FCS 4000 -- Professional Focus of Family & Consumer Sciences
Fall 2012

Instructor: Lisa Brooks, PhD, RD
SFCS Internship Coordinator
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Office Hours: M & T 12:00 – 2:00 pm Appointments are *strongly* recommended.

Course Description: Professional integrative focus on the discipline of family and consumer sciences and preparation for professional practice. (Note: It is highly recommended that students complete the FCS 4275 internship within one to two semesters of completing FCS 4000).

Prerequisites: FCS 1000, FCS 2000, FCS 3000 each with a grade of "C" or better and completion of 75 hours. These prerequisites are strictly enforced.

Course Objectives: Upon completion the student will:

a. Demonstrate skills necessary to transition into a professional career
b. Analyze public policies related to family and consumer sciences
c. Identify current workplace trends and challenges
d. Complete development of a professional portfolio (*core committee omitted)
e. Identify current issues and trends in the profession and society
f. Develop a personal philosophy of the integrative nature of the family and consumer sciences profession

Attendance/Attitude/Course Policies

This class is designed to cultivate the knowledge, skills, and abilities required for the professional work environment. It is important to practice the art of being a professional during each class session. Proper etiquette and civility is required.

Participation: To earn participation points, students must be present for the entire class session and actively involved in class. Please note that there is an additional stipulation to earning participation points – if a student is using a cell phone (e.g., talking, texting, Internet usage) or a laptop computer during class, then 30 points will be deducted from the total class points for each infraction and students will need to leave class upon request.

Punctuality, Positive Attitudes, Professional Language, and Professional Behavior: Promptness (adhering to deadlines; being on time for class) is required. If you are more than ten minutes late, you will receive no attendance points and/or assignment points for that session. Moreover, assignments must be submitted on time (on the assigned due date AND at the precise BEGINNING of the class session, e.g., *11:00 am sharp*). Late assignments are not accepted and a zero for that assignment will be issued. Offensive language (worn as jewelry, on t-shirts, or via the spoken or written word) and any other behavior that is deemed as unprofessional *will not be tolerated under any circumstances.* An automatic letter grade deduction will be imposed per incidence and the student will be asked to leave class upon request. Habitual displays of unprofessional behavior may result in being expelled from the course since these behaviors are not tolerated in the workplace and most often result in termination.

Attendance: Attendance will greatly affect grades. Missed assignments such as reaction papers, in-class exercises, or other scheduled assignments cannot be made-up regardless of reason (illness and excused absences included). Late assignments are not accepted. A total of ten "grace" points will be awarded to all students at the end of the semester to account for missing assignments due to excused or unexcused absences, unintentional tardiness, etc. Please

note that all students are required to attend the session on d2l instruction for the orientation to the internship. An automatic letter grade deduction will be imposed for any student who does not attend without appropriate documentation. Students must pass with the d2l training short-answer quiz at midterm and the final exam with a minimum of 80% to avoid a letter grade deduction.

Electronic Communication

Electronic mail (e-mail) **should not** be used to ask the instructor for lecture notes, missed assignments, or other course handouts. Please use the buddy system to contact a fellow classmate for such materials in the event you miss class. Should you use e-mail to contact the instructor, please put FCS 4000 in the subject line. **Use your eiu.edu pen account**. Please note that **electronic submissions for any assignments are NOT accepted**. Allow 24 to 48 hours response time for e-mails. E-mail messages submitted after 4:00 pm on Fridays will not be answered until Monday.

Turning in Assignments

If you are absent, it is YOUR responsibility to find out what assignments have been made, how they are prepared, and when they are due**. I do not accept late assignments**. **They are due in paper format (no e-mail submissions) at the beginning of the class period on the assigned due date. Late portfolios will not be accepted!** If you have a university excused absence, you must contact the instructor at least 24 hours before the portfolio assignment due date. Please note that an appointment with University Health Services is not sufficient. Documentation that provides proof of treatment for a serious illness will be required and requested. The instructor is not responsible for papers turned in early or late, slipped under the office door, put in my mailbox, or e-mailed. Due to time constraints and due to fairness to other students, presentations **cannot be made up** regardless of the reason (excused and unexcused) so select the date carefully. All assignments **must be stapled** (no paper clips, crimped corners, etc.). The instructor will not be responsible for lost or missing pages. All typed assignments must be printed in black ink and the instructor reserves the right to deduct points for poor print quality, papers without a name, or inappropriately submitted papers. **"Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1). To encourage original and authentic written work, any written assignment created in this course may be submitted for review to Turnitin.com and will become a searchable document with the Turnitin-protected and restricted use database."** ***(*Please note that plagiarism is taken very seriously. A plagiarized paper will result in automatic course failure)**

Documented Disability

If you feel you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583.

Assignments/Grading

Evaluation:	***Points**
Exams (Mid-term & Final 60 pts. each)	120
Attendance/Participation (25 sessions @ 2 pts. each)	50
Class assignments/d2l workshop	75
Group Project	75
*Approximate **TOTAL**	300

Grading Scale:

90% or above = A; 80 – 89%=B; 70-79%=C; 60-69%=D; Below 59%=F

FCS 4000 Professional Focus of Family and Consumer Sciences

Fall 2012 Course Schedule Tuesday 5:00-6:40 pm (FCS 4000.001)

Tentative Course Schedule

Week 1	August 23	Introduction to Class Assignments, Grading Scale Personal Assessment discussion
Week 2	August 30	Professionalism Resume writing
Week 3	September 6	Cover letter format Resume workshop
Week 4	September 13	**Resume due (Final Draft)** Thank you letter format Interview expectations Professional attire
Week 5	September 19	**Attend Career Network Day;** ***Wednesday, 9/19 10:00 am – 1:30 pm** *Please plan accordingly
Week 6	September 27	**Cover letter due (Final Draft)** **Career Fair Assignment Due** Telephone Interviews Netiquette
Week 7	October 4	**Thank you letter due (Final Draft)** **Orientation to Internship** ***Required** ****Bring Student Intern Packet to class**
Week 8	October 11	***Computer lab: d2l instruction** ***Required** The Power of the Handshake
Week 9	October 18	**Exam #1** Illegal Interview Questions

		Report Presentation Workshop
Week 10	October 25	Dining Etiquette Stress Management
Week 11	November 1	Report Presentations
Week 12	November 8	Report Presentations
Week 13	November 15	Report Presentations
Week 14	November 22	**Thanksgiving Break (no classes)**
Week 15	November 29	Report Presentations
Week 16	December 6	Course Wrap Up

Final Exam **Thursday, December 13 5:15 pm**

FCS 4000 Professional Focus of Family and Consumer Sciences

Tuesday/Thursday 11:00 am

Tentative Course Schedule

Week 1	August 21	Introduction to Class Assignments, Grading Scale
	August 23	Personal Assessment discussion
Week 2	August 28	Professionalism
	August 30	Resume writing
Week 3	September 4	Resume writing
	September 6	Resume workshop
Week 4	September 11	Cover letter format **Resume due (Final Draft)**
	September 13	Interview expectations Professional attire
Week 5	September 18	**Cover letter due (Final Draft)** Thank you letter format
	September 19	**Career Fair: Required Attendance** ***Wednesday 10:00 am – 1:30 pm**
Week 6	September 25	**Career Fair Assignment due** Selection of Report topics Groups to meet/Rubric Provided
	September 27	**Thank you letter due (Final Draft)** Telephone Interviews
Week 7	October 2	**Orientation to Internship *Required**

Print & Bring: Student Intern Packet

	October 4	**Orientation to Internship *Required**

Print & Bring: Student Intern Packet

Week 8	October 9	**Computer Lab – d2l Instruction**

		***Required**
	October 11	The Power of a Handshake
Week 9	October 16	**Exam #1**
	October 18	Illegal Interview Questions
Week 10	October 23	Dining Etiquette
	October 25	Stress Management
Week 11	October 30	Group Workshop
	November 1	Group Workshop
Week 12	November 6	Report Presentation
	November 8	Report Presentation
Week 13	November 13	Report Presentation
	November 15	Report Presentation
Week 14	November 19-23	Thanksgiving Break (No Classes)
Week 15	November 27	Report Presentation
	November 29	Report Presentation
Week 16	December 4	Report Presentation
	December 6	Wrap up

Cumulative Final Exam: Monday, Dec. 10 12:30 pm

FCS 4000 Professional Focus of Family and Consumer Sciences
Monday/Wednesday 11:00 am

Tentative Course Schedule

Week 1	August 20	Introduction to Class Assignments, Grading Scale
	August 22	Personal Assessment discussion
Week 2	August 27	Professionalism
	August 29	Resume writing
Week 3	September 3	Labor Day – No Class
	September 5	Resume workshop
Week 4	September 10	Cover letter format **Resume due (Final Draft)**
	September 12	Interview expectations Professional attire
Week 5	September 17	**Cover letter due (Final Draft)** Thank you letter format
	September 19	**Career Fair: Required Attendance** 10:00 am – 1:30 pm
Week 6	September 24	**Career Fair Assignment due** Selection of Report topics Groups to meet/Rubric Provided
	September 26	**Thank you letter due (Final Draft)** Telephone Interviews
Week 7	October 1	**Orientation to Internship *Required**

Print & Bring: Student Intern Packet

	October 3	**Orientation to Internship *Required**

Print & Bring: Student Intern Packet

Week 8	October 8	**Computer Lab – d2l Instruction *Required**
	October 10	The Power of a Handshake
Week 9	October 15	**Exam #1**
	October 17	Illegal Interview Questions (cont.)
Week 10	October 22	Dining Etiquette
	October 24	Stress Management
Week 11	October 29	Group Workshop
	October 31	Group Workshop
Week 12	November 5	Report Presentation
	November 7	Report Presentation
Week 13	November 12	Report Presentation
	November 14	Report Presentation
Week 14	November 19-23	Thanksgiving Break (No Classes)
Week 15	November 26	Report Presentation
	November 28	Report Presentation
Week 16	December 3	Report Presentation
	December 5	Wrap up

Cumulative Final Exam: Wednesday, Dec. 12 10:15 am