

**SOCY 398C Special Topics in Sociology:  
Major Transitions: From Undergraduate to Professional  
*For Sociology Majors***

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**Course Materials:**

All students are required to sign up for **TERP Online** through the Career Center. **TERP (The Employment Registration Program) Online** gives students 24-hour access to job listings, resume referral, and on-campus interviewing. These services are available for students of all majors whether they are looking for part-time, full-time, internships, or graduate assistant positions, on and off campus. **TERP Online is a FREE service.**

**Course Goals:**

This one-credit course is designed to assist Sociology majors in making the transition from undergraduate to entering graduate school and/or the professional work world. This course will help provide you with opportunities to explore career options in your major, as well as teach you skills necessary for conducting a job search, writing your resume and preparing for interviews. You will learn to utilize on-campus resources to help you integrate your major and career goals. Additionally, you will learn about the process of applying to graduate school and how to determine what graduate programs are best for you. Once your interests and orientations are developed, the various pathways to diverse goals will be explored.

**Expectations:**

Students are expected to be committed, participate actively in the class, and attend punctually. In addition, students are expected to have a positive and cooperative attitude, and turn in quality assignments.

**Attendance:**

This is an interactive discussion course. Students are expected to attend each class session, as attendance/class participation is a significant portion of the final grade assigned. It is your responsibility to meet/contact me to discuss missed assignments.

## Assignments:

1. Completed resume.
2. Conduct a professional/informational interview with an employer of your choice and prepare short presentation. Guidelines for write-up will be distributed.
3. Document your personal progress toward moving into the “real” world as you confront college graduation. Explore questions you need to answer, how this course affected your thoughts and/or decision making, etc.

## Grading System:

1. Resume & Cover Letter= 30 points
2. Professional Interview & Presentation = 20 points
3. Attendance/Participation = 30 points
4. Mock Interview Quiz= 10 points
5. Career Development Project= 10 points

## A Final Note:

Course policies and syllabus are subject to change. If you are absent, it is your responsibility to find out about any and all changes. Please speak with your instructor immediately should you have any questions or concerns.

## SOCY398C-0101 CLASS SCHEDULE

<i>DATE</i>	<i>TOPIC</i>	<i>ASSIGNMENT</i>
January 26	Goals and Expectations for the Course	Ice Breakers
February 2	Graduate Schools	
February 9	Career Center Resource Room	Career Development Project Due
February 16	Internships	
February 23	Resumes	
March 2	Resume Writing & Informational Interviewing	Resume Draft
March 9	Resumes	Resume Draft (Request Credit Report (all 3 bureaus))
March 16	<b>No Class – Spring Break</b>	Speaker, Resumes, & Spring Career Fair
March 23	Cover Letters & References	
March 30	Interviewing	Cover Letter Draft
April 6	Etiquette & Attire	Cover Letter Due
April 13	Interviewing & Follow Up	
April 20	Interviewing	Informational Interview Paper & Presentations
April 27	Debt Management & Credit	Mock Interviews

*Revised January 20, 2009*