**Geography 212: Career Planning for Geographical Sciences, GIS, and ENSP Majors**   
Mondays: 9 am – 11 am  
2110 Tydings Hall

**Instructor:** Amanda Hoffman-Hall ([ahall2@umd.edu](mailto:ahall2@umd.edu))   
**Assistant:** Richard Whitley ([rwhit4@umd.edu](mailto:rwhit4@umd.edu))   
**Office**: 1158 or 2181M 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 of these circumstances, turning in assignments late will result in a deduction of **5 points per day**.

**Evaluation**

Class Participation: 100

FOCUS2 Assessment: 10

Resume or CV: 10

Cover Letter: 10

Grad School Research: 10

Peer Reviews: 20 (5 pts each)

Elevator pitch: 10

Career Fair Research: 10

Thank You/Follow Up: 10

Statement of Purpose: 10

Presentation: 50

**Total: 250**

**Class Participation**This is a hybrid class, as such there are fewer in-person classes than usual to attend. Each in-person class (and the Career Fair) comes with 10 available participation points, for a total of 80 points. There will be a short assignment (usually at the very beginning of class) that you need to complete in order to earn your points. If you miss the assignment for the day due to being absent or late, you will not receive points (barring medical or other excuses). During the Career Fair you will need to attend, talk to an employer, and check in your professor or TA to receive points.

The final 20 participation points (80 + 20 = 100 total points) will be awarded upon the asking of TWO thoughtful questions (10 pts each) to any of our guest speakers/panelists, or any of your classmates during their final presentations. Answering a question posed by a guest speaker will also count. 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** |
| 1/25/2016 | **Introduction**  What is Geography, what Careers Exist? (Alumni Paths) | FOCUS2 Self-Assessment  Due: Fri Jan 29th 11:59pm |
| 2/1/2016 | **Resumes and CVs** *Guest Speaker:* *Tom Fitzwater (US Census Bureau)* | Resume OR CV  Due: Fri Feb 5th 11:59pm |
| 2/8/2016 | **Cover Letters** Learn how to write a proper cover letter.  **Graduate School Introduction** | Cover Letter  Due: Fri Feb 12th 11:59pm |
| 2/15/2016 | **BSOS Career Resources**  Meet in classroom and we will walk together to the Career Center | Explore Careers4Terps |
| 2/22/2016 | **Graduate School at UMD**  *Guest Speaker: Graduate Student Panel (9 – 10am)*  *Guest Speaker: Dr. Jack Ma (UMD MPSGIS 10-11am)* | Graduate School Research Due: Fri Feb 26th 11:59 pm |
| 2/29/2016 | **Interviewing**  *Guest Speaker: Crystal Sehlke (BSOS Career Center)*  MEET IN CAREER CENTER |  |
| 3/7/2016 Online | **Resume Peer Review**  Peer Review two Cover Letters and two Resumes/CVs. Review Guides are posted under Modules on ELMS. | Peer Review  Due: Fri Mar 11th 11:59 pm |
| 3/14/2016 | **NO CLASS – HAPPY SPRING BREAK!** | |
| 3/21/2016 Online | **Elevator Pitch**  Develop (and give) an elevator pitch using Interview Stream. Guides are posted under Modules. | Interview Stream  Due: Fri Mar 25th 11:59 pm |
| 3/28/2016 Online | **Career Fair Preparedness**  Research two or more companies/agencies to speak with at fair. Guides are posted under Modules. | Company Research  Due: Fri Apr 1st 9:00 am |
| 4/1/2016 9:30 – 12:30 | **Geographical Sciences Career and Internship Fair** | |
| 4/4/2016  Online | **Career Fair Follow Up**  Writing a thank you or follow up letter/e-mail. Guides are posted under Modules. | Thank You/Follow up  Due: TODAY BY 5 PM |
| 4/11/2016 Online | **Graduate School Application**  Write a statement of purpose to the school you researched earlier in the semester. Guides are posted under Modules. | Statement of Purpose  Due: Fri Apr 15th 11:59 PM |
| 4/18/2016 Online | INFORMATIONAL INTERVIEWS | |
| 4/25/2016 Online | INFORMATIONAL INTERVIEWS | |
| 5/2/2016 | Presentations | |
| 5/9/2015 | Presentations | |