URBS 489: Capstone Seminar
Spring 2007
11:00 – 1:45 Wednesday
MH112

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Instructor: Tony Filipovitch
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Course Description
One of the most frightening parts of the college experience (even more than finals) is wrapping up your college career, securing a job, and entering the work force. Studying theory and doing homework is only the foundation for the reality of the professional realm; many students leave college without confidence in what comes next, or in some cases, even a job to go to. This class will attempt to guide students through the early professional experience, and help navigate the job search process.

The capstone seminar is designed to prepare you for your job search and subsequent careers. During the course of the semester, you will be expected to prepare for and conduct an actual job search. You will also create a foundation to establish your ‘place’ in the professional realm by meeting practitioners, understanding career gaffes, and learning how to diplomatically develop a position paper.

D2L Use
Students are expected to have an active D2L account for this course. Students who experience problems with D2L should contact Jeff Henline at 507/389-2323.

Books and Materials
There are no textbooks assigned for this course. Readings (if any – at discretion of Profs. Filipovitch or Wielde) will be available for download on D2L.

Course Grades
There will be 110 total points available for the class. Grades will be given based on the scale:

A = 90% (110 - 99 points)
B = 80% (98 - 88 points)
C = 70% (87 – 77 points)
D = 60% (76 – 66 points)
F = 50% (75 points and below)

Assignments and Expectations
Students are expected to complete the following tasks on the dates listed below for full points. Paper submissions are expected by the beginning of class or before on the following dates. Late submissions (after class and beyond) will be docked points per day (2 points for a 10 point assignment, 5 points for a 20 and 30 point assignment).

January 31: Attendance at Career Day – 10 points
February 14: Resume/ Cover letter appointment – 10 points
February 28: Position Paper Outline – 10 points
April 11: Mock Interview Appointments – 10 points
April 18: Position Paper Draft – 20 points
April 25: Attendance at Presentation Rehearsal – 10 points
May 2: Participation Envision 20/20 presentation – 10 points
May 2: Final submission of Position Paper – 30 points

Attendance
You are expected to attend class each week. Frequent absence (more than 2 during the semester) and missing mandatory events will be considered “non-participatory” and will result in a decreased grade.

Enrollment
You must be enrolled in the course during the semester to earn a grade. We will not “hold over” a grade, allowing you to take the class one semester and officially enroll in another. This sometimes happens if the tuition bill cannot be paid, or there is another dispute on student status. Basic rule: if you don’t have D2L access, you cannot participate in the class.

Students with Disabilities
MSU provides students with disabilities reasonable accommodation to participate in educational programs, activities, or services. Students with disabilities requiring accommodation to participation in class activities or meet course requirements should first register with the Office of Disability Services, located in 0132 Memorial Library, telephone 507/ 389-2825, TDD 711, and then contact me as soon as possible.

Cheating, Plagiarism, and Other Academic Fraud
Simply put, don’t do it, even for extra credit. The worst original work is better than the most perfectly plagiarized. It’s okay to insert other people’s ideas, just make sure you cite
them; after all, you would want credit for an idea you had, right? And remember, I’ve read and seen a lot of stuff; they actually pay me to do it, so do you want to take the odds that it’s a paper I’ve used for my dissertation research?

Cheating is not tolerated in any case. If you are caught cheating (and both the T.A. and I are watching!), you will receive an automatic ‘F’ for the class and your case will be handled according to University policy.

**URBS Core Undergraduate Requirement**

URBS 489 fulfills an URSI undergraduate core requirement.
General Course Schedule and Topic Listing  (SUBJECT TO CHANGE)

Tony: The stuff I’ve added is in red. I tried to ID which of us was taking which class – I can’t find my initial draft. Is this how you recall it?

| Week 01 | Jan 17 | Introduction and Syllabus Review – Filipovitch, Wielde  
Discussion: Concerns about entering the work force |
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<tbody>
<tr>
<td>Week 02</td>
<td>Jan 23</td>
<td>Job Search, Benchmarking - Filipovitch</td>
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<td>Week 03</td>
<td>Jan 31</td>
<td>Career Day – Students will attend panel discussion</td>
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<td>Week 04</td>
<td>Feb 07</td>
<td>Benchmarking – Students will select KPA from Mankato Envision 20/20 - Filipovitch</td>
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<td>Week 05</td>
<td>Feb 14</td>
<td>Resume/ Cover letter/ Position papers - Wielde</td>
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<td>Week 06</td>
<td>Feb 21</td>
<td>Appointments – Review of resume/ cover letter</td>
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<td>Week 07</td>
<td>Feb 28</td>
<td>OUTLINE DUE: Position paper. Portfolios – Tony – Was this me or you or both?</td>
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<td>Week 08</td>
<td>Mar 07</td>
<td>Work day/Job search. Profs. Filipovitch and Wielde will be available to discuss your papers/ outlines.</td>
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<td>Week 09</td>
<td>Mar 14</td>
<td>SPRING BREAK</td>
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<td>Week 10</td>
<td>Mar 21</td>
<td>Getting ready for work and research time - Wielde</td>
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<td>Week 11</td>
<td>Mar 28</td>
<td>Work day/ Job search</td>
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<td>Week 12</td>
<td>Apr 04</td>
<td>Career gaffes, portfolio review – Filipovitch, Wielde</td>
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<td>Week 13</td>
<td>Apr 11</td>
<td>Appointments – Mock interview</td>
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| Week 14 | Apr 18 | DRAFT DUE: Position papers  
Discussion: Update class on job search, portfolio contents, and status of position papers - Wielde |
| Week 15 | Apr 25 | Rehearsal for presentation (groups) and run through for class |
| Week 16 | May 02 | Presentation of benchmarks for Envision 20/20  
POSITION PAPER DUE: Submit for final editing |
| Week 17 | May 09 | Position papers edited/ proofed and combined for distribution |