

ASCI 4181
Senior Seminar
Lecture: M or W 12:00-12:50 VIN 250

Instructor: Corey J. Owens, VIN 223, (325)486-6757; Corey.Owens@angelo.edu

Office Hours:

- Monday: 8-9, 10-11, 1-3
- Wednesday: 8-9, 10-11

Learning Outcomes:

1. Graduating seniors will be prepared for entry into the job market by evaluating key elements of the job application process and effective presentation skills.
2. Students will have the skills necessary to construct a current resume and cover letter to present to potential employers.
3. Students should be able to communicate effectively both written and orally.
4. Students will be introduced to potential employers and informed of career opportunities to pursue upon graduation.

*Learning outcomes will be assessed using assignments specific to each outcome.

Text: No required text for this course.

Attendance: Since this class only meets once a week, attendance is essential!! Official school trips do not count toward your absences. However, anyone missing assignments for university sponsored functions must make arrangements prior to leaving. If you have a legitimate reason to miss a class, please let me know beforehand and we will make arrangements to complete assignments before the absence.

Missed assignments or exams not taken or turned in on time can only be made up within ONE week of the absence for a maximum of 80%. If you are sick and miss an assignment/presentation, I will need a doctor's note to allow you to make up for full credit. If you miss more than 2 class meetings, you will lose 5 points from your final grade. For each absence thereafter, you will lose 1 point per absence.

Grading:

- Resume worth 100 points
- Cover Letter worth 100 points
- Presentation worth 200 points

Religious Holy Day: A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Academic Honesty: If you are caught cheating on any assignment in this class you will receive a grade of zero. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

Students with disabilities (academic or physical) should contact the Dean of Student Life. Thereafter, proper alterations to the requirements of this class will be made.

Tentative Schedule of Material and Exams

Date	Subject
Aug. 26/28	Syllabus, Course Overview, Job Search
Sept. 2	Holiday; No Class
Sept. 4	Resumes
Sept. 9/11	Industry Presentations; Resume 1 st Draft Due
Sept. 16/18	Industry Presentations; Return Resumes
Sept. 23/25	Cover Letters; Resume Final Draft Due
Sept. 30, Oct 1	Industry Presentations; Cover Letter 1 st Draft Due
Oct. 7/9	Industry Presentations; Return Cover Letters
Oct. 14/16	Example Presentation; Cover Letter Final Due
Oct. 21-Dec. 4	Presentations