

Unit One: Introduction and Career Exploration

- *YouScience* Career Interest and Personality Results
 - Results Analysis and Discussion
 - Who Am I?
- Goal Setting
- What is a Career / Work / Job
- Career Research
- Education and Career Preparation
- Values in the Workplace
- Value of Having a Plan B or C
- Career Narratives
- Resumes

Unit Two: Internship Preparation

- Finalization of 1st Internship Placement
 - Who, what, where, and when?
 - Documentation and Forms
- Professional Character
 - Ethics, Integrity, Honesty
 - Professional Dress, Appearance
 - Etiquette and Manners
 - Attitude (E+R=O)
 - FISH! Philosophy
 - Be There
 - Play
 - Make Their Day
 - Choose Your Attitude
 - First Impressions
 - Public Speaking
 - Soft Skills: DCS Profile of a Graduate Habits
- Issues in the Workplace
 - Confidentiality / FERPA and HIPAA Laws
 - Safety / OSHA
 - Harassment and Equality
 - Teamwork and Collaboration
 - Respect / Responsibility / Appreciation
 - Critical Thinking / Flexibility
 - Culture / Climate

Unit Three: Communications

- Teamwork / Collaboration / Roles
- Conflict Resolution / Problem Solving
- Networking
- Social Media / Marketing
- Body Language
- Emotional Intelligence
- Speaking Skills
- Writing Skills
- Interview Skills

Unit Four: Internship Experiences

- Meeting Your Mentor - Availability and Goals
- Six-week Internships
 - 6-8 hours per week (Monday - Thursdays)
 - 40-50 hours total
 - Accountability - Forms and Weekly Time Sheets
 - Observations, Demonstration of Learning, and Reflection - Weekly Blogs (Journals)
 - Site visit(s) and meeting(s) w/ mentor, student intern, and coordinator
 - Weekly class on Fridays during internships
- Research and Investigation of Career and Job Details
- Thank you's and Internship wrap-ups

Unit Five: Internship Processing

- Networking / Shared Experiences
- Resumes Revisited
- Technology - Digital Portfolios / Work Samples
- Business Writing
 - Cover Letters
 - Thank you letters
 - Addresses / Business Cards
 - Electronic Communications (Skype, Go-To-Meeting, Texts, Emails)
- Community Service
- Fundraising
- DCS Profile of a Graduate
- College Essays, Applications, and Recommendations

Unit Six: Analysis and Evaluation

- Weekly Time Sheets
- Weekly Blogs
- Final Digital Portfolios
- Celebration of Learning Event(s)
 - Public presentations and videos to be shared
- Student evaluations and surveys
- Mentor evaluations and surveys
- Revisit *YouScience* - Self-Evaluations and reflections

Please Note: The above course syllabus and class information is not intended to be linear and may not follow the order listed. Items may be altered as time, relevance, situations, student needs and learning dictate.