

WORKPLACE COMMUNICATIONS
RUTGERS FUTURE SCHOLARS
Rising 11th Grade — Summer 2016
01:556:114 (1 credit)

COURSE DESCRIPTION & GOALS

In this class you will learn the nuts and bolts of composing the primary documents required for a successful job search. By the end of the course, you will have a solid resume, cover letter, and thank you letters. You will also have a better sense of how college majors and careers connect, and thus have a better understanding of how to plan your future.

ASSIGNMENTS & GRADING

Course Requirement	Points
Resume & References	20
Cover Letter	25
Interview Thank You Letter	10
Internship Thank You Letter	10
Presentation	25
Participation	10

RESUME, REFERNCES & LETTERS

For these assignments, you will follow a template supplied in class. The assignments will be assessed against these templates. All writing should be typed in Times New Roman, 12-point font and formatted with one-inch margins.

PRESENTATION

The goal of this assignment is to understand the career options available for a particular college major as well as how to best pursue some of those careers. The requirements for this assignment are as follows:

1. Choose either the major you know you will pursue in college or a major you might pursue. For the majors Rutgers offers, see <http://admissions.rutgers.edu/academics/majors.aspx>.
2. Research the career options for that major. Begin this process at the Rutgers Career Services website: <http://careers.rutgers.edu/>.
3. Compose a set of slides that summarizes your findings and can be presented in 5–6 minutes (aim for roughly 7–10 slides).
4. Present your slides to the class in 5–6 minutes.

PARTICIPATION

Participation points will be earned as follows: 6 points will be earned for timely submission of drafts (2 for the Resume draft, 2 for the Cover Letter draft, and 2 for the Thank You Letters drafts); the remaining 4 points will be earned by being engaged and active in class. Using a cell phone, surfing the web, and being disruptive will negatively impact your participation grade.

GRADING SCALE

Final grades for the course will be calculated as follows (Rutgers does not recognize minuses):

points	90	85	80	75	70	65	60	0
letter	A	B+	B	C+	C	D+	D	F

GRADING RUBRICS

RESUME (20 points)				
	All five sections given in template are included.	At least 5 Accomplishment Statements are included.	Accomplishment Statements are clear and formatted correctly.	Layout follows Template 1 or Template 2.
Points Possible	5	5	5	5

COVER LETTER (25 points)				
	All four ¶s given in template are included.	All 10 ¶ elements given in template are included.	Sentences are clear and grammatically correct.	Sentences are specific and thus compelling.
Points Possible	4	10	6	5

INTERVIEW THANK YOU LETTER (10 points)				
	All 6 ¶ elements given in template are included.	Sentences are clear and grammatically correct.	Sentences are specific and thus compelling.	
Points Possible	6	2	2	

INTERNSHIP THANK YOU LETTER (10 points)				
	All 5 ¶ elements given in template are included.	Sentences are clear and grammatically correct.	Sentences are specific and thus compelling.	Letter is signed.
Points Possible	5	2	2	1

PRESENTATION (25 points)				
	Presentation demonstrates sufficient research (7–10 slides; 5–6 minutes).	Slides detail career options for a given major and how to best pursue at least one career option.	Slides are clear and grammatically correct.	Speaker is clear and demonstrates command of material.
Points Possible	10	5	5	5

COURSE SCHEDULE

M 6/27	<p>MORNING Surveys Setup Google Drive accounts</p> <p>AFTERNOON Discuss Resume & Draft Resume HOMEWORK: contact two references</p>	M 7/4	<i>Holiday (no class)</i>
T 6/28	<p>AFTERNOON DUE @ 2:55: printed copy of final Resume & References</p>	T 7/5	<p>AFTERNOON Draft Cover Letter</p>
W 6/29	<p>MORNING Discuss Cover Letter & Presentation Discuss majors & careers</p> <p>AFTERNOON College major and career research Find posting for an internship you envision applying to during college or a position you envision applying to when you graduate college. Begin Presentation slides</p>	W 7/6	<i>Ernst & Young (no class)</i>
Th 6/30	<p>AFTERNOON Complete Presentation slides Practice Presentation</p>	Th 7/7	<p>AFTERNOON Revise Cover Letter DUE @ 2:00: printed copy of final Cover Letter Discuss Thank You Letters Draft Thank You Letters</p>
F 7/1	<p>AFTERNOON Presentations</p>	F 7/8	<p>AFTERNOON DUE @ 2:55: printed copy of final Interview Thank You Letter</p>
		Th 7/14	<p>AFTERNOON Revise Internship Thank You Letter DUE @ 2:30: printed copy of final Internship Thank You Letter</p>