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

**Instructor:** Amanda Hoffman-Hall ([ahall2@umd.edu](mailto:ahall2@umd.edu))   
**Office**: 2181M Lefrak Hall  
**Office Hours:** TWTh 10-1

**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 an online 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 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.

**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 on 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 550 points available – you only need 300 points for an A+ or 100 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 (the high point total reflects that).

Some assignments, such as resumes, may be done up to 3 times. Each assignment must be *significantly different* from the other. For example, you may submit a resume tailored to the US Census Bureau, one for the AAG, and another tailored to ESRI. It must be obvious to me which resume is for which company (tips on how to tailor your resume will be provided). You could earn 10 points for each, for a total of 30.

**Green/Yellow/Blue 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 earliest due date, yellow the second due date, and blue the last day of class. The only assignment which has a hard and fast deadline is the Informational Interview Slide (one week 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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A+** | 300 | **B+** | 225 | **C+** | 150 | **D+** | 75 |
| **A** | 275 | **B** | 200 | **C** | 125 | **D** | 50 |
| **A-** | 250 | **B-** | 175 | **C-** | 100 | **D-** | 25 |

**Assignment Options[[1]](#footnote-1)**

General Module

Careers in Geography Quiz: 10/5/3

Careers4Terps Account: 10/5/3

FOCUS2 Assessment: 10/5/3

Career Center Meeting: 10/10/10

Attend an Event (up to 3): 10/10/10

Resumes/Cover Letters Module

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

Resume (up to 3): 10/5/3

Resume Review (up to 3): 10/5/3

Cover Letter (up to 3): 15/10/5

Cover Letter Review (up to 3): 15/10/5

Career/Internship Module

Working for the Govt Quiz: 10/5/3

Interviewing Videos & Quiz: 10/5/3

Thank You Quiz: 10/5/3

Elevator pitch: 15/10/5

Graduate School Module

Graduate School Quiz: 10/5/3

Statement of Purpose (up to 3): 15/10/5

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

CV: 20/15/10

Informational Interview Module

Informational Interview Slide: 100

Informational Interview Quiz: 50

**Total: 550/400/307**

**Schedule**

GREEN Due Date – 12pm (Noon) Monday July 24th, 2017   
  
YELLOW Due Date – 12pm (Noon) Monday August 7th, 2017   
  
INFORMATION INTERVIEW Due Date – 12pm (Noon) Friday August 11th, 2017   
  
BLUE Due Date – 12pm (Noon) Friday August 18th, 2017

1. Please note, these are POSSIBLE point totals – full points will only be earned through high quality work. [↑](#footnote-ref-1)