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RECM 450.01: Pre-Practicum Professional Preparation

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Pre-Practicum Professional Preparation
RECM 450 – 1 Credit
Fall, 2000

Instructor:

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Course Description:

A pre-practicum class to provide orientation and preparation for the practicum.

Required Textbooks:

- Bolles, R. (2000)
The 2000 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 7 projects that will comprise 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.

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|--|--------------------------|--------------------------|
| 1. Components of the Practicum - Questionnaire (attached). | | Due Sept. 18 |
| 2. Job-hunting philosophy summaries.
(Half-page summary of each author's approach): BDG 1-19, WCIYP 9-29 | | Due Sept. 20 |
| 3. Portfolio Content Identification (attached) | | Due Sept. 27 |
| 4. Preparation and review of resumes | Initial draft
Reviews | Due Oct. 2
Due Oct. 4 |
| 5. Back Door Guide exercises | | Due Oct. 9 |
| 6. Organization Review | | Due Oct. 11 |
| 7. Final Resume and Portfolio | | Due Oct. 18 |

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 tendered 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. It is the student's responsibility to arrange in advance so as to absolutely minimize the disruption on other students, and to make up, through alternative learning activities, the material missed due to absence. We're all in this together-don't get behind!
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
Wednesday, Sept. 6	Syllabus distribution and 1 st assignment review		
<i>No Class Sept. 11 & 13*</i>			
Monday, Sept. 18	Introduction. Components of the Practicum	Practicum Manual 1-18	Response to questionnaire (attached)
Wednesday, Sept. 20	Job Hunting Philosophies	BDG 1-19 WCIYP 9-29	½ page summaries
Monday, Sept. 25	Resume and skills	WCIYP 67-86, 102-126	
Wednesday, Sept. 27	Portfolios	Portfolio Article (will be distributed on 9/18)	Portfolio Content identification
Monday, Oct. 2	Professionalism	BDG 20-34	Resume draft
Wednesday, Oct. 4	Cover letters	Reading	Resume reviews
Monday, Oct. 9	Range of Professional Opportunities	WCIYP 171-200	BDG Exercise and review
Wednesday, Oct. 11	Interviews and Interviewing	WCIYP 201-229	Organizational Review
Monday, Oct. 16	Journals	Reading	
Wednesday, Oct. 18	Practicum requirements, scheduling appointments		Final Resume and Portfolio

*Coordination with Capstone trips

Practicum Manual Questionnaire

1. As a student preparing to conduct your practicum, what are your responsibilities?

2. What are your academic responsibilities while working at the practicum site?

And those of the agency?

3. What are the goals and purposes of the practicum, based on the manual and your own professional objectives.

Portfolio Content

List below as many items as possible that you could include in your portfolio. Although your portfolio will be defined by your experiences and career goals, contents could include academic work, certificates of awards received, samples of photos-art work-exhibits, writing samples, previous job descriptions, evaluations, test results, demonstration of military experience, examples of programs you've designed or conducted, brochures from previous work sites, and so forth.

For example, to demonstrate academic work, you could include transcripts, a research paper, results from a career interest test, syllabi, samples of graded work, or charts or lists showing hours or time applied to various areas of study.

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ORGANIZATIONAL REVIEW

1. Choose two organizations listed in the Back Door Guide with whom you have little prior familiarity. 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 two organizations.
2. Research the organization – checking their web-site, talking with other professionals, reading their magazines or other publications, calling them and requesting brochures, annual reports, etc. Write about the organization, its objectives, market niche, and structure.
3. 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). Be respectful and polite – some organizations keep records of interns requesting information.
4. 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.
5. 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?

BACK DOOR GUIDEBOOK EXERCISE

- A. Some light-hearted questions to get you oriented with the Back Door Guide to Short Term Job Adventures.
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*?
 7. What does an Au Pair do? About how much might you get paid to do this sort of work in Europe?

- B. More seriously, choose four (4) organizations listed in the Back Door Guide that:
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, office politics & problems, nature, size, and working conditions.
 3. are from at least 3 different chapters of the Back Door Guide. (i.e. you must choose at least 1 organization from each of 3 chapters.)

This will take some work as you read through many of the listings in each chapter.

Then list your 4 organizations and for each briefly list:

1. how the organization meets the geographical factors that are important to you
2. how the organization meets the criteria for the type of organization you'd like to work for (see B 2. Above)

Then, for 3 of the 4 organizations provide written answers for the following questions.

You should also be prepared to talk about your answers in class.

1. Why would you like to work for this organization?
2. How would this job help your career?
3. What sorts of skills could you bring to this job that would make you a good applicant?
4. How would you follow up on this opportunity, and how would you research the organization in greater detail?