I. **Title:** Professional Development Seminar I

II. **Catalog Description:**
Required seminar for students in the Department of Industrial and Engineering Technology, focusing on the job search process, employment opportunities, and related problems. Recommended for students in the sophomore or junior year. Graded pass/fail.

III. **Purpose:**
To prepare the student for the job search process.

IV. **Course Objectives:**
The Student will:
- A. Become familiar with the services offered by the MSU Career Services Office.
- B. Develop techniques for seeking employment by preparing a resume’ and other employment correspondence.
- C. Develop techniques for seeking employment.
- D. Complete assessment instruments and evaluations.

V. **Content Outline:**
- A. Job Search Process
- B. Career Services
- C. Myers-Briggs Type Indicator
- D. Abilities Marketing Plan
- E. Professional, Ethical and Societal Responsibilities
- F. Placement/Company information
- G. Resume’ (development and types)
- H. Employment Correspondence
- I. Interview (strategies and techniques)
- J. Myers-Briggs Type Indicator feedback
- K. References
- L. Professional Employment Portfolio
- M. Lifelong Learning – Professional Development in the Workplace
- N. Contemporary Professional, Societal and Global Issues
- O. Professional Image
- P. Business Situations

VI. **Instructional Activities:**
- A. Lecture
- B. Discussion
- C. Role play and simulations

VII. **Field, Clinical and/or Laboratory Experiences:**
None
VIII. **Resources:**
A. Class publications
B. Career Services Office personnel and publications
C. Guest lectures and speakers

IX. **Grading Procedures:**
This course is graded on a pass or fail basis. Failure to complete assignments can result in an incomplete grade. In order to pass this course, students must:

A. Attend class (no more than two absences).
B. Complete the Myers-Briggs Personality Indicator assessment.
C. Complete abilities marketing plan, job analysis worksheet, personal asset inventory, preliminary contact worksheet, cover letter, resume’, list of references, and follow-up letter.

X. **Attendance Policy:**
This course will adhere to the policy published in the MSU Undergraduate Bulletin. Students can miss no more than two (2) classes. All absences must be excused absences.

XI. **Academic Honesty Policy:**
This course will adhere to the policy published in the MSU Undergraduate Bulletin. Cheating, plagiarism (submitting another person’s material as one’s own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks or other sources in order to secure or give help during an examination; the unauthorized copying of examinations, assignments, reports or term papers; or the presentation of unacknowledged material as if it were the student’s own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

XII. **Text and References:**
MSU Career Services Job Search Guide and videos.

XIII. **Prerequisites:**
Sophomore or Junior standing.

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