**Geography 212: Career Planning for Geographical Sciences, GIS, and ENSP Majors**   
Mondays: 9 am – 11 am  
2102 Tydings Hall

**Instructor:** Amanda Hoffman-Hall  
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**Office**: 1158 Lefrak Hall  
**Office Hours:** By appointment

**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.

**Course Objectives**GEOG212 will provide students the opportunity to:

1. Practice and apply 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, meaning it will be half in class, half online. 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. On online class days, other websites may be used, but Canvas will be our main repository.

**Accommodations**If you have disabilities, learning or otherwise, you should visit the Disability Support Office 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 the Disability Support Services (DSS) Office and who provide me with a University of Maryland DSS 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.

**Attendance Policy**In the event that a class must be missed due to an illness, the policy in this class is as follows:

1. For every medically necessary absence from class, a reasonable effort should be made to notify me in advance of the class. When returning to class, students must bring a note identifying the date of and reason for the absence, and acknowledging that the information in the note is accurate.
2. If a student is absent more than one time, they are required to bring documentation signed by a health care professional.
3. If a student is absent on days when assignments are scheduled they are required to notify me in advance, and upon returning to class, bring documentation of the illness, signed by a health care professional.
4. Students who are absent due to religious observances are responsible for notifying me of projected absences on the **first class** of the semester.
5. Turning in assignments late due to illness accompanied by a signed note or religious observances will not result in the deduction of points. Outside these circumstances, turning in assignments late will result in a deduction of **5 points per day**.

**Evaluation**

Class Participation: 100

Discussion board post: 10

FOCUS2 Assessment: 10

Elevator pitch: 10

Resume and Cover Letter: 20

Resume Peer Review: 20 (10 points each)

Company Research/Career Fair: 10

Thank You/Follow Up: 10

Grad Program Research/Statement of Purpose: 20

CV and Writing Sample: 20

Presentation: 50

**Total: 280**

**Class Participation**This is a hybrid class, as such there are fewer in-person classes than usual to attend. Each in-person class comes with 10 available participation points, for a total of 90 points. These points are designed to help you, not hinder you. In order to obtain all 10 points you must actively watch guest speaker and classmate presentations. However, presenting in front of a group can be a difficult and nerve wracking experience. Many of our speakers are professionals, but regardless, we will be polite and courteous to them and NOT interrupt them. Once a speaker has begun their presentation the classroom door will be locked and you may not enter. If there is more than one presenter or multiple parts to the class, you will be allowed to enter during a break and can receive half credit.

The final 10 participation points (90 + 10 = 100 total points) will be awarded upon the asking of a thoughtful question to any of our guest speakers/panelists, or any of your classmates during their final presentations. The amount of time your classmates will have for questions at the end of their presentations will be extremely limited so do not wait until the last day!

**Grading Scale**

A+ 100-97

A 96-93

A- 92-90

B+ 89-87

B 86-83

B- 82-80

C+ 79-77

C 76-73

C- 72-70

D+ 69-67

D 66-63

D- 62-60

**Class Schedule**Please note, the days highlighted in gray are ONLINE ACTIVITIES.

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| **Date** | **Module** | **Homework Assigned** |
| 8/31/2015 | **Introduction**  What is Geography, what Careers Exist? (Alumni Paths) | Discussion Board Post  Due: Fri Sept 4th by 9 am |
| 9/7/2015 | NO CLASS – HAPPY LABOR DAY | |
| 9/14/2015 | **BSOS Career Resources**  Meet in classroom and we will walk together to the Career Center | FOCUS2 Self-Assessment Quiz and Assignment  Due: Fri Sept 18th by 9 am |
| 9/21/2015 Online | **Elevator Pitch**  Develop (and give) an elevator pitch using Interview Stream | Interview Stream  Due: BY 11 AM |
| 9/28/2015 | **Resumes**  *Guest Speaker:* *Tom Fitzwater (US Census Bureau)* | Resumes and Cover Letters  Due: Fri Oct 2nd by 9 am |
| 10/5/2015 Online | **Resumes (continued)**  Peer Review two Cover Letters and two Resumes | Peer Review  Due: BY 11 AM |
| 10/12/2015 | **Interviewing**  *Guest Speaker: Crystal Sehlke (BSOS Career Center)* |  |
| 10/19/2015 Online | **Career Fair Preparedness**  Research two or more companies/agencies to speak with at fair. | Company Research  Due: Fri Oct 23rd by 9 am |
| 10/23/2015  9:30-12:30 | **Geographical Sciences Career and Internship Fair** | |
| 10/26/2015 | **Career Fair Follow Up**  Writing a thank you or follow up letter/e-mail.  **Graduate School**  *Graduate Student Panel (10 am – 11 am)* | Thank You/Follow up  Due: TODAY BY 5 PM |
| 11/2/2015 Online | **Graduate School Application**  Research a graduate school to apply to and write a statement of purpose. | Graduate School Research and Statement of Purpose  Due: Fri Nov 6th by 9 am |
| 11/9/2015 | **Graduate School at UMD**  *Speaker: Margaret Boyle (UMD BSOS MPP 9-9:30)*  *Speaker: Dr. Jack Ma (UMD MPSGIS 9:30 – 10:15)*  *Speaker: Dr. Laixiang Sun (UMD Geography PhD Program 10:15 - 11)* | CV and Writing Sample Due: Mon Nov 16th by 9am |
| 11/16/2015 Online | INFORMATIONAL INTERVIEWS | |
| 11/23/2015  Online | INFORMATIONAL INTERVIEWS | |
| 11/30/2015 | Presentations | |
| 12/7/2015 | Presentations | |