

EC 407 (CRN 11923)

Careers in Economics

105 Esslinger • Tuesday from 12:00–1:50 pm
Fall Term 2016 • Department of Economics • University of Oregon

Instructor: Bill Sherman, Director of Career & Advising Svcs
Office: PLC 405 | **Hours:** Monday, Thursday, Friday: 9 am–3 pm
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What to Expect

Welcome to EC 407: Careers in Economics. This course is a part of the CAS 407: Career Connections family, an initiative of the UO Career Center. It has been adapted by the Career & Advising Services office in the Department of Economics to address the specific career development needs of economics students. The curriculum consists of presentations, in-class exercises, and practical homework assignments designed to engage students in proactive career planning and prepare them with strategies and tactics for securing a professional position in the workforce. EC 407 can be taken for a **maximum of two (2) upper-division economics elective credits**. If desired, you can gain an additional two (2) upper-division credits through EC 404: Internship (see pages 5-6 of this syllabus for details).

Learning Outcomes

During this 11-week course you will:

1. Match your interests, values, and strengths to potential careers.
2. Conduct career research, including an informational interview with a professional.
3. Create a customized resume, cover letter, and LinkedIn profile.
4. Develop the knowledge and skill necessary to interview competitively.
5. Establish strategies to help you identify and seize upon career opportunities.
6. Learn to evaluate and negotiate job offers.
7. Develop a Career Action Plan with step-by-step SMART goals.

Professional Etiquette & Ethics

As aspiring career professionals, you will be expected to uphold the following standards in EC 407:

- ❖ Absolutely **NO phone use or web surfing** while class is in session (breaks are okay).
- ❖ Treat classmates with the respect and courtesy.
- ❖ Faithfully and punctually attend both hours of class each week.
- ❖ Complete homework assignments promptly, with careful attention to detail.
- ❖ Ask for help from the instructor if you have any questions about an assignment.

Course Curriculum

EC 407 curriculum will be delivered in the form of weekly in-class presentations, individual and small group activities, handouts, and practical homework assignments. Check <https://canvas.uoregon.edu/courses/67280> for content related to each class in the “Files” section.

- It is your responsibility to download class materials, review each assignment carefully, and respond to class announcements.

Homework Assignments

In general, two hours of academic credit requires you to set aside *at least* **four hours** for homework each week—sometimes more, sometimes less. There are many practical assignments in this class with direct application to the professional world. These assignments will require the use of *Microsoft Word, Excel, & PowerPoint* (though only on a basic level) and you may also use equivalent software programs, such as *Apple Office Suite* or *Google Docs, Sheets & Slides*.

Homework also requires your **strong attention to detail**. I will expect proper spelling, grammar, and punctuation, primarily in your resume and cover letter. Professionalism is key: treat class assignments with the same importance as you would an assignment from an employer in the workplace.

- Assignments are **due every Tuesday by 10 am** and are to be sent to the instructor via email (wsherman@uoregon.edu).

Final Presentation

The final for EC 407 will take place during Week 11 of the term. It involves completion of:

- (1) A written 'Career Action Plan' (the specifics of which will be shared during Wk 8)
- (2) A five-minute presentation of your Career Action Plan, using PowerPoint slides

- The exact time and place of the final exam has not yet been determined. When University of Oregon administration have scheduled the final exam, this syllabus will be revised and the date and location of our final announced in class.

Grading

EC 407 is offered as Pass/No Pass (P/NP) only. Your grade is based on the point system detailed below, which includes a combination of class attendance and homework assignments.

- You must accumulate at least **70% of the points allowable** to successfully pass this class (details on page4, below). Late assignments and missed classes are subject to reduced points.

Need Assistance?

Your success in EC 407 is a priority. If you would like help with any aspect of the homework assignments, contact the instructor at your earliest opportunity to schedule an appointment: wsherman@uoregon.edu.

Assignments, Deadlines, and Point System

| Week | In-Class Topics | Homework Assignment | Due | Points |
|-----------------------------------|--|--|--|-----------------------------------|
| 1 | <ul style="list-style-type: none"> The Career Development Cycle The Holland Code | Strong Interest Inventory (SII) (NOTE: The UO Career Center will a \$10 fee to your UO account take the SII, which includes a detailed report of the results and an in-class interpretation) | Week 2 (Special Due Date: Sunday, Oct 2) | 10 |
| 2 | <ul style="list-style-type: none"> SII Debrief Career Research | Career Research Report | Week 3 (Oct 11) | 10 |
| | | Careers in the Social Sciences Monday, October 10 th 6-8:30 pm in the EMU <i>(extra credit)</i> | | |
| 3 | <ul style="list-style-type: none"> Informational Interviewing Job/Internship Search Strategy | Informational Interview Proposal | Week 3 (Oct 18) | 5 |
| | | Informational Interview + Report (Mid-term Project) | Week 7 (Nov 8) | 25 |
| | | Job Search Report | Week 3 (Oct 18) | 10 |
| 4 | <ul style="list-style-type: none"> Resume Writing | Tailored Resume (first draft) | Week 5 (Oct 25) | 10 |
| | | Resume Review with Instructor | Week 5-6 | 10 |
| 5 | <ul style="list-style-type: none"> Cover Letter Writing LinkedIn | Tailored Cover Letter | Week 6 (Nov 1) | 15 |
| | | LinkedIn Profile | | 10 |
| 6 | <ul style="list-style-type: none"> Interviewing: Basics Professional Networking Career Fair Preparation | Tailored Resume (second draft) | Week 7 (Nov 8) | 10 |
| | | Mock Interview with Instructor | Week 6-8 | 15 |
| 7 | <ul style="list-style-type: none"> Interviewing: Advanced Career Fair Preview Your Value Proposition | The Career Fair Wednesday, November 9 th 12-4 pm in the EMU Ballroom <i>(extra credit)</i> | Week 8 (Nov 15) | 5 |
| | | SOAR Stories Worksheet | | 5 |
| 8 | <ul style="list-style-type: none"> Evaluating Job Offers Salary Negotiation | Salary Research Report | Week 9 (Nov 22) | 10 |
| 9 | <ul style="list-style-type: none"> Goal-Setting Career Planning | Career Action Plan (CAP) | Week 11 (Special Due Date: Monday, Dec 5) | 20 |
| 10 | <ul style="list-style-type: none"> Professionalism in the Workplace | | | |
| 11 | <ul style="list-style-type: none"> CAP Presentation | CAP Presentation (Class Final) | Week 11 (TBA) | 20 |
| 1-10 | <ul style="list-style-type: none"> Lectures, Group Activities | Attendance (each hour = 5 points) | Week 1-10 | 100 |
| Points Needed to Pass: 205 | | | | Total Points Possible: 290 |

EC 404: The Internship Option

In conjunction with EC 407, the Department of Economics has made it possible for majors to earn an additional 2 upper-division elective credits through **EC 404: Internship**.

You have the option of taking EC 404 during any term you have remaining as an economics major (you don't have to do an internship in the same term as EC 407).

Together, EC 407 and EC 404 are worth a combined total of 4 credits and, hence, may substitute for one of your conventional economics electives.

How It Works

Before you can formally register for EC 404, you must secure an internship on your own initiative (the Department of Economics does not assign students to internships).

- You will find abundant internship opportunities through [Duck Connect](#), as well as on the careers pages of employer websites.
- In addition, you are strongly encouraged to reach out to employers proactively, regardless of whether they have a formal internship posted.
- The Economics Department does not give credit for previously completed internships, only those done under the stipulations of EC 404 (see next section).

Get Started

1. Go to economics.uoregon.edu/undergraduate-program/internships.
2. Carefully read the course syllabus linked there.
3. Download and complete both pages of the **Internship Proposal Form**.
4. Submit completed proposal to Bill Sherman in Career & Advising Services (PLC 405): wsherman@uoregon.edu.
5. If approved, you will be cleared to register for EC 404 and receive subsequent instructions from the Department of Economics to add the course on DuckWeb.
6. For the entire term of your internship, you will **submit weekly journal entries** of your activities to Bill Sherman.
7. Towards the end of the term, you will **write an 8-page research & analysis paper** about a topic relevant to your internship.

Important Notes

- All internships must be pre-approved by the EC 404 instructor of record via the proposal process.
- You cannot receive credit for past internships (i.e. internships completed prior to registering for EC 404).
- It is strongly recommended that you **get started on completing your proposal 3-4 weeks prior to the start of the term** (part of the form requires your employer's input).
- EC 404 is graded as Pass/No Pass (P/NP) only. However, it **does count** towards your EC 400-level electives.
- The Department of Economics allows a maximum of two (2) credits for EC 404.
- Taking both EC 404 **and** EC 407 will give you a **combined total of four (4) upper division, 400-level EC elective credits**, allowing you to replace one of your conventional 4-credit electives.
- Your final paper will be graded by Professors Mike Urbancic: urbancic@uoregon.edu or Tim Duy (duy@uoregon.edu).
- Questions? Contact Bill Sherman: wsherman@uoregon.edu.