Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
INDS 200
ACADEMIC AND CAREER SYNTHESIS

COURSE DESCRIPTION
Designed to promote and strengthen early awareness of the career development process. While topics are personalized, competencies include assessing, identifying, and evaluating personal values and personality strengths for career application; conducting specific job research; and solidifying career plans using critical thinking and logic. Students will also develop a proficiency in networking and job search techniques, resume building, and effective interviewing skills for a relevant field of interest. This course also serves as a capstone requirement for the Interdisciplinary Studies AA degree program.

RATIONALE
The student will be introduced to methods for organizing and creating a synthesis of his/her accomplishments, learning, and goals related to his/her undergraduate degree program at Liberty University. Throughout this process, the student should also discover a greater understanding of transferable skills and qualifications and how these relate to career opportunities and/or continued education.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. RECOMMENDED RESOURCE

IV. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

V. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Synthesize academic content through a Christian perspective.
B. Evaluate personal values and personality strengths for career application, discernment, and overall life decisions.
C. Conduct specific job research and career planning using critical thinking and logic.
D. Develop a proficiency in networking and job search techniques, résumé building, and effective interviewing skills for a relevant field of interest.

VI. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings and lecture presentations
B. Course Requirements Checklist
   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forum (1)
   Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for the forum. The thread must be 3 paragraphs with 5–7 sentences per paragraph and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must consist of a 5–7-sentence paragraph.
D. Personality Traits Activity
   The student will identify top personality traits using a provided template and explain how those traits are evidenced currently in his/her life in an assessment assignment.
E. Values Clarification Activity
   The student will use a provided template to determine his/her highest work values and prioritize those values most important to his/her future plans, professional and personal.
F. LU Network
   The student will begin a professional online presence by creating a profile on LU Network.
G. LinkedIn
   The student will build onto his/her professional online presence by establishing a profile on LinkedIn. The student will choose a professional in a specific field of interest and write a connection request.
H. Job Shadow Preparation
   The student will submit a document providing the information of the person he/she has chosen for the Job Shadow Reflection assignment. He/she will also
include a 1-paragraph summary of what he/she hopes to gain from the job shadowing experience.

I. Research Article Reviews
   The student will research a career of choice via 3 online articles and write a 2-page review of the articles, including an introduction and summary statement.

J. Job Shadow Reflection
   The student will submit a 2–3-page reflection essay on a job shadowing experience, responding to pre-assigned questions regarding the workplace environment.

K. Résumé
   The student will reflect on his/her experiences and skillsets to create a current résumé which can be used for future job applications.

L. Final Career Presentation
   The student will submit a PowerPoint presentation with a minimum of 10 slides regarding a career of choice including the main aspects of the career, the student’s career goals in that field, steps to achieving those goals with particular attention to his/her ultimate goal in that arena and emphasizing his/her Christian perspective.

VII. COURSE GRADING AND POLICIES

A. Points

   Course Requirements Checklist   10
   Discussion Board Forum         60
   Personality Traits Activity    100
   Values Clarification Activity  100
   LU Network                     40
   LinkedIn                       50
   Job Shadow Preparation         60
   Research Article Reviews       150
   Job Shadow Reflection          140
   Résumé                         100
   Final Career Presentation      200

   **Total**                      1010

B. Scale
   A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C. Late Assignment Policy
   If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

   Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:
1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# Course Schedule

**INDS 200**


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
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</table>
| 1           | Career Center Handbook: pp. 2–5  
1 presentation | Course Requirements Checklist  
Class Introductions  
Discussion Board Forum | 10  
0  
60 |
| 2           | Career Center Handbook: p. 6  
1 presentation | Personality Traits Activity | 100 |
| 3           | Career Center Handbook: p. 7  
1 presentation | Values Clarification Activity | 100 |
| 4           | Career Center Handbook: pp. 22–23  
2 presentations  
1 website | LU Network  
LinkedIn  
Job Shadow Preparation | 40  
50  
60 |
1 presentation | Research Article Reviews | 150 |
| 6           | Career Center Handbook: pp. 8–11  
1 presentation | Job Shadow Reflection | 140 |
| 7           | Career Center Handbook: pp. 12–19  
1 presentation  
3 websites | Résumé | 100 |
| 8           | Career Center Handbook: pp. 20–21, 26–27  
1 presentation | Final Career Presentation | 200 |

**Total** 1010

*DB = Discussion Board*

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.