**TECH 190A Professional Development Dr. Samuel C. Obi**

**(5-6 weeks)**

The goal in professional development is to have a professional portfolio that describes who you are, who you aspire to be, and how to fulfill that professional aspiration. A professional portfolio is an organized collection of relevant documents and artifacts that showcases your talents, most relevant skills, and charts your professional growth.

There are four parts to the professional development section of this class. They include resumes and cover letters, soft skills improvement, personal career development plan, and professional portfolio. These areas are described below.

1. **Resumes and Cover Letters (20 Points)**

Each student will develop a professional resume using any of the different formats listed below. Resume formats are available at: <https://www.livecareer.com/resume-templates>. Students should select and use one of the following formats:

* Engineering
* Professional
* Business
* Entry-level
* Computer and technology
* Management
* Contemporary
* Standard

Your resume should have four main sections: your personal and contact information, your interest, your qualifications, your work experiences. Most resumes are accompanied by cover letters.

1. **Soft Skills Improvement (40 Points)**

Soft skills are personal attributes that enable someone to interact effectively and harmoniously with other people. They are sequenced in modules in this section. Each of the five modules consists of 2-3 video presentation skits that address a group of different skill areas each. Guided class discussions take place at the end of each module. There is a 4-point activity work during and after each module. Half of the 40 points from the soft skill section will be earned through completion of class activity work handouts designed to augment each video clip. Each completed handout is worth 4 points. Five of these handouts will total 20 points.

To earn the other 20 points, each student will write a 3-5 page paper on what you learned from the presentations in the soft skill videos and how you think they can help you in your future professional career as a technology professional. Use the titles of the video skits as subtitles for your paper. The paper should be double spaced and should be number 12 New Roman or Arial font size. Your name and title of the paper should be written on top of the front cover of the report. The report will be graded for completeness, content, format, clarity, spelling and grammar.

The video is titled Business SoftSkills Series and is available at the following links:

* <https://www.hoopladigital.com/title/11059419>
* <http://www.businesssoftskills.com/index.php?r=2>
* http://www.businesssoftskills.com/press/8-1-10%20Career%20Enhancement%20Release.pdf

The episodes to be viewed and discussed will include the following:

1. Introduction to Soft Skills
2. Introduction to Power Listening
3. Business Verbal Communications
4. Introduction to the Business World
5. Resume Writing
6. Interviewing and Networking
7. Finding a Job
8. Workplace Relationships
9. Phone Etiquette
10. Email Essentials
11. Business Written Communication
12. Customer Service Basics
13. Career Transitions
14. Successful Meetings and Events
15. **Personal Career Development Plan (40 Points)**

This is a 3-5-page plan that comprehensively describes your career goal from your own perspective. This plan is intended to ask and answer the following questions and should bear the accompanying five major headings as the subtitles:

* 1. What do I want to be and why do I need to be that? Propose your career goal e.g. Vice President manufacturing, CEO xxx corporation, Director of engineering, general manager, director of operations etc.
     1. Specific career
     2. Specific job
     3. Requires full job description
     4. (Needs copy of sample announcement or job posting)
  2. What do I need to get there? Find competencies that make up the career goal
     1. Full qualifications of folks who do such job or career
     2. Full description of requirements for those who do such career or job
  3. What do I have now? Determine which competencies you possess
     1. Full description of the competencies you presently have
  4. What more do I need to get what I want? Determine competencies you don't yet possess
     1. Full description of what is required – what you have
  5. How can I get what I need to meet my need? Determine how to acquire competencies you don't yet possess
     1. Should show your planned pathway to meet the need.

1. **Professional Portfolio (20 Points)**

Your professional portfolio is a ctually a combination of some of the things you did already and some additional assignments all enclosed in a folder. When completed, this portfolio pretty much describes you as a complete professional. The contents of your portfolio are **inspected as scheduled**. 10 of the 20 points will go toward the scheduled inspection. It should include the following materials:

1. Three different job advertisements of careers that suit you
2. Cover letter addressed to a potential employer in one of the above jobs
3. Your resume which focuses on the job addressed in the cover letter
4. Your 3-5 page personal career development report with three subtitles of a) competencies required to meet my career goal, b) competencies I currently possess, and c) how to meet competencies I currently don't possess.
5. A sample of your past project, research or best documented scholarly achievement (if any).
   * 1. Make your presentation on this
     2. Submit your portfolio to instructor

**Procedure**

Students are expected to follow the schedule provided for the above requirements. At the end of this exercise, a report and a presentation will be required as follows:

**Report (10 Points)**

A 1 ½ - 2-page, double-spaced written report is required from each student. The report should include the following (each with its own subheading or title): 1) A ½ - 1-page introduction and description of the contents of your portfolio and where to find anything in it, and 2) a one-page descriptions of how you think the activities in this class helped to prepare you for your career goal. This report should be placed in the first section of your portfolio.

**Oral Presentation** **(20 Points)**

You will be required to make a 10-15-minute oral presentation of your professional development plan. This presentation should include pertinent information about your career goal, where you are, where you plan to be in five years from now, what you need to get there, and how you plan to get there. This is an opportunity for you to share and network with your colleagues about your career interests and how you plan to reach your career goal. This information can help your colleagues to inform you about any related career opportunities in your interested areas. Envision this as an avenue to really market yourself, and a step to help you improve your future real-life presentations. Your presentation should show your professional profile, mimic real life presentations, and should allow for question and answer sessions at the end. Students should schedule their presentations with the instructor.

**Project Portfolio Content Organization and Submission**

The comprehensiveness of this project demands that your report be submitted in a well-bound portfolio: three-ring or professionally bound. All materials generated should be placed in a portfolio and their pages noted before submission. The professional portfolio is due on the scheduled date (see class schedule). The contents of each portfolio should be ordered as follows:

1. Cover page that includes a title, the course name, your name and the semester and year of the project.
2. A table of contents that indicates where to find everything in the portfolio.
3. Your 1 ½ - 2-page report
4. Resumes
5. Cover Letters
6. Personal Career Development Plan
   1. What do I want to be and why do I need to be that?
   2. What do I need to get there?
   3. What do I have now?
   4. Competencies I don't yet possess
   5. How can I get what I need to meet my need?
7. Soft Skills Improvement (past returned assignments and required report)
8. Oral Presentation Slides
9. Professional Portfolio

**Grading Criteria for Professional Development (50 Points)**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria Points Points**

**Possible Received**

1. Written report (1 1/2-2 pages): 10 \_\_\_\_\_\_\_

Completeness, format, grammar,

spelling, clarity etc.

2. Resume and Cover Letters: Completeness, 20 \_\_\_\_\_\_\_

format, dimensioning, title, analysis,

clarity etc.

3. Soft Skills Activities: Completeness, format, clarity,

analysis, etc. 40 \_\_\_\_\_\_\_

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4. Personal Career Development Plan: Completeness,

correctness, clarity, etc. 40 \_\_\_\_\_\_\_

5. Professional Portfolio: Completeness,

followed schedule, correctness, clarity, etc. 20 \_\_\_\_\_\_\_

6. Oral presentation: Time, completeness, content,

visual aids, clarity, outline, audibility,

appearance, etc. 20 \_\_\_\_\_\_\_

**Total Points Received out of 150 \_\_\_\_\_\_**

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_