

**EAS Career Development  
EAS 4801/8801 (1 Credit Hour)  
Spring 2021**

**\*\*\*This is a hybrid course\*\*\***

**Meeting Times:** 3:30 – 4:20 PM Tuesdays  
**Location:** MoSE G021 or Online via Bluejeans Meetings

**Instructor**

Dr. Zachary Handlos  
Office: 1251 Ford ES&T Building  
Email: zachary.handlos@eas.gatech.edu  
Office Hours: TBD or by appointment

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**\*\*\*Statement about Wearing Masks\*\*\***

**Masks ARE REQUIRED on campus.** There are no exceptions to this policy (unless otherwise discussed with the course instructor). Please contact the course instructor if you have any issues regarding access to a mask or regarding this policy.

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**\*\*\*COVID-19 Statement\*\*\***

If you are experiencing a fever (i.e., temperature over 100°F), cold-like symptoms, sore throat, dry cough, flu or any other type of illness, **DO NOT COME TO CLASS IN-PERSON.** Please inform the course instructor ASAP if you will miss class due to illness.

Please complete the following daily COVID-19 checklist every day prior to attending ANY class in-person: [https://health.gatech.edu/sites/default/files/images/daily\\_checklist.pdf](https://health.gatech.edu/sites/default/files/images/daily_checklist.pdf)

If you said “yes” to any of the checklist items, stay home or get off of campus ASAP.

If you test positive for COVID-19 and/or have COVID-19-like symptoms, please read the “If you Get Sick” section at this link here, and follow ALL directions:  
<http://health.gatech.edu/coronavirus/campus-guidelines>

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### **Course Objective**

This is a one hour (for one credit) class for Earth and Atmospheric Science students. It is an interactive-style class, teaching skills and strategies for identifying a preferred career path and conducting a successful job search.

At the conclusion of the course, students should be able to:

- Network effectively to advance career goals
- Deliver an effective introduction
- Identify a preferred career path
- Create a high impact resume that represents the student well
- Communicate the resume to recruiters
- Perform the fundamentals of good interviewing
- Research company information
- Compose proper written communications with companies
- Dress appropriately for a job search
- Perform appropriate business etiquette
- Achieve the most benefit from career fairs
- Participate effectively in information sessions
- Conduct a successful job search
- Experience success in a new career

### **Class Attendance and Participation**

This course is highly interactive and experiential, so class attendance and participation are required. Attendance is defined as coming to class on time and staying until the end of class. If for some reason you must be absent, please let the course instructor know in advance if possible. Participation is defined as active listening, responding with questions and comments about the material presented, and participating in classroom exercises. The course aims to prepare you for success in your career, which includes appropriate business meeting behavior.

### **Course Grade**

This course is Pass/Fail. Think of it like a job. If you don't do your work, you don't keep the job. Of course, sometimes you can't make all deadlines so it is important to keep your "boss" (i.e., the course instructor) informed of issues you are dealing with.

### **Policy on Late Assignments**

All assignments must be completed to pass the course. Please consult the course instructor if you have any concerns about submitting an assignment on time.

### **Access and Accommodations**

At Georgia Tech, we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Office of Disability Services to explore reasonable accommodations.

The Office of Disability Services can be contacted by:

Phone: 404-894-2563

Email: [dsinfo@gatech.edu](mailto:dsinfo@gatech.edu)

Website: <http://disabilityservices.gatech.edu/>

If our class meets at a campus location: Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

### Support Services and Resources

In your time at Georgia Tech, you may find yourself in need of support. Below you will find some resources to support you both as a student and as a person.

#### *Academic Support*

- [Center for Academic Success](#)
  - [1-to-1 tutoring](#)
  - [Peer-Led Undergraduate Study \(PLUS\)](#)
  - [Academic coaching](#)
- Residence Life's [Learning Assistance Program](#)  
Drop-in tutoring for many 1000-level courses
- [OMED Educational Services](#) - Group study sessions and tutoring programs
- [Communication Center](#) - Individualized help with writing and multimedia projects
- [Academic advisors](#) for your major

#### *Personal Support*

##### Georgia Tech Resources

- The [Office of the Dean of Students](#) | 404-894-6367 | 2<sup>nd</sup> floor, Smithgall Student Services Building; You also may request assistance [here](#)
- [Counseling Center](#) | 404-894-2575 | Smithgall Student Services Building 2<sup>nd</sup> floor
  - Services include short-term individual counseling, group counseling, couples counseling, testing and assessment, referral services, and crisis intervention. Their website also includes links to state and national resources.
  - *Students in crisis may walk in during business hours (8am-5pm, Monday through Friday) or contact the counselor on call after hours at 404-894-2204.*
- [Students' Temporary Assistance and Resources \(STAR\)](#)
  - Can assist with interview clothing, food, and housing needs.
- [Stamps Health Services](#) | 404-894-1420
  - Primary care, pharmacy, women's health, psychiatry, immunization and allergy, health promotion, and nutrition
- [OMED Educational Services](#) | 404-894-3959
- [Women's Resource Center](#) | 404-385-0230
- [LGBTQIA Resource Center](#) | 404 385 4780
- [Veteran's Resource Center](#) | 404-385-2067
- [Georgia Tech Police](#) | 404-894-2500

#### *National Resources*

- The [National Suicide Prevention Lifeline](#) | 1-800-273-8255
  - Free and confidential support 24/7 to those in suicidal or emotional distress

- The [Trevor Project](#)
  - Crisis intervention and suicide prevention support to members of the LGBTQ+ community and their friends
  - Telephone | **1-866-488-7386** | 24 hours a day, 7 days a week
  - [Online chat](#) | 24 hours a day, 7 days a week
  - Text message | Text “START” to **687687** | 24hrs day, 7 days a week

### **Georgia Tech Honor Code**

“People get hired for their technical training. They get fired for their lack of character.”

All work should be your own except for in-class group work. Be aware of plagiarism. The GT Honor Code applies to this course. To review the Honor Code visit [www.honor.gatech.edu](http://www.honor.gatech.edu).

*\*This course syllabus provides a general plan for the course; deviations may be necessary.\**

**Course Schedule**

<b>Class</b>	<b>Topic</b>	<b>Assignments to be completed before next class</b>
1/19	Course Overview	Write reflection – prompt: Picture your career in five years. What would you like it to look like (activities, interactions, location)?
1/26	What can I do with an EAS degree?	Find 3 existing jobs that sound like something you would like to be doing now or within the next 5 years. Include job title, company, some description, and location. Write a reflection on why each job really sounds like something you would enjoy.
2/2	Resume/C.V. Overview	Write or update resume/C.V. to be reviewed by your peers.
2/9	Resume/C.V. Peer Review	1) Finish final draft of resume/C.V. 2) Answer the following interview questions: “Tell me about yourself” and “Why do you want to work for us?”
2/16	Elevator Pitch Social Media (LinkedIn, Facebook, Twitter, etc.)	1) Set up your LinkedIn account and link to both instructors. 2) Scrub your social media profiles. 3) Prepare 3-5 questions to ask next week’s class visitors.
2/23	Panel - Relationship Building and Networking	Identify alum or people to contact for a virtual informational meeting.
3/2	Cover Letter	Write a cover letter for one of the jobs you found.
3/9	Cover Letter Peer Review Teaching vs. Research vs. Diversity Statements	Update your cover letter. Write either a teaching, research or diversity statement.
3/16	Teaching/Research/Diversity Statement Peer Review Researching a Company	Contact one of the people you have identified for a virtual informational meeting.
3/23	Interviewing I – Interviewing Basics	Complete PAR Chart questions. Prepare for role as interviewer/interviewee.

3/30	Interviewing II – Mock Interview	Write thank you email after interview.
4/6	Attire, Business Etiquette	TBD
4/13	Weighing Job Offers & Negotiating	TBD
4/20	Financial Planning 101	Prepare to discuss with class your virtual informational meeting experience.
4/27	Reflection on Virtual Informational Meeting	

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