

Course Information

Asynchronous Course

Fully Online via Canvas Learning Management System

Course Description and Requisites

Capstone course to expand undergraduate senior opportunities and options. Analyzes trends in sociology; explores employment and careers, reflection and assessment of learning in the major.

Prerequisite(s): SOCI 1, SOCI 100W, SOCI 101, and SOCI 104 or SOCI 105.

Note(s): Students must have taken at least

the topic of your email in the subject, for instance: "SOCl 181B Question about Assignment" or "SOCl 181B Eme

CLO 4: Understand and analyze issues of diversity, equity, inclusion, and belonging in the workforce (Module 7)

CLO 5: Demonstrate how sociological concepts, skills, and training (such as written and oral communication, quantitative and qualitative methods, and sociological analysis) can be applied to the workforce and other real-world scenarios (Module 1, 2, 3, 4, 5, 6, 7)

CLO 6: Understand, analyze, and apply professionalization skills useful in the workplace

We will accomplish the goals and learning outcomes through the following activities and assignments: Course readings (reports, book chapters, articles), videos, modules, virtual class discussion participation, and assignments listed below.

Course Materials

Required Texts/Readings/Materials

Textbook

Tulshyan, Ruchika. 2022. *Inclusion on Purpose: An Intersectional Approach to Creating a Culture of Belonging at Work*. Cambridge, MA: The MIT Press.

Available for purchase at the Spartan Bookstore and through online vendors. Available online for free through SJSU's MLK Library "Library Course Materials" page for this course.

Other Readings

A selection of journal articles, reports, chapters, website articles, and news articles is available online through Canvas.

Other equipment/material requirements

All course material and assignments will be administered online through Canvas so you must have access to a computer and internet. You will need to use Microsoft Word, Google Suite, Adobe Creative Suite, and be able to read and annotate PDFs. You have free access to Microsoft Office, Adobe Creative Suite, Google Suite, and other software through SJSU. Click here at

<https://www.sjsu.edu/it/services/support.html>

The course material will be a combination of reading assignments, online discussion boards, videos, podcasts, and other content. There are a range of activities and assignments that will contribute to your successfully completing the course. Some assignments will be required to turn in for credit and others will be assignments you complete as part of the process of learning in this course but do not turn in. There will be no missed assignments and no late work will be calculated on 94 points total. If you miss a credit-bearing assignment, you run the risk of not being able to pass the course with your desired grade. I reserve the right to adjust the syllabus as needed, but I will always give you advance notice via class announcements in Canvas. Your success in the class will be based on completing the following elements.

Success in this course is based on the expectation that students will spend, for each unit of Q on cond, but ou

In addition, there may also be ungraded/unweighted activities and assignments in some of the modules that contribute to your professional development

NOTE ON FREEBIES: You can choose to complete 8 out of 11 assignments in this category. I will automatically drop 3 of the 3-point online discussion participation/class engagement assignments in this category to account for times you cannot participate. However, keep in mind the more you miss, the less you'll learn and prepare for later assignments.

Please read the [Do's and Don'ts of Online Posts](https://www.sjsu.edu/writingcenter/docs/handouts/Dos_and_Donts_of_Online_Posts.pdf) by the SJSU Writing Center for best practices in online discussion board participation at [https://www.sjsu.edu/writingcenter/docs/handouts/Dos and Donts of Online Posts.pdf](https://www.sjsu.edu/writingcenter/docs/handouts/Dos_and_Donts_of_Online_Posts.pdf).

3 points Introduction Vlog

This assignment will introduce you to your classmates and help create an engaged community. It is assessed on a complete/incomplete basis. More details are found in Canvas.

3 points Introductory Practice Assignment

The assignment is part of the first module getting to know how the class works. This assignment may be repeated until you reach full credit.

3 points Orientation Quiz

The assignment is part of the first module getting to know the syllabus and class requirements. This assignment may be repeated until you reach full credit.

3 points Meet with the Professor

Drop by Zoom office hours or schedule a Zoom office hours appointment with me at least one time during the semester. This assignment allows you to get to know your professor and practice the skill of engaging with supervisors and colleagues to ask for feedback or guidance pertaining to your career objectives. Plan ahead and come prepared with questions/topics to discuss regarding your career development, and don't leave this to the end of the semester since appointments get booked quickly during peak advising periods. You are also welcome to visit frequently throughout the semester! (Due date is flexible throughout the semester, but must be completed by 11/19/24)

3 points Career Fair Strategy

Create and share your job fair strategy with classmates.

3 points Big Interview Tool Reflection

You will test out the Big Interview tool available through the Career Center and reflect on how you performed.

3 points Job Fair Experience/Career Center Event Reflection

D-grades	D-plus = 68 to 69.99%, D = 63 to 67.99%, D-minus = 60 to 62.99%	Must complete 60% of the assigned work to reach the D-range.
F-grade	F = 0 to 59.99%	This grade range is assigned to students who only finish assignments that total less than 60%.

- The weights of individual assignments are provided above in the Course Requirements section.
- Grade percentages are not rounded up or down.
- Please keep all work until final grades have been issued (and beyond to contribute to the portfolio of work you may show your potential employers). Any appeals of the credit for any assignment must be submitted to me in writing within 5 days specifying how an error was made in the assignment of grades/completion assessment. Re-evaluations are not done over e-mail, they require an appointment and take into account previous unnoticed strengths and weaknesses; your grade may be increased or lowered as a result.
- Please make an appointment to discuss grades during office hours—while I cannot discuss grades over email, I'm happy to talk with you over Zoom about this topic.
- If you need a grade verification filled out, please schedule an appointment to complete it and provide the paperwork ahead of time—I will not be able to sign it on the spot during drop-in office hours.

Due Dates and Late Work

In the workforce, it is important to meet due dates for tasks and projects to show your supervisors that you are a responsible employee who contributes to the organization's success in meeting its objectives. Likewise, assignments in this course are due on the dates noted below and on Canvas to facilitate your forward progress in the course and so that you can give, receive, and incorporate feedback. To this end, it is your responsibility to ensure that the correct assignment file is uploaded to Canvas and turned in on time.

All assignments have a 7-day grace period during which time a "best by" due date will be posted, but you do not need to request permission for late assignments.

weddings, other classes' deadlines, extracurricular activities, or other non-emergencies are generally not grounds for late work, but you are welcome to turn in your assignments earlier if needed to accommodate these types of circumstances.

(,). I will let you know ahead of time which assignments' due dates are not flexible.

-1 We are still feeling the impacts of a global pandemic as well as social and economic unrest that are affecting many of us, particularly groups of color and other socioeconomically marginalized communities in our world. Many of us may be experiencing issues that impact our health, children, families, employment, access to technology, and overall well-being.

Extra Credit

There are no planned extra credit assignments at this time. If opportunities arise, they would be worth one point added to the Discussion Board Participation/Class Engagement Exercises category. Extra credit opportunities will be posted on Canvas if they become available. Completing an assignment may really only help if you have a borderline grade, but will not have a large impact overall so focus on completing the regular assignments.

^[1] Thanks to Dr. Liz Koslov for this material. For more on ungrading, see Stommel, "[Ungrading: An Introduction](#)" and "[How to Ungrade](#)," as well as this recent article in the *Los Angeles Review of Books*, "[Toward a Non-Dogmatic Pedagogy: On Susan D. Blum's 'Ungrading'](#)."

University Policies

Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) web page. Make sure to visit this page to review and be aware of these university policies and resources.

Course Schedule

SOCI 181B SOCIOLOGY CAREER CAPSTONE, Fall

4	9/9	<p>Module 4. Self-Assessment</p> <p>-Lambert, Stephen. 2008. "The Self-Assessment." Chapter 1 in <i>Great Jobs for Sociology Majors</i>. McGraw-Hill Education.</p> <p>-Clark, "How to Repair a Damaged Online Reputation"</p>
		<i>/ /24</i>
5	9/16	<p>Module 5. Researching Jobs and Labor Markets</p> <p>-SJSU Career Center, "Job/Internship Search Guide"</p> <p>-Crosby, "Informational Interviewing: Get the Inside Scoop on Careers"</p> <p>-University of Michigan, "Informational Interviewing"</p>
		<i>/1 /24</i>
6	9/23	Module 5. Researching Jobs and Labor Markets (continued)
		<i>/23/24</i>
7	9/30	<p>Module 6. Creating Your Job Search/Grad School Assets</p> <p>-Ferrante, "Building a Resume While Pursuing a Degree in Sociology"</p> <p>-SJSU Career Center, "Resume/Cover Letter Guide"</p>
		<i>/30/24</i>
8	10/7	Module 6. Creating Your Job Search/Grad School Assets (continued)

		<i>10/ /24</i>
9	10/14	Module 6. Creating Your Job Search/Grad School Assets (continued)
		<i>10/14/24</i>
10	10/21	Module 7. Applying Sociological Thinking and Skills: Diversity, Equity, Inclusion, and Belonging in the Workplace -Tulshyan book, <i>Inclusion on Purpose</i>
		<i>/ 10/21/24, 10/2 /24</i>
11	10/28	Module 7. Applying Sociological Thinking and Skills: Diversity, Equity, Inclusion, and Belonging in the Workplace (continued)
		<i>10/2 /24</i>
12	11/4	Module 7. Applying Sociological Thinking: Diversity, Equity, Inclusion, and Belonging in the Workplace (continued)
		<i>- 11/4/24</i>
13	11/11	11/11/24 Module 8. Putting it All Together: Creating a Portfolio -"What is a Work Portfolio? (Plus How to Build One)" -"How to Design a Digital Portfolio"
		<i>11/12/24</i>

14	11/18	Module 8. Putting it All Together: Creating a Portfolio (continued)
		/ (11/1 /24)
15	11/25	- 11/2 /24-11/2 /24 Module 8. Putting it All Together: Creating a Portfolio (continued)
		/ 11/25/24)
16	12/2	Module 8. Putting it All Together: Creating a Portfolio (continued)
17	12/9	12/ /24 Module 8. Putting it All Together: Creating a Portfolio (continued) 10 00 - , 12/12/24 45

Special thanks to Professor Preston Rudy, Professor Chris Cox, Dr. Noriko Milman, Professor Mary Scheuer Senter, and the SJSU Career Center for guidance and resources used in designing this class.