

Ecology, Evolution and Natural Resources Senior Capstone Course

11:216:499

Spring Semester: Tuesdays 2:15–3:35, ENR 123

INSTRUCTORS

Dr. Kimberly Russell (russell@aesop.rutgers.edu)

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COURSE DESCRIPTION

This course will help you review, synthesize and articulate your academic and professional experience. In addition, Senior Capstone will help prepare you for the transition into the real world of finding jobs and dealing with life after graduation. You will learn how to present yourself, orally and in writing, in a way that will convince others of your value. Along with individual critiques from Drs. Russell and Ehrenfeld, a critical component of this course is peer review. You will critique each other's written and spoken assignments, and, most importantly, offer helpful suggestions. Providing and accepting valuable criticism is an important professional and life skill. Students will meet as a group in ENR 123, and individually with instructors.

LEARNING GOALS

- **Communicate effectively orally in writing**
- **Effectively present your professional and academic accomplishments via resumés, personal websites and interviews**
- **Communicate professionally with potential employers and/or potential graduate advisors**

Grading: The goal of this course is to increase your skills in presenting yourself to employers and graduate school advisors. Therefore, we hope this motivates you to attend and participate. To pass the course, you will need to attend **and** participate in the class and during instructor meetings. Students with more than one unexcused absence will be dropped a letter grade.

Resources: We will post lecture slides and other useful materials on Sakai.

Tentative Schedule

Important Dates		Assignments
1/19	WEEK #1	
	<i>In Class:</i> Introduction to the class, notes on peer review, types of jobs & where to find them	
1/26	WEEK #2	
	<i>In Class:</i> Dr. Larry Jacobs from the Career Center	
2/2	WEEK #3	
	<i>In Class:</i> Career Options & Paths; Grad School	

	Former Graduates	
2/9	WEEK #4	
	In Class: Resumé peer-review	Bring resumé draft & job ad/Grad school program description (3 Print copies)
2/14		E-mail modified resumé to Instructors by 2/14.
2/16	WEEK #5	
	Instructor Meetings (see schedule) to discuss resumé	
2/23	WEEK #6	
	<i>In Class:</i> Discussion of Personal Statements/Cover Letters	
3/1	WEEK #7	
	<i>In Class:</i> Dr. Barbara O'Neill, Extension Specialist in Financial Resource Management, will present on personal finances	
3/8	WEEK #8	
	<i>In Class:</i> Peer review of Personal Statements/Cover Letters	Bring draft of Personal Statement and/or Cover Letter to class (3 Print copies)
3/15	SPRING BREAK, NO CLASS	
3/20		E-mail draft of revised resumé & personal statement/cover letter by 3/20
3/22	WEEK #9	
	Instructor Meetings (see schedule) to discuss resumé, personal statements/cover letters	
3/29	WEEK #10	
	<i>In Class:</i> Discussion on web presence: Twitter, LinkedIn, Facebook & personal websites	Bring laptop
4/5	WEEK #11	
	<i>In Class:</i> Peer review of websites Letters of Recommendation	Bring laptop
4/10		E-mail website link to Instructor by 4/10
4/12	WEEK #12	
	Instructor meetings (see schedule) to discuss websites (& other as needed)	
4/19	WEEK #13	
	<i>In Class:</i> Preparing for job interviews	
4/26	WEEK # 14	
	<i>In Class:</i> Peer mock interviews: ice breakers & achievement stories	Practice your ice breaker & 2 achievement stories