



# Career & Internship Studio: Design Your Success SI 505 Fall 2023 Course Syllabus

**Instructors:** Katie Dunn, Associate Director of Career Development & Adjunct Lecturer (She, Her) [kgdunn@umich.edu](mailto:kgdunn@umich.edu)  
Krystle Forbes, Assistant Director of Graduate Career Education & Adjunct Lecturer (She, Her) [forbeskr@umich.edu](mailto:forbeskr@umich.edu)

**Office Hours:** These sessions are available via drop in and are first come, first serve. If these times do not work for you please email an instructor to discuss setting up a meeting.

- Krystle Forbes Office Hours: Fridays 9:00- 10:00 am ET
  - Virtual Zoom link: <https://umich.zoom.us/my/kforbes.umich>
  - In-person: Schedule a time by emailing [forbeskr@umich.edu](mailto:forbeskr@umich.edu)
    - Location: UMSI Engagement Center, 777 N University Ave

**Instructional Aides (IA):** We will have four IAs providing support for our course:

- Bhavya Rallapalli (UX)
- Joanne Huang (UX, MSI Peer Coach)
- Mengdong Liang (Data)
- Sarah Abyharaz (UX)

**Time/Location:** **\*\*this course is in 2 sections that meet once per week in person \*\***  
\*Note: you should attend the section you are signed up for. We have group work planned throughout the term that will benefit from consistent in person attendance.  
SI 505 Section 001: Mondays 1:00 pm - 3:00 pm | CCCB 3460 (October 23 - December 4, 2023)

**Required Systems:** Access to Canvas. Students are expected to check our Canvas course site on a regular basis. Course readings, assignments, announcements, and other resources will be made available through this platform. Canvas can be accessed at [canvas.umich.edu](https://canvas.umich.edu). All classes will be recorded and posted to Canvas as soon as they are available.

**Required Materials :** CliftonStrengths for Students by Gallup (ISBN 978-1595621252). You are not required to purchase the book and/or an assessment code. The UMSI CDO team will email students an access code to complete the assessment after our first class.

*If you have already taken this assessment, you DO NOT need to take it again, as long as you have access to your top 5 results.*

**Course Overview:** This will be an in-person course. In this course, MSI students will have the time, structure, and support to engage in internship search strategies, career pathway exploration, self-assessment, and more to strengthen your professional development and career readiness in the information field. The goal of this course is to support you in your career development.

Whether you have already completed an internship, have work experience, or are searching for your first internship, you will be able to work at your own pace and experience level. Our Career & Internship Studio is a safe and supportive

space to practice, fail, and try again. Active engagement is essential to progress in this course, and the amount of thought and effort you put into your career preparation is key. You will be designing your own experience in this course through actively participating in small group discussions, individual assignments, and meaningful reflections that will help you prepare for recruiting for internships and future professional opportunities.

You will also have access to Instructional Aides (IAs) that are advanced MSI students who will provide in-class support by facilitating discussions and sharing stories from their internship experiences, as well as grading assignment.

In addition to having the support of career professionals as the instructors for this course, and our team of IAs, you will be encouraged to meet with the CDO's Peer Coaches. Peer Coaches are advanced MSI students who have been trained to provide you with feedback, resources, and professional career advice. You may schedule time to meet with the Peer Coaches in [UMSI CareerLink](#). *\*Hint: this is a choice assignment that you can get points for\**

**Student Learning Outcomes:** Upon completion of this course:

1. Students will be able to demonstrate effective networking and interviewing strategies by articulating their story to a variety of audiences.
2. Students will be able to identify career paths and internship/job opportunities that align with their career goals.
3. Students will complete the course with professional internship search materials for their chosen career path.
4. Students will develop strategic goals and action plans for ongoing career management.

**Course Expectations:** This is a highly interactive course. As previously stated in the course description, the value you take away from this course will directly respond to the effort you put into the reflection and work. Please consider the following course expectations so that we can work together to create a successful, thriving community of learners:

- **Listen respectfully.** Don't interrupt, engage in private conversations, or turn to technology while others are speaking. Use attentive, courteous body language.
- **Be aware of how much you are contributing to in-class discussions.** Try not to silence yourself out of concern for what others will think about what you say. If you have a tendency to contribute often, give others the opportunity to speak. If you tend to stay quiet, challenge yourself to share ideas so others can learn from you.
- **Understand that there are different approaches to solving problems.** If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty. Listen respectfully to how and why the approach could work.
- **Take pair-work or small group work seriously.** Remember that your peers' learning partly depends upon your engagement.
- **Make an effort to get to know other students.** Introduce yourself to students sitting near you. Refer to classmates by name and make eye contact with other students. We aim to build community in this course, and you are an essential part of fostering that community.
- **Keep in mind that we are all still learning and are bound to make mistakes in this setting, as anyone does when approaching a complex task or exploring new ideas.** Be open to changing your mind, and make space for others to do so as well.

Guidelines for Dialogue (adapted from the U-M Program on Intergroup Relations, or IGR). We are living in very complicated social, technological, economic and political times, and these tensions and concerns necessarily impact how our work, professional identity, service mindset, and professional conversations unfold. These guidelines are designed to help us engage with difficult content in a way that is respectful of all.

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange.
2. **Make an effort to get to know others.** Introduce yourself and try to make connections as you are comfortable. We aim to build community in this course, and you are an essential part of fostering that community.

3. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
4. **We will not demean, devalue, or “put down” people** for their experiences, lack of experiences, or difference in interpretation of these experiences.
5. **We will trust that people are doing the best they can.** We will try not to “freeze people in time” but leave space for everyone to learn and change through our interactions with one another. Be open to changing your mind, and make space for others to do so as well.
6. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice. If you are uncertain about someone else’s approach, ask a question to explore areas of uncertainty. Listen respectfully to how and why the approach could work.
7. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities. If someone says you have said something hurtful, 1) validate that you have heard them; 2) apologize; 3) do the work to make it better (without leaning on the hurt person to coach or teach you how to make it better).
8. **Step Up, Step Back.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

**Course Credit and Grading:** This is an elective 1-credit course. Students must be properly enrolled in SI 505 in order to receive credit. In order to make an accurate and complete assessment of each student’s efforts and abilities, course grades are determined by an overall review of a variety of indicators. Pass (S) or Fail (U) will be the final grade for the course. 75% or higher will merit a passing grade for the course. Although actual quantitative assessment will not be given during the term, feedback will be provided to ensure that you are performing at 75% or above.

In this class, you will be able to choose the assignments that you believe support your individual career development and level of experience. Although you must complete all Required Assignments, you can choose the 3 Choice Assignments (out of 9 total Choice Assignments) that you would like to complete. See the matrix below for more details regarding assignments and possible points.

Demonstrated effort in each of the areas below is required in order to pass. We expect that students will actively engage in small group activities with the IAs in order to gain the most from SI 505. It is our hope that the class will be a supportive environment that encourages learning for all.

MEASURE	EXPLANATION	POINTS POSSIBLE
Required Assignments	<b>Complete all Required Assignments</b> by each week’s deadline.	60 (20 points each)
Strengths Assessment	<b>Add strengths results to <a href="#">class tracker</a></b> by Friday, 10/27/23 at 8: 00 am ET	10
Choice Assignments	<b>Choose 3 of these Assignments</b> (out of 9) We recommend not waiting until the end of class to submit all 3. They will be due by 12/3.	120 (40 points each)
Attendance & Participation	<b>Attendance is mandatory</b> , (there are asynchronous options if requested) *Each week, you must complete a Canvas quiz to earn points for attending class (or by watching the recording if you are absent).	60 (10 points per quiz, 6 quizzes)

	<ul style="list-style-type: none"> <li>● <b>Pass</b> - 187-250 points (≥75%)</li> <li>● <b>Fail</b> - 0-187 points</li> </ul>	250 points
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**Late Assignment Policy:** Late assignments will be accepted, however; we will automatically deduct 10% from any assignment turned in after the set due date.

**Attendance Policy: In-person attendance is required.** As this is a short and interactive course, you will get the most out of this class by attending in-person each week. However, we do understand that there may be instances in which you are unable to attend class in-person. If you are feeling ill, please do not attend class in-person. All class sessions will be recorded to provide an asynchronous option if you are unable to attend in person; however, the expectation and the design of the class is for in-person engagement. Each week, you must complete a Canvas quiz to answer questions about each week’s class content. If you ever miss a live class for any reason, you can make up the points by requesting access to the recording by emailing your instructor, watching the week’s class recording, and then taking the weekly Canvas quiz.

We understand that illnesses and emergencies arise, so please let us know as soon as possible if you need to miss a class. We will work with you on a case-by-case basis so that you have the support you need in the course.

**Accommodations & Accessibility:** The University of Michigan recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students who are experiencing a disability-related barrier should contact Services for Students with Disabilities (<https://ssd.umich.edu/>; 734-763-3000 or [ssdoffice@umich.edu](mailto:ssdoffice@umich.edu)). For students who are connected with SSD, accommodation requests can be made in Accommodate. If you have any questions or concerns please contact your SSD Coordinator or visit SSD’s Current Student webpage. SSD considers aspects of the course design, course learning objects and the individual academic and course barriers experienced by the student. Further conversation with SSD, instructors, and the student may be warranted to ensure an accessible course experience. The instructional team will treat any information that you provide in as private a manner as possible.

**Student Mental Health and Well-Being:** University Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressures and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc. If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. If the source of your stressors is academic, please contact me so that we can find solutions together. Ashley Ewearitt, a Counseling and Psychological Services (CAPS) counselor, is embedded in UMSI, schedule an appointment with her by copying and pasting the following url into your browser: <https://bit.ly/Ewearitt-CAPS-UMSI>

For personal concerns, U-M offers a variety of resources, many which are listed on the [Resources for Student Well-being](#) webpage. You can also search for additional well-being resources on that website.

**COVID-19:** For the safety of all students, faculty, and staff on campus, it is important to remember that each of us has a responsibility to help protect the collective health of our community. Face coverings are optional. Please do not come to class in person if you are experiencing symptoms of illness, including COVID-19 symptoms. Please visit the [U-M Health Response website](#) for more information about U-M’s current COVID-19 policies and resources.

**Academic Integrity:** Unless otherwise specified in an assignment all submitted work must be your own, original work. Any excerpts, statements, or phrases from the work of others must be clearly identified as a quotation, and a proper citation provided. Any violation of the School’s policy on Academic and Professional Integrity (stated in the UMSI

Student Handbooks) will result in serious penalties, which might range from failing an assignment, to failing a course, to being expelled from the program. Violations of academic and professional integrity will be reported to UMSI Student Affairs. Consequences impacting assignment or course grades are determined by the faculty instructor; additional sanctions may be imposed by the Associate Dean for Academic Affairs.

**Artificial Intelligence (AI) and Academic Integrity:** If using AI technology (e.g. ChatGPT, Bing, etc.), indicate what specific areas were assisted by AI. Share what technology you used and write a short narrative on how you changed/added to the output. We expect you to be editing the output to provide your own thoughts and reflections. If using these tools, you must take full responsibility for AI-generated materials as if you had produced them yourself: ideas should be attributed and facts should be true.

**Class Recordings:** We will be doing audio and video recording of all sessions to enable those who cannot attend class in person on a given day to access the content. These recordings will not be made available publicly. Recordings of all sessions will be available on Canvas only to students who need to miss the class and specifically request access to the recording(s). As part of your participation in this course, you may be recorded. If you do not wish to be recorded, please contact the professor during the first week of class to discuss alternative arrangements. The camera only picks up the front of the room (instructor and slides), but this may require you to sit in a particular place in the room, outside the cameras' view. The microphones record audio in the room. Students may not copy and share the lecture videos with those not in the class, or upload them to any other online environment (this is a violation of the Federal Education Rights and Privacy Act (FERPA)). Personal recordings are prohibited except with permission. Students are prohibited from recording/distributing any class activity without written permission from the instructor, except as necessary as part of approved accommodations for students with disabilities. Any approved recordings may only be used for the student's own private use.

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## Course Schedule Section 1- Mondays

Class Dates	Weekly Topic & Activities	Assignments
Mon 10/23	Week 1: Framing Your Job Search <ul style="list-style-type: none"> <li>Strategic job search activity</li> </ul>	Strengths Pre-Work due by 8:00 am ET, Friday, October 27, 2023 <ul style="list-style-type: none"> <li><b>CliftonStrengths for Students by Gallup assessment.</b> <ul style="list-style-type: none"> <li>Use code from CDO to complete online CliftonStrengths Assessment to discover your Top 5 Strengths.</li> <li>Review your Strengths Report &amp; add your strengths to the <a href="#">SI 505 Community of Strengths Grid</a></li> </ul> </li> </ul> Due by 9:00 pm ET, Sunday, October 29, 2023 <ul style="list-style-type: none"> <li><b>Submit Internship Goal &amp; Search Plan</b> (submit in Canvas)</li> <li><b>Week 1 Quiz</b> (submit in Canvas)</li> </ul>
Mon 10/30	Week 2: Strengths Assessment & Resume Best Practices <ul style="list-style-type: none"> <li>Strengths discussion</li> <li>Peer resume review</li> </ul>	Due by 9:00 pm ET, Sunday, November 5, 2023 <ul style="list-style-type: none"> <li><b>Review the Choice Assignments to identify which ones you plan to complete by 12/3</b></li> <li><b>Week 2 Quiz</b> (submit in Canvas)</li> </ul>
Mon 11/6	Week 3: Networking – Elevator Pitch & Informational Interviews <ul style="list-style-type: none"> <li>Developing your pitch</li> <li>Identifying connections and sample networking request message</li> </ul>	Due by 9:00 pm ET, Sunday, November 12, 2023 <ul style="list-style-type: none"> <li><b>Elevator Pitch Video</b> (submit in Canvas)</li> <li><b>Week 3 Quiz</b> (submit in Canvas)</li> </ul>
Mon 11/13	Week 4: Interview Prep <ul style="list-style-type: none"> <li>Adapting your pitch for Tell Me About Yourself (TMAY)</li> <li>Drafting a STAR story</li> </ul>	Due by 9:00 pm ET, Sunday, November 19, 2023 <ul style="list-style-type: none"> <li><b>We recommend completing 1 of the Choice Assignments</b> (submit in Canvas)</li> <li><b>Week 4 Quiz</b> (in Canvas)</li> </ul>

<p>Mon 11/20</p>	<p>Week 5: Interview Practice &amp; Organization Assessment</p> <ul style="list-style-type: none"> <li>● Peer interview practice and feedback</li> <li>● Identify ways to assess organizations throughout your search and interview process</li> </ul>	<p>Due by 9:00 pm ET, Sunday, November 26, 2023</p> <ul style="list-style-type: none"> <li>● <b>We recommend completing 1 of the Choice Assignments</b> (submit in Canvas)</li> <li>● <b>Week 5 Quiz</b> (in Canvas)</li> </ul>
<p>Mon 11/27</p>	<p>Week 6: Negotiation</p> <ul style="list-style-type: none"> <li>● Negotiation role play</li> </ul>	<p>Due by 9:00 pm ET, Sunday, December 3, 2023</p> <ul style="list-style-type: none"> <li>● <b>Final Course &amp; Goals Reflection</b> (submit in Canvas)</li> <li>● <b>Choice Assignments Due</b> (submit in Canvas)</li> <li>● <b>Week 6 Quiz</b> (in Canvas)</li> </ul>
<p>Mon 12/4</p>	<p>Week 7: Internship Credit &amp; Course Wrap-up</p> <ul style="list-style-type: none"> <li>● MSI Internship Panel</li> </ul>	<p>If you haven't already, please make sure to submit the course evaluation!</p>