

coms 180

Professional Development Practica

Objectives: To prepare for a career in communication and develop necessary professional etiquette.

You must complete five professional development practica throughout the semester. Three are required, two you can choose from the options below.

PDP#1—Wednesday, February 13

PDP#2—Monday, February 25 (Mock Messages workshop in class)

PDP#3—Wednesday, March 13 (Job Posting or Organizational Inquiry)

PDP#4—Wednesday, April 3 (Polished Resume & Cover Letter)

PDP#5—Wednesday, May 1

Required Practica:

- PDP#2 Mock Messages, Due Monday February 25 (BRING HARD COPY TO CLASS)
 - o Craft a set of short mock messages you might send to your future employer. Topics to address (in separate messages):
 - Inquiring about an open position
 - Scheduling a meeting to discuss a possible raise
 - Letting your manager know you have serious concerns (you define the concerns)
 - Telling your boss you will be late for work
 - Indicating you plan to leave your position
 - o On Canvas, submit your various messages, indicating what modality you would use (letter, email, phone call, text message, homing pigeon, etc.)

- PDP#3 Job Posting or Organizational Inquiry, Due Wednesday, March 13
 - o Find a specific communication related position or organization you think you might want to work for in the future. Craft 5 questions about the job or organization, and then CALL to learn more about the job and/or company. This might require sleuthing to find out who to call.
 - o On Canvas, submit a paper including the person you spoke with (with organization name and their direct phone number), the questions you asked, and a reflection paper about the experience of cold calling a potential employer. (Things to consider: Were you nervous? Was it easy to find someone to talk to? Did you get answers to your questions? Based upon what you learned, do you still want to apply for the job or work for the company?)

- PDP #4 Polished Resume & Cover Letter, Due Wednesday, April 3
 - o Polish your resume and craft a cover letter for a real communication related job posting. Submit your resume, cover letter, and a copy of the job posting to Canvas by Wednesday, April 3. Bring a hard copy of your resume to class April 3

Practica Options (PDP #1 Wednesday, February 13 and PDP #5 Wednesday, May 1):

- Meeting with a career advisor
 - Set up an appointment with a career counselor and discuss your future work opportunities. On Canvas, submit a reflection about the experience, what you learned, and what you plan to do next. Include some sort of documentation about your appointment (a note from the career counselor, email confirmation, photo, etc.)

- Participating in a career center activity (workshops, etc.)
 - Attend a career center event or workshop. On Canvas, submit a reflection about the experience, what you learned, and what you plan to do next. Include some sort of documentation about your experience (a note from the workshop leader, photo, etc.)

- Attending a career fair on campus
 - Attend a career fair on campus. On Canvas, submit a reflection about the experience, what you learned, and what you plan to do next. Include some sort of documentation about your experience (handouts from various organizations, photos)

- Communication Career Search
 - Find five different communication related job postings (aka jobs that require a communication degree) that interest you. Analyze the postings—where they hard to find? What do the jobs have in common? How do they differ? Which ones are especially interesting to you and why? What concerns do you have about applying for these jobs?
 - Craft a reflect paper and post to Canvas, along with copies of the job postings.

- Wild Card
 - Have a fun career or professional-development activity in mind? Feel free to propose it in advance and we can come up with guidelines.