

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

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

Week	Topic	In Class Date	Class Content/Activities	Reading Assignment Due	Assignment Should be Submitted via BB By Midnight Sunday (unless otherwise stated)
1	<i>Course Introduction &amp; Overview of Hybrid Format</i>	10/2 W	<ul style="list-style-type: none"> <li>Class Introduction and Expectations</li> <li>Overview of Industry Opportunities</li> </ul>		
		Online	<ul style="list-style-type: none"> <li>Intro to living course</li> <li>Overview of resources</li> <li>Self-Assessment</li> </ul>		<ul style="list-style-type: none"> <li>-Self Portrait</li> <li>-Plan of Action</li> <li>-Skills Inventory</li> </ul>
2	<i>Brand Package Development</i>	10/9 W	<ul style="list-style-type: none"> <li>Brand Package Building</li> <li>Beginning Your Job Search</li> </ul>	Ch. 8 pp. 99-123 Ch. 9 pp. 126-131	
		Online	<ul style="list-style-type: none"> <li>Brand Package Development</li> <li>Job Search Resources</li> </ul>	Ch. 3 pp. 32-33 Ch.4 p. 57	<ul style="list-style-type: none"> <li>-Networking Exercise</li> <li>-LinkedIn Exercise</li> </ul>
3	<i>Portfolio Development</i>	10/16 W	<ul style="list-style-type: none"> <li>Portfolio Guidelines and Reqs</li> <li>Step 1: Planning</li> </ul>	Ch.1 pp. 1-9 Ch.6 pp.81-89	
		Online	<ul style="list-style-type: none"> <li>Review of portfolio programs &amp; sites</li> <li>Review sample portfolios</li> </ul>		Web portfolio site set-up
4	<i>Portfolio Development</i>	10/23 W	<ul style="list-style-type: none"> <li>Step 2: Selecting and Preparing</li> <li>Business Etiquette</li> </ul> <p>*Last week to schedule Extra Credit Mock Interview w/ Career Services</p>	Ch.2 pp. 11-23	
		Online	<ul style="list-style-type: none"> <li>Review resources for preparing artifacts for digital inclusion</li> <li>Business etiquette cont.</li> </ul>		<ul style="list-style-type: none"> <li>-Portfolio Selection Assignment</li> <li>-Netiquette Exercise</li> </ul>

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5	<i>Portfolio Development</i>	10/30 W	<ul style="list-style-type: none"> <li>Step 3: Organizing</li> <li>Step 4: Reflecting</li> </ul>	Ch. 3 pp. 25-42 Ch. 4 pp.43-52 Ch.& pp. 91-94 Ch.6 pp. 84-89	<b>Due In Class on Wednesday:</b> Brand Package: Reviewed Resume/Cover Letter + Revised Resume/Cover Letter + Business Card  -Portfolio Organization Exercise -Purpose Statement Exercise
		Online	<ul style="list-style-type: none"> <li>Review purpose statement examples</li> </ul>		
6	<i>Portfolio Development</i>	11/6 W No Class	<ul style="list-style-type: none"> <li>Step 5: Designing and Constructing</li> <li>Follow directions online</li> </ul>	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	<i>International Internship Opportunities</i>	11/13 W	<ul style="list-style-type: none"> <li>IE3 Global and Dream Careers Presentations</li> </ul>		-Portfolio Reflection Assignment (due Wed)
		Online	Review resources to international opportunities		
8	<i>Effective Interviewing Skills</i>	11/20 W	<ul style="list-style-type: none"> <li>Career Services Presentation</li> </ul>	Ch. 9 pp.131-134	Review Interviewing Resources Online. Mock Interview Due Wk 10.
		Online	Interview Stream Mock Interview		
9	<i>No In-class meeting</i>	11/27 W	Happy Thanksgiving!	Ch.10 Pp.137-147	-Portfolio Self- Assessment -Progress Report
		Online	Review instructions and resources for final portfolio construction		

Week	Topic	In Class Date	Class Content/Activities	Reading Assignment Due	Assignment Should be Submitted via BB By Midnight Sunday (unless otherwise stated)
10	<i>Wrap Up and Overview of Next Term</i>	12/4 W	<ul style="list-style-type: none"> <li>▪ Brand Package and Hard Copy Portfolio Peer Review</li> <li>▪ Wrap-Up</li> </ul>		<b><u>BRING TO CLASS:</u></b> -Portfolio -Revised Brand Package <b><u>DUE ONLINE:</u></b> -Company Meeting Form -All Extra Credit Forms
		Online	<ul style="list-style-type: none"> <li>▪ Portfolio Learning Outcome Self-Assessment</li> <li>▪ Course Evaluation</li> </ul>		
Finals	<i>No Class</i>	12/11	<i>Good luck on finals &amp; have a great Winter Break!</i>		

***\*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.