

## **Practicum (RSTO 2264)**



**Credit:** 2 semester credit hours (2 hours lecture, 16 hours work)

**Prerequisite/Co-requisite:** None

### **Course Description**

Practical general workplace training supported by an individualized learning plan developed by the employer, college and student.

### **Required Textbook and Materials**

1. Text is creating your Career Portfolio, 2<sup>nd</sup> edition, Anna Graf Williams, Karen Hall. Pearson Education ISBN: 013-606815-4

### **Course Objectives**

Upon completion of this course, the student will be able to:

1. Function practically in the general workplace, their training will be supported by an individualized learning plan developed by the employer, college, and student.

### **Course Outline**

1. Planning Your Portfolio?
  - a. Design Your Career
  - b. The Career Portfolio
2. The Resume: An Overview of Your Portfolio
  - a. What Goes in Your Resume
  - b. Resume Basic
  - c. New Trends in Resume
3. Proving Your Skills
  - a. Looking at the Big Picture
  - b. Work Samples
  - c. Letters of Recommendation
4. Your Commitment to Personal Growth
  - a. Professional Memberships and Services
  - b. Using the Portfolio to Track Certification & Professional Development
5. Using the Portfolio to Keep Track of Certification & Professional
6. Development
7. Sounds Great- But It Won't Work For Me
  - a. Common Stumbling Blocks

### **Grade Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D

Approved 01/2013

## Course Evaluation

Final grades will be calculated according to the following criteria:

Assignment Log	50%
Portfolio	20%
Work Evaluation	30%

## Course Requirements

1. Be able to write a Resume
2. Be able to locate a job and set up a practicum
3. Be able to monitor progress and building job skills
4. Be able to build a portfolio

## Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

## Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office.

## Course Schedule

Week	Topic	Reference
1	Why do I need a Portfolio? 1. Proof 2. An edge	pp. 3-4
2	Planning Your Portfolio? 1. Design Your Career 2. The Career Portfolio	pp. 5-12
3	The Resume 1. What Goes in Your Resume 2. Resume Basic 3. New Trends in Resume	pp. 22-50
4 - 12	Logging Work Evaluations	
13	Employee Evaluation From Employer	