## FALL 2013: DHE 300- SECT. 1 COURSE SCHEDULE

*The following is a tentative schedule. Changes may be made throughout the term.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>In Class Date</th>
<th>Class Content/Activities</th>
<th>Reading Assignment Due</th>
<th>Assignment Should be Submitted via BB By Midnight Sunday (unless otherwise stated)</th>
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</table>
| 1    | Course Introduction & Overview of Hybrid Format | 10/2 W | - Class Introduction and Expectations  
- Overview of Industry Opportunities | Ch. 8 pp. 99-123  
Ch. 9 pp. 126-131  
Ch. 3 pp. 32-33  
Ch.4 p. 57 | -Self Portrait  
-Plan of Action  
-Skills Inventory |
| 2    | Brand Package Development  
Job Search | 10/9 W | - Brand Package Building  
- Beginning Your Job Search | -Networking Exercise  
-LinkedIn Exercise |
| 3    | Portfolio Development | 10/16 W | - Portfolio Guidelines and Reqs  
- Step 1: Planning | Ch.1 pp. 1-9  
Ch.6 pp.81-89 | Web portfolio site set-up |
| 4    | Portfolio Development | 10/23 W | - Step 2: Selecting and Preparing  
- Business Etiquette  
*Last week to schedule Extra Credit Mock Interview w/ Career Services | Ch.2 pp. 11-23 | -Portfolio Selection Assignment  
-Netiquette Exercise |
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| 5    | Portfolio Development | 10/30 W | Step 3: Organizing  
Step 4: Reflecting | Ch. 3  
pp. 25-42  
Ch. 4  
pp.43-52  
Ch.& pp. 91-94  
Ch.6 pp. 84-89 | Portfolio Organization Exercise  
-Purpose Statement Exercise |
|      |       |               |                          |                        | **Due In Class on Wednesday:**  
Brand Package: Reviewed Resume/Cover Letter + Revised Resume/Cover Letter + Business Card |
|      |       | Online        | Review purpose statement examples |                        |                                                                                 |
| 6    | Portfolio Development | 11/6 W  
No Class | Step 5: Designing and Constructing  
Follow directions online | Ch.4  
pp. 53-57  
Ch. 5 pp.61-80  
Ch. 7 pp. 91-96 | Portfolio Progress Assignment  
-Three Significant Stories Assignment |
|      |       | Online        | Design principles and examples |                        |                                                                                 |
| 7    | International Internship Opportunities | 11/13 W | IE3 Global and Dream Careers Presentations | | -Portfolio Reflection Assignment (due Wed) |
|      |       | Online        | Review resources to international opportunities |                        |                                                                                 |
| 8    | Effective Interviewing Skills | 11/20 W | Career Services Presentation | Ch. 9 pp.131-134 | Review Interviewing Resources Online. Mock Interview Due Wk 10. |
|      |       | Online        | Interview Stream Mock Interview |                        |                                                                                 |
| 9    | No In-class meeting | 11/27 W | Happy Thanksgiving! | Ch.10  
Pp.137-147 | -Portfolio Self-Assessment  
-Progres Report |
<p>|      |       | Online        | Review instructions and resources for final portfolio construction |                        |                                                                                 |</p>
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<tr>
<td>10</td>
<td>Wrap Up and Overview of Next Term</td>
<td>12/4 W</td>
<td>▪ Brand Package and Hard Copy Portfolio Peer Review &lt;br&gt;▪ Wrap-Up</td>
<td><strong>BRING TO CLASS:</strong>  &lt;br&gt;- Portfolio  &lt;br&gt;- Revised Brand Package  &lt;br&gt;<strong>DUE ONLINE:</strong>  &lt;br&gt;- Company Meeting Form  &lt;br&gt;- All Extra Credit Forms</td>
</tr>
<tr>
<td></td>
<td>Online</td>
<td></td>
<td>▪ Portfolio Learning Outcome Self-Assessment  &lt;br&gt;▪ Course Evaluation</td>
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<tr>
<td></td>
<td></td>
<td>Online</td>
<td>Good luck on finals &amp; have a great Winter Break!</td>
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*Additional Readings are available on course website under “Course Documents”*

**Note:** The above is a tentative course schedule for this term. Changes may be made to the assignments and course schedule under the discretion of the Instructor.