept. 17</i> | | | |
| Monday, Sept. 24 | <ul style="list-style-type: none">• Career Planning/Job Hunting Philosophies• Resume and Skills | Landes 5-34 Bolles 10-11, 17-19, 102-103 Bolles 60-87 | Summaries |
| Monday, Oct. 1 | <ul style="list-style-type: none">• Interviews and Interviewing• Cover letters• Applications | Bolles 122-125, 195-217 | Resume draft (2 copies) |
| Monday, Oct. 8 | <ul style="list-style-type: none">• Range of Professional Opportunities• Research and the Hunt—Finding the best practicum site | Bolles 136-147 42-58 | BDG and Organizational Review |
| Monday, Oct. 15 | <ul style="list-style-type: none">• Practicum requirements• Journals• Professionalism | Practicum Manual 1-19 Bolles 218-219 | Final Resume and Portfolio |

*Coordination with Capstone trip

Revised 9/09/2001

BACK DOOR GUIDE AND ORGANIZATIONAL REVIEW

- I. Some questions to get you oriented with the Back Door Guide to Short Term Job Adventures. Please submit written responses.
 1. What is the web-site address for the National Park Service that has job information?
 2. How much does Wilderness Inquiry pay their interns per day?
 3. In the Great Outdoors section, what does a University of MT professor say about getting hired into government jobs?
 4. Does the Internships International program provide wages to interns?
 5. Does the National Park Service maintain a centralized list of internship opportunities?
 6. Which journalism organization provides information to Media outlets such as *60 Minutes*, *20/20*, *CNN*, and *The Washington Post*?
- II. Choose four (4) organizations with which you have little prior familiarity. Your selection should be from at least 3 different chapters in the Back Door Guide. They should be organizations with whom you would consider doing an internship next summer, and for whom you think you are qualified to work as an intern.

Write briefly about why you chose these four organizations. How does each agency:

1. meet the criteria for a place that you would like to live and work.
2. meet the criteria for the kind of organization you would most like to work for, in terms of its location, programs, philosophy, goals, size, and working conditions.
3. fit into your career plan concept.

- III. Choose two organization from the 4 you've just listed and research the two selected organizations – checking their web-site, talking with other professionals, reading their magazines or other publications, calling them and requesting brochures, annual reports, etc. Contact them and inquire about internship possibilities for next summer. Ask that they send you their information packet and application forms (if they have them).

Learn what sorts of characteristics and abilities they look for in the people that they hire. Learn about the process they go through in their hiring process. Learn what criteria are used to evaluate their interns and what process is used to do so. If they have a structured internship program, learn how it was put together and what sorts of experiences are included.

Write about how you conducted your research and what you learned including description of the organization, its objectives, market niche, and structure.

Write about your overall impressions of the organization – its style, level of preparation and enthusiasm for internships. How well would you fit within such an organization? How do you feel your experiences and education could contribute to the mission of this organization? How well would an internship with this organization help you reach your long-term goals?