

**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-Thursday: 8-9; Monday/Wednesday:9-10; Monday: 1-3

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

Course Meetings: Below is the tentative schedule of materials and exams. Resume and cover letter lectures will be posted in Blackboard and covered online. The rough draft of the resume is to be placed in the box outside my office the week of February 8/10. Once I have reviewed rough drafts, I will hand them back the following week for you to correct and turn in for a final grade.

It is my plan for Industry Presentations to occur in person with both sections combined on the dates in bold. The room location for these lectures will be different so please pay attention to those announcements.

Beginning March 8/10 and through the remainder of the semester, everyone will meet in person during their section (either Monday or Wednesday). Unless otherwise stated, all presentations will be given in person in the classroom setting.

### **Tentative Schedule of Material and Exams**

Date	Subject
Jan. 25/27	Syllabus, Course Overview, Job Search
Feb. 1/3	Resumes (Online)
Feb. 8/10	Cover Letters (Online); Resume 1 <sup>st</sup> Draft Due
Feb. 15/17	Industry Presentations; Return Resumes; Cover Letter 1 <sup>st</sup> Draft Due
Feb. 22/24	Industry Presentations; Return Cover Letters; Resume Final Draft Due
Mar. 1/3	Industry Presentations; Cover Letter Final Due
Mar. 8/10	Example Presentation
Mar. 15/17 - May 3/5	Presentations

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

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. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#) for more information.

Academic Honesty: If you are caught cheating on any assignment in this class you will receive a grade of zero. The College of Science and Engineering adheres to the university's [Statement of Academic Integrity](#).

Accommodations for Students with Disabilities: ASU is committed to the principle that

no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford, Director of Student Disability Services  
Office of Student Affairs  
325-942-2047, [dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)  
Houston Harte University Center, Room 112

Title IX: The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator at:

Michelle Miller, J.D.  
Special Assistant to the President and Title IX Coordinator  
Mayer Administration Building, Room 210  
325-942-2022  
[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

**You may also [file a report online](#) 24/7.**

If you are wishing to speak to someone about an incident in confidence, you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information, visit the [Title IX website](#).