Career Center Programs Courses

Exploring Majors & Careers Course

Career Exploration. 49300 (CCP200)
Identify interests, skills and values in order to target possible majors and career opportunities that connect to your interests.
Student benefits: Explore majors and careers.
Course details: 2 credit hours, 16 week course, S/U grade.
Assignments include: Self-assessments, informational interviewing, attendance at Exploring Majors Fair and Job & Internship Fair, Non-Profit & For-Profit comparison, experiential education.

Internship Courses

Washington Center Internship Program. 42020 (CCP200)
Academic internship program offering placements for all majors.
Student benefits: Acquire professional work experience while earning academic credit.
Course details: 12 credit hours (Fall/Spring)/6 credit hours (Summer), S/U grade, 16 week (Fall & Spring)/10 week (Summer) course, 2.75 Cumulative GPA; second semester sophomore status; permission code required.
Assignments include: Portfolio describing work experience.
Enrollment in an evening course that includes exams and papers.

PCC Academic Internship**. 49200 (CCP200)
Expand internship experiences by developing learning objectives and reflections on the internship experience and practices skills for shifting attitudes.
Student benefits: Reflect on how internship experience relates to academic coursework and future career goals.
Course details: Online, 1.5 credit hours, 16 week course, S/U grade, visit bit.ly/pccacademicinternship for eligibility.
Assignments include: Journal reflections, learning objective statement, final reflection paper, self and supervisor evaluation.

Job & Graduate School Search Courses

Graduate Admissions 101**. 49305 (CCP200)
Learn about and complete steps in the graduate admissions process.
Student benefits: Provided opportunity to apply for graduate school through the course.
Course details: Online, 1 credit hour, 10 week course, S/U grade, must be sophomore or higher standing.
Assignments include: Program research, personal statements, resume and cover letter creation, practice exams, interviews.

Job Search Strategies. 49310 (CCP200)
Learn how to conduct a successful job search; resume development and enhancement; networking; self-promotion/branding; job search strategies; developing a career management plan.
Student benefits: Apply skills immediately to search for internships/jobs and to receive assistance from a career coach.
Course details: 2 credit hours, 12-14 week course, S/U grade, must be second semester sophomore or higher.
Assignments include: Quizzes, self-reflection exercises, resume review; create a social media and career profile; job search plan; class presentation.

Job & Graduate School Search Courses cont.

Suit Camp for the Job Search**. 49600 (CCP100)
Learn basic needs for finding full-time employment in a fast-paced, “be ready now” environment.
Student benefits: Develop a resume, learn networking and interviewing techniques, and develop a personal job search plan.
Course details: Online, 1 credit hour, 8 week course, S/U grade, must be sophomore or higher standing.
Assignments include: Resume creation, reflections, personal job search plan.

Social Media for Your Job Search*. 49505 (CCP100)
Learn how to effectively use social media for a job search.
Student benefits: Build an online presence, as well as how to use online sites effectively when conducting a job search.
Course details: Online, 1 credit hour, S/U grade, must be sophomore or higher standing.
Assignments include: Journal reflections, developing online profiles, final presentation.

Professional Development Courses

Communication for the Workplace. 49400 (CCP100)
Learn how effective verbal and written communication is utilized in the workplace.
Student benefits: Learn how email and social communication is used at work, and practice presentation and assertiveness skills.
Course details: 1 credit hour, 8 week course, S/U grade, must be sophomore or higher standing.
Assignments include: Reflections, case study, final presentation.

Office Etiquette for the Workplace. 49505 (CCP200)
Learn how professionalism and work ethic is demonstrated in the workplace.
Student benefits: Develop time management and organization skills relevant to full-time employment, and skills used to succeed in a multi-generational workplace.
Course details: 1 credit hour, 8 week course, S/U grade, must be sophomore or higher standing.
Assignments include: Reflections, case study, final presentation.

Successful Teamwork for the Workplace. 49800 (CCP100)
Learn problem solving and self-awareness skills relevant to the workplace.
Student benefits: Apply listening and critical-thinking skills in scenarios relevant to the workplace, as well as summarize what it means to be globally minded in the workplace.
Course details: 1 credit hour, 8 week course, S/U grade, must be sophomore or higher standing.
Assignments include: Reflections, case study, final presentation.

Leadership Courses cont. Professional Development Courses

Communication Skills for Leaders. 42100 (LS202)
Learn what people need to know to communicate effectively as leaders in professional and personal relationships.
Student benefits: Understand how to identify communication styles and adapt your own style to succeed in various situations; network and develop communication skills in interactions with employers.
Course details: 1 credit hour, S/U grade.
Assignments include: In-class writings, discussion board posts, photo essay, communication plan of action.

Strengths-Based Leadership. 42101 (LS202)
Examine and evaluate personal unique talents, and gain a better understanding of leadership from a “Strengths” perspective.
Student benefits: Examine and evaluate personal unique talents, be more engaged, and gain a better understanding of leadership from a Strengths perspective.
Course details: 1 credit hour, S/U grade.
Assignments include: In-class reflections, discussion board postings, final presentation.

Culturally Intelligent Leadership. 42102 (LS202)
Incorporate the National Coalition Building Institute (NCBI) and Cultural Intelligence Quotient (CQ) trainings, to learn from the experiences of other participants/employers in real work environments and practices skills for shifting attitudes.
Student benefits: Complete the listed trainings, network with employers at an exclusive networking event, and resumes will be provided to employers at the completion of the course.
Course details: 1 credit hour, S/U grade, sophomore or higher standing, must submit an interest paragraph in order to be considered.
Assignments include: Pre- and post-tests, self reflection, and completed resume.

Leadership Community Seminar. 42105S (LS202)
Develop leadership knowledge and skills through workshops and programs; meaningful involvement and engagement on campus and in community through service learning opportunities; team building through a variety of initiatives and student-led programming; interaction with others making their own personal impact.
Student benefits: Develop a community with students interested in leadership development and help a big university feel small.
Course details: 1 credit hour, 16 week course, S/U grade, open to Personal Impact Living-Learning Community members only.
Assignments include: Attendance and participation.

100 Pomerantz Center, Suite C310
Iowa City, IA 52242
careers.uiowa.edu (319) 335-1023

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this event, please contact the Pomerantz Career Center in advance at (319) 335-1023.

NOTE: *** Online Course

2014 - 2015

Pomerantz Career Center
Leadership Courses
Courses listed on the 4 inner panels all count towards the Leadership Certificate (12 cr). For more information, visit careers.uwseattle.edu/leadership-courses

Leadership Certificate Internship ** (42177, 15.2010)
Registration of practical work experience with leadership concepts, for students pursuing the Leadership Certificate.
Student benefits: Summarize the connection between leadership concepts and competencies and leadership skill development in a workplace setting.
Course details: Online, 0 or 3 credit hours, 16 week course (12 week during summer). 5/7 cr grade, must have completed LS510 and additional 0 cr of approved leadership course work; permission code required.
Assignments include: Resume, three mid-semester papers, final paper, creative work samples created throughout internship, self and supervisor evaluations.

Global Leadership Initiative ** (42177, 15.2010)
Increase understanding of how to interact, work with, and lead others in a global context.
Student benefits: Increased understanding of effective universal leadership attributes, personal cultural value orientation and intercultural communication concepts, and integration of knowledge needed for strategic planning in cross cultural environments.
Course details: Online, 1 credit hour, 3 week online workshop. 5/7 cr grade, must be interning /volunteering abroad or planning to do so the semester following participation in the course.
Assignments include: Goals and action planning, cultural comparison paper, informational interview, personal experience reflection, leadership philosophy.

Global Leadership Initiative: Xicotepec 42106 (15.2010), 6 cr (ARBX 5200)
A cross discipline service-learning course that culminates in a 7 day trip to Mexico over spring break to conduct service projects in collaboration with Rotary International; examine Mexican-US History and global leadership competencies.
Student benefits: Understand how to be an effective cross-cultural leader; learn to work in cross-cultural teams and the importance of social justice and service work.
Course details: 5 cr credit hours, 12 week course, letter grade, must be in at least CLA Phase 2 and selected via application.
Assignments include: Quizzes, 3 short self-reflections, group service project, final group report, final group presentation, individual goals and action planning.

Leadership Theory to Practice ** (42105, 15.2011)
Analyze historical concepts, theories, and models regarding leadership; compare and contrast the various perspectives, assumptions, strengths, and weaknesses of the major leadership theories.
Student benefits: Assess personal leadership qualities and skills and develop a plan to improve leadership potential. Research and understand the connection between leadership theory and practice as applied to own leadership practice and real-world situations.
Course details: Online, 3 credit hours, 16 week course, letter grade. Assignments include: TBD.

“Leadership and learning are indispensable to each other.”
—John F. Kennedy

PCC Leadership Internship 42101 (5/2014)
Develop and improve skills employers seek in new graduates in a structured environment; for students who have secured an internship focused on leadership and professional skills development in the Pomerantz Career Center and related programs.
Student benefits: Develop leadership and professional skills employers seek.
Course details: 1 credit hour, course week varies. 5/7 cr grade, must be sophomore or higher standing; 12 cr of UI course work; secured internship approved in advance by instructor; permission code required.
Assignments include: Work 10 hours per week for at least 10 weeks during spring or fall term, or 8 weeks in summer.

NOTE: ** = Online Course

Career Leadership Academy Phase 1, 42106 (15.2010)
Examine concepts in leadership while developing skills necessary for unique career paths: first of a four phase series.
Student benefits: Increased awareness of strengths and skills, goal setting, and networking opportunities with leaders and employers.
Course details: 2 credit hours, 12 week course, letter grade, must have completed 15 credit hours.
Assignments include: Strengths assessment, informational interview, goals and action plan, two short papers, quizzes.

Career Leadership Academy Phase 2 42107 (15.2012)
Develop an understanding of how to work and lead effectively in teams, while also exploring the career development components of resume writing, LinkedIn profile summary construction and networking with employers.
Student benefits: Understand group dynamics, how to deal with difficult people, communication and listening skill development, and professional presentation skill development.
Course details: 2 credit hours, 12 week course, letter grade, must have completed LS501.
Assignments include: Resume creation and review, short paper, Strengths Based Teams Workshop, group presentation and evaluations, quizzes, and goal and action planning.

Career Leadership Academy Phase 1 & 2 210576 (15.2012)
A combination of LS501 and LS502, work on a service-learning project with an Iowa City Community partner while exploring career development components such as transferable skills, interviewing, job seeking, personal branding, and career pursuits after graduation.
Student benefits: Understand transferable skills, develop effective interviewing techniques, work with stakeholders, create a philosophy of leadership, learn personally branding techniques, plan for job seeking and life after college.
Course details: 3 credit hours, 16 week course, letter grade, must have completed LS501 or LS502.
Assignments include: Quizzes, ice breaker facilitation, attend Etiquette Dinner event, mock interview, personal budget, goals and action planning, tailored resume and cover letter, group service project, brief service project paper.

Perspectives on Leadership: Principles & Practice 210579 (15.2010)
Broad foundation of leadership knowledge representing diverse approaches to studying and practicing leadership; core course for students pursuing the Leadership Certificate.
Student benefits: Understand leadership competencies needed for effective leadership practice; learn about leadership from a multi-disciplinary perspective.
Course details: 3 credit hours, 16 week course, letter grade, sophomore standing and permission code required. For Leadership Certificate students only.
Assignments include: Quiz and exams, research paper, group presentation and group facilitation.

“Become the kind of leader that people would follow voluntarily; even if you had no title or position.”
—Brian Tracy

Career Leadership Academy Phase 3 42108 (15.2012)
Work with community partners to develop a group service-learning project in the Iowa City community using the social change model of leadership. Explore career preparedness components of interviewing, networking with social media, and understanding transferable skills.
Student benefits: Understand the skills employers are looking for in college graduates and effective interviewing techniques; learn how to work with outside stakeholders to complete a project.
Course details: 2 credit hours, 12 week course, letter grade, must have completed LS500 or LS501.
Assignments include: Quizzes, mock interview, group service project, short project paper, goals and action planning, ice breaker facilitation.