Geography 398A: Professional Development Seminar in Geography
Course Syllabus
Fall 2014
101 Walker Building
Wednesdays, 4:30-5:45 p.m. and appt

Instructor:
Jodi Vender
Coordinator of Undergraduate Advising
Office: 305 Walker Building – office hours by appointment
Email: jvender@psu.edu
Phone: 814-863-5730
Fax: 814-863-7943

Objective:
This course is meant to equip geography students with a toolkit for career development as they explore the discipline, develop professional networks, and move into life “beyond” Penn State. The course will help students develop a deeper understanding of the relationship between careers, research, experiential learning, civic responsibility, transferrable skills, and the discipline of geography. Students will develop a better understanding of geography’s range of diversities and commonalities while also building a professional portfolio and career development skills.

Course Outcomes:
Students in this course will come away with a set of career-related competencies as well as a framework for achieving further professional development. The deliverables will be customized to each student’s individual context, and may include résumés, research proposals, networking tools, e-portfolios, professional presentations, and enrichment experiences.

Course Materials:
Required text: Practicing Geography: Careers for Enhancing Society and the Environment (eds. M. Solem, K. Foote, J. Monk); Prentice Hall 2013. Available at local bookstores or online as an e-textbook; also on 2-hour course reserve at EMS Library (105 Deike). Get a 180-day digital rental at http://www.coursesmart.com/IR/4397444/9780321806925?__hdv=6.8

The course will also utilize the Penn State Career Guide produced by Career Services (available at Career Services Building and online as PDF document - http://studentaffairs.psu.edu/career/pdf/Career_Guide.pdf). Additional readings will be posted in ANGEL. Students are strongly encouraged to become student members of the Association of American Geographers (www.aag.org), the Pennsylvania Geographical Society (www.thepgs.org), and/or the American Society for Photogrammetry and Remote Sensing (www.asprs.org).
Required internet materials: The course will be run through ANGEL, the university course management system. A working knowledge of ANGEL is critical for success in this course. It is critical that you check your Penn State email daily or forward all PSU mail to the account you use regularly.

Course Requirements:
Students can earn 1-3 credits for participation in this course. The first credit requires 300 points taken from categories A-D of the activity menu below; second and third credits require an additional 200 points each as described below. The range of options allows students at a variety of levels to design this course in a way most useful to them at their current stage.

1-credit (required of all students) – Categories I – IV (300 points possible)

I: Attendance and Participation – 75 points
Students are expected to attend and actively participate in every class session. Each of the 15 class sessions in the semester is worth 5 points (3 points for attending; up to 2 additional points for participation). Students who add the course after the initial session(s) may substitute an alternate activity by arrangement with the instructor. Senate Policy 42-27 Class Attendance “recognizes that on occasion, students may opt to miss a class meeting in order to participate in a regularly scheduled university-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or religious observance. Students who will miss a class in accordance with Senate Policy 42-27, should, where appropriate, present a class absence form (http://www.psu.edu/oue/aappm/classabs1.pdf) to the faculty member as soon as possible and, except in unavoidable situations, at least one week in advance of a planned absence.” If the absence is excused, the student may substitute an alternate activity by arrangement with the instructor.

II: Course Reflection (CR) - 25 points
As culminating activity, students must submit an essay of 3-6 pages reflecting on how the activities for this course contributed to their professional development as a geographer and make suggestions for course improvements.

III: Professional Development Activities (PD) – 125 points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial résumé</td>
<td>5</td>
</tr>
<tr>
<td>Initial LinkedIn profile</td>
<td>5</td>
</tr>
<tr>
<td>NittanyLion CareerNetwork</td>
<td>5</td>
</tr>
<tr>
<td>eCareer registration</td>
<td>5</td>
</tr>
<tr>
<td>“Elevator speech” presentation</td>
<td>10</td>
</tr>
<tr>
<td>Career Services Individual Counseling</td>
<td>10</td>
</tr>
<tr>
<td>Career Services Mock Interview</td>
<td>10</td>
</tr>
<tr>
<td>Career sector report</td>
<td>15</td>
</tr>
</tbody>
</table>
Informational Interview 15 points  
Career Fair report 15 points  
Conference report 15 points  
Campus Talk/Workshop/Training 15 points  

**IV: e-Portfolio – 75 points**  
Students will develop an electronic portfolio to showcase their academic and co-curricular accomplishments, which will be constructed/reviewed in consultation with faculty/staff and Penn State geography alumni. It will be assessed on the following elements:  
e-Portfolio iStudy module 10 points  
Initial submission 10 points  
Video Introduction 5 points  
Résumé (PDF format) 5 points  
Link to LinkedIn profile 5 points  
Relevant coursework (annotated) 10 points  
Experience (work, volunteer, etc.) 10 points  
--must include annotations/reflections and at least 1 project example  
Appearance & navigation 10 points  
Evidence of 2 external reviews 10 points  

**2nd credit – Categories V-VII (200 points possible)**  

**V: Career Development Plan – 100 points**  
Goals statement 15 points  
Research summary 50 points  
Annotated sources 20 points  
Next steps/timeline 15 points  

**VI: Esri Virtual Campus module – 20 points**  
Complete at least 1 Esri virtual campus module that is not required for another class and add certificate of completion image to e-Portfolio. For more information and to obtain access codes, see [https://gis.e-education.psu.edu/resources/esri_virtual_campus](https://gis.e-education.psu.edu/resources/esri_virtual_campus)  

**VII: Service and Outreach – 20 points**  
Students may earn points through service to the geography community broadly defined (10 points for writeup; 5 additional points per additional volunteer experience of at least 1 hour). Examples include serving as an officer in a Geography Department or EMS organization (writing a reflective essay on how the leadership experience has contributed toward professional development); serving on a departmental or college committee; serving as a Teaching Intern (TI) for a geography or EMS course; helping with Geography Awareness Week or EMEX, volunteering for the Pennsylvania Geographic Bee or SYWIG Day, doing outreach activities with K-12 teachers/students, geography programs for Discovery Space museum, etc.
### VIII: Additional Activities – 60 points
Select from the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Geography chapter report</td>
<td>15 points each</td>
</tr>
<tr>
<td>Career Services drop-in counseling</td>
<td>5 points per session</td>
</tr>
<tr>
<td>Career Services Individual counseling</td>
<td>10 points per session</td>
</tr>
<tr>
<td>Career Services Mock Interview</td>
<td>10 points per session</td>
</tr>
<tr>
<td>Informational interview</td>
<td>15 points each</td>
</tr>
<tr>
<td>Campus Talk</td>
<td>15 points each</td>
</tr>
<tr>
<td>Workshop/seminar/training</td>
<td>15 points each</td>
</tr>
<tr>
<td>Esri Virtual Campus modules</td>
<td>20 points each (not req. for other courses)</td>
</tr>
<tr>
<td>Service/outreach</td>
<td>15+ points (clear with Jodi)</td>
</tr>
<tr>
<td>Conference attendance</td>
<td>15 points</td>
</tr>
<tr>
<td>Conference/poster presentation</td>
<td>20+ points (clear with Jodi)</td>
</tr>
</tbody>
</table>

### 3rd credit – Categories IX-X (200 points possible)

#### IX: Required Activities – 75 points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Geography chapter report</td>
<td>15 points</td>
</tr>
<tr>
<td>Informational Interview</td>
<td>15 points</td>
</tr>
<tr>
<td>Campus Talk</td>
<td>15 points</td>
</tr>
<tr>
<td>Workshop/seminar/training</td>
<td>15 points</td>
</tr>
<tr>
<td>Career Services drop-in counseling</td>
<td>5 points</td>
</tr>
<tr>
<td>Career Services Individual counseling</td>
<td>10 points</td>
</tr>
</tbody>
</table>

#### X: Additional Activities – 125 points
Select from the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicing Geography chapter report</td>
<td>15 points each</td>
</tr>
<tr>
<td>Career Services drop-in counseling</td>
<td>5 points per session</td>
</tr>
<tr>
<td>Career Services Individual counseling</td>
<td>10 points per session</td>
</tr>
<tr>
<td>Career Services Mock Interview</td>
<td>10 points per session</td>
</tr>
<tr>
<td>Informational interview</td>
<td>15 points each</td>
</tr>
<tr>
<td>Campus Talk</td>
<td>15 points each</td>
</tr>
<tr>
<td>Workshop/seminar/training</td>
<td>15 points each</td>
</tr>
<tr>
<td>Esri Virtual Campus modules</td>
<td>20 points each (not req. for other courses)</td>
</tr>
<tr>
<td>Service/outreach</td>
<td>15+ points (clear with Jodi)</td>
</tr>
<tr>
<td>Conference attendance</td>
<td>15 points</td>
</tr>
<tr>
<td>Conference/poster presentation</td>
<td>20+ points (clear with Jodi)</td>
</tr>
</tbody>
</table>

### Grading:
Students will receive a score based on the number of points they earn. One point will be deducted for each day an assignment is late unless arrangements are made prior to a due-date. The maximum number of points for the first credit is 300; 2nd and 3rd credits are based on an
additional 200 points each. The final grade will be calculated based on the number of points you have earned divided by the points per credit (300 for 1 credit, 500 for 2, 700 for 3).

Please Note: Students may not earn extra credit by completing more activities than necessary unless approved in advance.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points 1 cr.</th>
<th>Points 2 cr.</th>
<th>Points 3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>279-300</td>
<td>465-500</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>270-278</td>
<td>450-464</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>261-269</td>
<td>435-449</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>249-260</td>
<td>415-434</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>240-248</td>
<td>400-414</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>231-239</td>
<td>385-399</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>210-230</td>
<td>350-384</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>180-209</td>
<td>300-349</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60</td>
<td>&lt;=179</td>
<td>&lt;=299</td>
</tr>
</tbody>
</table>

**Examination Policy:**

This course requires no examinations. Instead, students are evaluated based on completion of activities as described above.

**Academic Integrity:**

This course follows the Academic Integrity and Research Ethics policies of the College of Earth and Mineral Sciences, which may be found at:

[http://www.ems.psu.edu/current_undergrad_students/academics/integrity_policy](http://www.ems.psu.edu/current_undergrad_students/academics/integrity_policy)

Definition and expectations: “Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Cheating, plagiarism, and other forms of dishonesty will NOT be tolerated, and will result in a failing grade for the course.” If you have any questions on what defines plagiarism, please ask the instructor.

**Accommodation in the Classroom:**

Penn State welcomes students with disabilities into the University's educational programs. The Office of Disability Services ([http://equity.psu.edu/ods/](http://equity.psu.edu/ods/)) requests and maintains disability-related documents; certifies eligibility for services; determines academic adjustments, auxiliary aids, and/or services; and develops plans for the provision of academic adjustments, auxiliary
aids, and/or services as mandated under Title II of the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. A list of these services is provided at http://equity.psu.edu/ods/current-students. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services, ODS located in room 116 Boucke Building at 814-863-1807(V/TTY). Instructors should be notified as early in the semester as possible regarding the need for reasonable academic adjustments. Note: accommodations require documentation.

Statement of Nondiscrimination:
The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state of federal authorities. The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries regarding the nondiscrimination policy to:

Affirmative Action Director
The Pennsylvania State University
201 Willard Building
University Park, PA 16802-2801
Telephone: (814) 863-0471

Disruptions in the Classroom:
Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of the Office of Student Conduct1. In cases of alleged campus and/or classroom disruption, a faculty member, teaching assistant and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g., removal of student(s) from class or other setting). Instructors have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local police may be contacted to assist with restoring peace and order. Instructor’s response is forwarded to the department head (or his or her designee) for review, and if necessary, further action. Examples of disruptive behavior range from allowing cell phones to ring/texting during class, arriving to class late, reading newspapers in class to the more serious offenses of making physical threats to instructors, and/ or other students. These physical threats would include challenging the authority of the instructor in a threatening manner. Harassment of the instructors or other students as a result of their gender2, race, religion, ethnicity, sexuality or disability, is not tolerated by the university and will be immediately forwarded to the department head. If you have any questions or concerns

2 http://www.psu.edu/dept/aaoffice/sexharass.htm
about this classroom disruption policy, please bring them to the attention of your instructor or department head.

Emergency Statement:
Campus emergencies, including weather delays, are announced on Penn State News: [http://news.psu.edu/](http://news.psu.edu/) and communicated to cellphones, email, the Penn State Facebook page, and Twitter via PSUAlert ([Sign up at: https://psualert.psu.edu/psualert/](https://psualert.psu.edu/psualert/)).

In the event of a University-wide emergency, course requirements, classes, deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials, and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme. In the case of a University-wide emergency, please refer to the following about changes in this course:

- Course web page/ANGEL: [http://cms.psu.edu](http://cms.psu.edu)
- Instructor’s email: jvender@psu.edu
- Instructor’s chosen emergency telephone number: 814-360-6113

Finally:
The information contained in the course syllabus, other than the grading and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.
Class Schedule

Class Schedule/Assignments

Week 1
8/27 Wed. Introduction to the course; selling yourself/elevator speech

Week 2
9/2 Tue. Initial résumés due in dropbox
9/3 Wed. Résumés; Geography Careers & Skills I
Readings: Practicing Geography, Chapter 1
Penn State Career Guide, pp. 22-27; 31-36
*bring résumé to class
*be prepared to write “minute paper” on salient points from PG Chapter 1

Week 3
9/9 Tue. Initial LinkedIn profile due in dropbox
9/10 Wed. Geography Careers & Skills II; career fair prep; Nittany Lion Career Network/eCareer
Readings: Practicing Geography, Chapters 2-5
PSCG, pp. 14-17; 48-53
*be prepared to write “minute paper” on salient points from PG Chapters 2-5 and to practice elevator speech

Week 4
9/16 Tue. Nittany Lion Career Network and e-Career registration evidence due in dropbox
(2 separate drop-boxes)
9/16-18 Fall Career Days, 11-4 @ Bryce Jordan Center
9/17 Wed. Career Fair discussion; professional networking
Readings: PSCG, pp. 3-8, 39-44

Week 5
9/23 Tue. Career Fair writeup due in dropbox
9/24 Wed. Geography Careers & Skills III; Informational interviewing; e-Portfolio intro
Readings: PG, skim Chapters 6-13
PSCG, pp. 10-12
http://portfolio.psu.edu
*be prepared to write a “minute paper” during class on salient points from assigned reading, and share orally*

Week 6
9/30 Tue. e-Portfolio iStudy module report due in dropbox
10/1 Wed. Career sectors & opportunities
Career sector report presentations in class
Readings: PG, Section 2 – read at least 1 chapter in detail from Chapters 6-13
10/3 Fri. Credit 2 Career development plan initial version due
Week 7
10/8 Wed. Practicing geography - Guest speaker: Alyssia Church, Spatial Database Manager, PA Cooperative Fish and Wildlife Research Unit (B.S. ’05, MS ’11 PSU Geog)

Week 8
Readings: PSCG, pp. 59-70
Fri. Credit 3 Campus Talk report due

Week 9
10/21 Tue. e-Portfolio initial version link due in dropbox
10/22 Wed. e-Portfolio initial presentations; professional development discussion
10/24 Fri. Credit 2 Esri virtual campus module report due

Week 10
10/28 Tue. Career Services intro report due in dropbox
10/29 Wed. Interviewing Skills: Bob Orndorff, Assoc. Director, Employer Relations & Counseling meet in 103 B/C Career Services Building (starts at 4:40 p.m.)
10/31 Fri. Credit 2 Career development plan final version due

Week 11
11/4 Tue. Informational Interview report (credit 1) due in dropbox
11/5 Wed. elevator speech presentation in class; Informational interview reports in class
11/7 Fri. Credit 3 Practicing Geography chapter report due
11/7-8 Pennsylvania Geographical Society Conference – Days Inn downtown State College

Week 12
11/11 Tue. Campus talk/workshop/seminar/training report due in dropbox
Career Services interviewing report due in dropbox
11/12 Wed. Campus talk/workshop/seminar/training updates; professional development discussion
4/11 Fri. Credit 3 Career Services drop-in report due

Week 13
11/16-22 Geography Awareness Week: The Future of Food
11/18 Tue. Conference report due in dropbox
11/19 Wed. GIS Day networking event @ Library
11/20 Fri. Credit 3 workshop/seminar/training report due
11/23-30  Thanksgiving break – no class

Week 14
12/2 Tue.  e-Portfolio final version link due in dropbox
e-Portfolio review 2 evidence due in dropbox
12/3 Wed.  e-Portfolio final presentations (including video intros)
12/5 Fri.  Credit 3 informational interview report due

Week 15
12/8 Mon.  Credit 2 Service & outreach report due
12/9 Tues.  Credit 3 Career Services individual/mock interview session report due
12/10 Wed.  Practicing geography - Guest speaker: Rob Phillips (B.S. ’08), GIS Specialist,
Penn State Office of Physical Plant; course wrap-up

Finals Week
12/17 Wed.  Reflective essay and final submissions for all point categories due by 5 p.m.