

Course Outline

1. COURSE INFORMATION

Course Code	GEN TECH 2PW3	
Course Name	Professional Workplace Practices	
Session	FALL 2015	
Date(s) and Time(s) of lectures	C01: TU: 9:30-11:20am WE: 1:30-2:20pm C02: TU: 9:30-11:20am WE: 12:30-1:20pm	C03: WE: 11:30am-1:20pm TH: 1:30-2:20pm C04: We: 1:30-3:20pm TH: 1:30-2:20pm
Program Name	One of the following B. Tech. Programs: Automotive and Vehicle Technology / Biotechnology / Process Automation Technology	
Calendar Description	The course focuses on key employability skills needed to participate and progress in today's dynamic technology organizations. Emphasis is placed on understanding the role and responsibilities of technology professionals; career management; interpersonal communication skills; conflict management and workplace intercultural competence.	
Instructor (s)	Greg Zilberbrant (C01)	Email: zilberg@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only
	Glen Matadeen (C02)	Email: matadeg@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only
	Hoda Kamel (C03)	Email: kamelh@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only
	Nicole Vincic (C04)	Email: vicninc@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only
Instructional Assistant(s)	Gail Collins Supporting: C02 & C03	Email: collinsg@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only
	Jennifer Sweete Supporting: C01 & C04	Email: sweetej@mcmaster.ca Office: ETB/209 Office Hours: By advance appointment only

2. COURSE SPECIFICS

Course Objectives	The purpose of this course is to equip students with vital knowledge and tools necessary to obtain and retain coop workplace experience and achieve successful employment after graduation. Students will produce a competitive career marketing package (cover letter & resume), and learn to prepare and engage in successful interview and workplace behaviour. The course will use an experiential approach to apply career advancement techniques and methods to learn how to excel as a technology professional.
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Instruction Type	Code	Type	Total Hours
	C	Classroom Instruction	39
	L	Laboratory, workshop or fieldwork	
	T	Tutorial	
	DE	Distance Education	
	TOTAL HOURS		39
Resources	ISBN	Textbook Title & Edition	Author & Publisher
	978-0-7785-5385-4 (Available FREE on A2L)	Advanced Techniques for Work Search Workbook PDF	Government of Alberta Employment & Immigration ©2008
	Other Supplies	PowerPoint slides and supporting material will be provided via electronic files on the course A2L site	
Prerequisite(s)	GEN TECH 1CS3 and registration in Level II of Automotive and Vehicle Technology, Biotechnology or Process Automation Technology		
Corequisite(s)	None		
Antirequisite(s)	None		
Course Specific Policies	<p>This course will be using a range of software. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor. The instructor may also use other software including: e-mail, Avenue, LearnLink, web pages, capa, Moodle, Thinking Cap, etc.</p> <p>It is expected that students read the material that is coming under discussion prior to class. All assignments submitted for evaluation are completely word processed. Students are expected to attend and actively participate during class sessions offering insight, comment, reinforcement, contrary views, and underscoring examples.</p> <p>Late assignments will be subject to late penalties (immediately & per day) of a percentage deduction from the assignment mark for a specific period of time as outlined in the assignment deliverables. Assignments that have not been submitted within the specific period of time after the due date will not be graded and will receive a mark of ZERO.</p>		
Departmental Policies	<ul style="list-style-type: none"> • Students must maintain a 3.5/12 GPA to continue in the program. • In order to achieve the required learning objectives, on average, B.Tech. students can expect to do at least 3 hours of “out-of-class” work for every scheduled hour in class. “Out-of-class” work includes reading, research, assignments and preparation for tests and examinations. • The use of cell phones, iPods, laptops and other personal electronic devices are prohibited from the classroom during the class time, unless the instructor makes an explicit exception. • Announcements made in class or placed on Avenue are considered to have been communicated to all students including those individuals that are not in class. • Instructor has the right to submit work to software to identify plagiarism. • Instructor is permitted to enforce a preference to shut off all electronic devices during class. 		

3. SUB TOPIC(S)		
Week 1: Sep 8-13	Course Introduction <ul style="list-style-type: none"> Course expectations & requirements Assignment Deliverables Explained 	
Week 2: Sep 14-20	Talent Acquisition Process <ul style="list-style-type: none"> Recruiting & selection process Acquisition process “numbers games” 	Course Resources: A2L: R&S Process
Week 3: Sep 21-27	Self-Assessment <ul style="list-style-type: none"> Identify skills & accomplishments to enhance job acquisition & retention success Self-Assessment Workshop 	Course Resources: Workbook: 2-16pgs A2L: Assessment Materials Student Bio Due: Mon Sep 21 @ 11:59pm
Week 4: Sep 28-Oct 4	Career Marketing Package: Resume <ul style="list-style-type: none"> Develop an ethical, error free professional resume that markets your unique characteristics and is preferred by engineering coop & technology employers Resume Workshop 	Course Resources: Workbook: 37-74pgs A2L: Resume Materials Informational Interview Contact Person Due: Mon Sep 28 @ 11:59pm
Week 5: Oct 5-11	Career Marketing Package: Cover Letter <ul style="list-style-type: none"> Write an ethical, error free professional cover letter that markets your unique characteristics and is preferred by engineering coop & technology employers Cover Letter Workshop 	Course Resources: Workbook: 75-82pgs A2L: Cover Letter Materials
Midterm Recess (Monday, October 12 to Sunday, October 18)		
Week 6: Oct 19-25	Employment Interview: Part A <ul style="list-style-type: none"> Persuasive behavioral employment interviewing to present your unique characteristics to engineering coop & technology employers Interview Workshop #1 	Course Resources: Workbook: 83-94pgs A2L: Interview Materials
Week 7: Oct 26-Nov 1	Job Search Process: Methods & Strategy <ul style="list-style-type: none"> Labour market & company research Job sourcing B.Tech Program Description Workshop 	Course Resources: Workbook: 24-36pgs Career Package Due: Mon, Oct 26 @ 11:59pm (A2L) Mock Interview Signup Deadline: Mon, Oct 26 @ 11:59pm (OscarPlus)
Week 8: Nov 2-8	Employment Interview: Part B <ul style="list-style-type: none"> Preparation strategies to enhance success Professional conduct during & after interviews Interview Workshop #2 	Course Resources: Workbook: 83-94pgs A2L: Interview Materials
Week 9: Nov 9-15	Job Search Process: Networking <ul style="list-style-type: none"> Uncovering the “hidden job market” Creating LinkedIn Profile LinkedIn Workshop 	Course Resources: A2L: Networking Materials Mock Interview Assign: Mon-Thu times TBA

Week 10: Nov 16-22	Job Search Process: Troubleshooting <ul style="list-style-type: none"> Strategies to get job search unstuck and moving forward Job Search Research Plan Workshop 	Course Resources: Workbook: 97-101pgs Informational Interview Report Due: Mon, Nov 16 @ 11:59pm (A2L) Mock Interview Assign: Mon-Thu times TBA
Week 11: Nov 23-29	Professionalism & Reputation Management <ul style="list-style-type: none"> Management of personal professional equity Dealing with ethical dilemmas using professional codes of conduct & other resources Professionalism Workshop 	Course Resources: A2L: Supp. Materials Mock Interview Assign: Mon-Thu times TBA
Week 12: Nov 30-Dec 6	McMaster Engineering Coop Process <ul style="list-style-type: none"> McMaster coop process OSCARplus Workshop 	Course Resources: A2L: OSCARplus Materials Mock Interview Assign: Mon-Thu times TBA
Week 13: Dec 7-8	Career Development & Success Strategies <ul style="list-style-type: none"> Effective lifelong learning strategies Developing & maintaining a professional network Dealing with changes to employment status Career Development Plan Workshop 	Course Resources: A2L: Supp. Materials

Classes end – Tuesday December 8, 2015

Final examination period: Wednesday, December 9, 2015 to Tuesday, December 22, 2015

All examinations MUST BE written during the scheduled examination period.

Note that this structure represents a plan and is subject to adjustment term by term.

The instructor and the University reserve the right to modify elements of the course during the term. The University may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes.

4. ASSESSMENT OF LEARNING *including dates*

	Weight
Career Package Assignment (<i>Oct 26@11:59pm</i>)	25%
Informational Interview Report (<i>Contact: Sep 28@11:59pm / Report: Nov 16@11:59pm</i>)	10%
Mock Interview Assignment (<i>Signup Deadline Oct 26@11:59pm. Interviews scheduled between W9-12 - Mon thru Thu with times TBA</i>)	20%
Active Learning: In-class workshop participation, quizzes, exercises (<i>As announced</i>)	20%
Comprehensive Final Examination (<i>TBA between December 9 – 22</i>)	25%
TOTAL	100%

Percentage grades will be converted to letter grades and grade points per the University calendar.

5. LEARNING OUTCOMES

1. Prepare a personal job search plan, including troubleshooting strategies to deal with coop and/or employment acquisition challenges and obstacles.
2. Create a personal career marketing package (cover letter, resume, references) that meets current recruiting and industry standards.
3. Identify strategies to network and make contacts that could lead to employment.
4. Prepare and practice informational and mock employment interviews in order to present yourself as a confident professional.

5. Demonstrate knowledge with the policies and procedures associated with the McMaster University Engineering Co-op Program; including the recruiting process and timelines (e.g. Cycle 1, Continuous Cycle), and the use and application of campus recruitment tools/systems (e.g. OscarPlus).
6. Demonstrate knowledge and application of the principles of professionalism and code of conduct among practicing technical professionals.

6. POLICIES

Anti-Discrimination

The Faculty of Engineering is concerned with ensuring an environment that is free of all discrimination. If there is a problem, individuals are reminded that they should contact the Department Chair, the Sexual Harassment Officer or the Human Rights Consultant, as soon as possible.

<http://www.mcmaster.ca/policy/General/HR/Anti-Discrimination%20policy.pdf>

Academic Integrity

You are required to exhibit honestly and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various kinds of academic dishonesty please refer to the Academic Integrity Policy, located at: <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>.

The following illustrates only three forms of academic dishonesty:

1. Plagiarism. E.g. the submission of work that is not own or for which other credit has been obtained
2. Improper collaboration in group work

Copying or using unauthorized aids in tests and examinations.

Requests for Relief for Missed Academic Term Work (Assignments, Mid-Terms, etc.)

The McMaster Student Absence Form is a self reporting tool for **Undergraduate Students** to report absences that last up to 3 days and provides the ability to request accommodation for any missed academic work. Please note, this tool cannot be used during any final examination period.

You may submit a maximum of 1 Academic Work Missed requests per term. It is YOUR responsibility to follow up with your Instructor immediately regarding the nature of the accommodation.

If you are absent more than 3 days or exceed 1 request per term you MUST visit your Associate Dean's Office (Faculty Office). You may be required to provide supporting documentation.

This form should be filled out immediately when you are about to return to class after your absence.

<http://www.mcmaster.ca/msaf/>

E-Learning Policy

Consistent with the Bachelor of Technology's policy to utilize e-learning as a complement to traditional classroom instruction, students are expected to obtain appropriate passwords and accounts to access Avenue To Learn for this course. Materials will be posted by class for student download. It is expected that students will avail themselves of these materials prior to class. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail account, and program affiliation may become apparent to all other students in the course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about this disclosure please discuss this with the course instructor. Avenue can be accessed via

<http://avenue.mcmaster.ca>.

Communications

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- Use the university provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.
- To check their McMaster/Avenue email and course websites on a regular basis during the term.

Turnitin (Optional)

This course will be using a web-based service (Turnitin.com) to reveal plagiarism. Students submit their assignment/work electronically to Turnitin.com where it is checked against the internet, published works and Turnitin's database for similar or identical work. If Turnitin finds similar or identical work that has not been properly cited, a report is sent to the instructor showing the student's work and the original source. The instructor reviews what Turnitin has found and then determines if he/she thinks there is a problem with the work. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to <http://www.mcmaster.ca/academicintegrity/turnitin/students/>

Protection of Privacy Act (FIPPA)

The Freedom of Privacy of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and posting of grades must be done in a manner that ensures confidentiality. <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>

Academic Accommodation of Students with Disabilities Policy

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca. For further information consult McMaster's policy for Academic Accommodation of Students with Disabilities <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>

Students must forward a copy of the SAS accommodation to the instructor of each course and to the Program Administrator of the B.Tech. Program immediately upon receipt. If a student with a disability chooses NOT to take advantage of a SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. <http://sas.mcmaster.ca>

Student Code of Conduct

The Student Code of Conduct (SCC) exists to promote the safety and security of all the students in the McMaster community and to encourage respect for others, their property and the laws of the land. McMaster University is a community which values mutual respect for the rights, responsibilities, dignity and well-being of others. The purpose of the Student Code of Conduct is to outline accepted standards of behavior that are harmonious with the goals and the well-being of the University community, and to define the procedures to be followed when students fail to meet the accepted standards of behavior. All students have the responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at McMaster University. <http://judicialaffairs.mcmaster.ca/pdf/SCC.pdf>