

## **FS 225 Food Studies Career Practices**

### **SYLLABUS**

#### **1 Credit**

*Prerequisites:* Food Studies I; Food Studies II

*Co-requisites:* Food, Health and Environment OR  
Food, Policy, and Advocacy

#### **Course Description**

This course prepares students to pursue career and/or future academic opportunities following the completion of their Food Studies Associate's Degree. The course covers identification of career goals; job and academic program search skills; development of effective resumes and cover letters; interviewing skills; entrepreneurship; and employee rights. The course also walks students through the process of identifying a site for the required Food Studies internship, as well as aspects of applying/transferring to Bachelor's program, as appropriate. The course includes presentations from Hostos Community College Career Services, Transfer Services, and other key campus and off-campus resource centers.

#### **Course Meetings -TBD**

#### **Course Book:**

Pollack, L. 2012. *Getting from College to Career: Your Essential Guide to Succeeding in the Real World*. Revised Edition. Harper Business: New York.

#### **Additional Required Course Materials**

Additional readings will be provided via Blackboard.

#### **Student Learning Outcomes**

*Over the course of the semester students will:*

- Gain familiarity with job and academic opportunities in food studies/the food sector;
- Gain experience conducting job and internship searches;
- Gain experience researching academic programs in food studies and related fields;
- Learn how to prepare necessary job and internship application materials;
- Prepare a professional resume, cover letter, and list of references;

- Apply to one or more potential internship sites for the required Food Studies internship;
- Become familiar with best practices in interviewing and participate in a mock interview;
- Become familiar with employee rights, unions, and other employee resources;
- Consider entrepreneurship and other post-graduate opportunities in the food sector.

*Additionally:* Students hoping to transfer to a Bachelor's program upon graduation will prepare parts of their application materials as a part of this course.

### Assignments and Grading

Assignment	Percent of course	Due
Career vision statement	5	Week 3
Informational interview assignment	10	Week 5
Draft resume	10	Week 6
Draft cover letter	10	Week 6
Final resume	15	Week 8
Final cover letter	15	Week 8
University application (as relevant) OR Report on food sector employment	10	TBD (based on university calendars)
Mock interview	10	Week 9
Internship application	10	Week 10
Final presentation	5	Week 15
<b>Total</b>	<b>100%</b>	

### Teaching Methods

1. Classroom lectures and discussions
2. Guest presenters
3. Supervised working sessions

### Classroom Policies

1. Cell phones and beepers must be turned off or placed on "vibrate" mode when in class.
2. Students arriving after the class has begun should enter the classroom quietly without making any unnecessary noise.
3. Unruly and/or disruptive behavior may be subject to disciplinary action.
4. Students who interrupt the educational process will be dismissed from the class and referred to the Disciplinary Committee to determine if negative incentives or additional sanctions, including suspension or dismissal from the program, are warranted.

### Course Requirements

Students must have:

- Access to required textbooks
- Access to the Internet
- Active Blackboard and email accounts (Blackboard and email will be used for communication and posting course materials, assignments, and web site links)

### Student Responsibilities

1. Use Blackboard and keep Hostos email accounts active.
2. Keep Hostos email accounts accessible for new mail. Check and empty email daily.
3. Communicate with faculty using their *Hostos email*.
4. Come to class on time.
5. Perform all lesson objectives, activities and reading assignments.
6. Complete and hand in all written assignments on or before their due date.
7. Demonstrate proficiency with all homework and written assignments.
8. Demonstrate increased critical thinking and analytical skills.

### Attendance Policy

1. All classes are mandatory.
2. If a student is absent from more than 15% of the classes the instructor may lower the grade or fail the student for excess absences.

### Lateness Policy

1. Students are required to come to class on time.
2. Three tardies will be counted as one absence from class.

### Academic Integrity

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided within the College Catalogue: [http://www.hostos.cuny.edu/sdem/student\\_life\\_aip.html](http://www.hostos.cuny.edu/sdem/student_life_aip.html). Students are responsible for upholding the academic integrity of the program by not participating, either directly or indirectly, in acts of cheating and by discouraging others from doing so. Students' responsibilities include, but are not limited to, the following.

### Integrity in Written Assignments

1. Written assignments must be the product of the student's own research.
2. No student shall submit work that has been written by someone else or copied from an outside source.
3. No student shall submit work that has been previously submitted in either whole or part for academic credit. This is termed "self-plagiarism."
4. Late assignments may not be accepted; if accepted, points will be deducted.
5. Students who engage in academic dishonesty will receive a grade of O for the assignment.

6. All violations of the academic integrity policy shall be referred to the Disciplinary Committee to determine if negative incentives or additional sanctions - including suspension or dismissal from the program - are warranted .
7. HCC Library offers workshops and provides assistance on how to avoid plagiarism.

#### Examination Policies

N/A. Exams are not given in this course.

#### Tutorial and Counseling Services

The Hostos Academic Learning Center (HALC), located in C-596, is a complete learning environment that allows students to receive the academic help they need in a setting that is rich in resources and supports academic success. Throughout the academic year, HALC schedules activities that focus on the skills development of students, including tutorial support, self-guided tutorials, Basic Skills Preparatory workshops, and in-center workshops, some of which are offered through the Writing Center.

Hostos Counseling Center offers a variety of services in English, Spanish, French and German, including individual and group counseling, crisis intervention, consultations and referrals to on- and off-campus resources. Please call (718) 518-4351 if you are in need of any counseling support.

#### Students with Disabilities

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability and requires the College to be physically and programmatically accessible. Beyond the basic requirements of the ADA, Section 504 of the Rehabilitation Act and New York State and New York City statutes, the college has created an office, Services for Students with Disabilities (SSWD) that provides services to help each student with a disability maximize his or her potential for success. Based on an intake interview and documentation provided by a student, a variety of accommodations may be provided to assist qualified students to attain their academic objectives. Intake and counseling are provided in English and Spanish. As provided within the College Catalogue <http://www.hostos.cuny.edu/sswd/txt/html/geninfo.html>.

As required by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided to ensure equal opportunity for students with verified disabilities. *If you require accommodations, please contact the Accessibility*

*Resource Center:*

Savoy (D) Building  
120 Walton Ave, Room D101P  
Bronx, NY 10451  
Phone: (718) 518-4467 (Voice); (718) 518-4454 (Voice/TTY)

If you are already registered with Accessibility Services and have a letter from them verifying that you are a qualified student with a disability, please present the letter to the instructor as soon as possible. The instructor will work with you and Accessibility Services to plan and implement appropriate accommodations.

## Course Schedule

### Week One – Course introduction

*Assignment for next week:*

- In Pollack, L. 2012. *Getting from College to Career: Your Essential Guide to Succeeding in the Real World*:
  - o "Introduction." Pages xi-xx.
  - o Chapter 1, "Getting Started" Pages 1-28.
  - o Chapter 2, "Stop Being a Student and Start Being a Professional " Pages 29-48.

### Week Two - Internship and career opportunities in the food sector

[Guest presenter: HCC Workforce Development and/or Center for Bronx Non-Profits]

*Assignment for next week:*

- In Pollack, 2012. Chapter 3, "Figure Out What You Want, & What You Don't." P.49-88.
- *Career vision statement assignment*

### Week Three — Further educational opportunities in food studies

**Due today:** Career vision statement assignment

[Guest presenter: HCC Transfer Services and/or Syracuse/Lehman/other articulation partners]

*Assignment for next week:*

- In Pollack, 2012. Chapter 8, "Find Opportunities" Pages 233-262.
- Informational Interview assignment (Interview with 2-3 potential internship sites.)

### Week Four - Search strategies (Jobs and Academic programs)

[Guest presenter: HCC Career Services]

*Assignment for next week:*

- In Pollack, 2012. Chapter 7, "Market Yourself on Paper and Online" Pages 209-232.
- Identify 3-4 prospective internship sites. The list of names and brief description will be due via email prior to class next week.

### Week Five –Preparing a resume, cover letter, and list of professional references

**Due today:** Informational interview assignment

[Guest presenter: HCC Career Services]

*Assignment for next week:*

- Prepare draft resume, cover letter, reference list for in-class workshop. This will be due via email before class *and* in hard copy during class.
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### Week Six — Resume workshop (peer and instructor review)

*Due today:* Draft resume, cover letter, reference list - bring 2 printed copies of each.

*Assignment for next week:*

- In Pollack, 2012. Chapter 4, "Talk. Listen. Repeat. (i.e., network)" Selected pgs, 89-136.

In-class activity: Create and complete a LinkedIn profile, establish at least 10 contacts, two of which must be the course instructors. (Also include Social Media do's and don'ts)

Week Seven —Relational skills (written, verbal, body language, online)

*Assignment for next week:*

- Revise resume and cover letter

Week Eight —Interviewing skills

*Due today:* Final resume and cover letter

[Guest presenter: HCC Career Services]

This class session also includes tips on networking/career fair preparation: Students learn how to connect and communicate with professionals in non-traditional settings as well as structured professional networking events

*Assignment for next week:*

- In Pollack, 2012. Chapter 9, "Over-prepare for Interviews" Pages 263-305.
- Prepare for in-class mock interview

Week Nine —Mock interview session

*Assignment for next week:*

- Submit internship applications; You will need to provide proof of having submitted your applications via email and/or in hard copy.

Week Ten —Interview critiques and feedback

*Due this week:* Proof of internship application.

*Assignment for next week:*

- In Pollack, 2012. Chapter 4, "Talk. Listen. Repeat. (i.e., network)" Selected pgs, 89-136.
- TBD. Additional resources provided by Career Services.

Week Eleven —After the Interview: Thank You letters and other follow-up

[Guest presenter: Career Services]

*Assignment for next week:*

- "Your Rights at Work," n.d. AFL-CIO. Accessed at <http://www.aflcio.org/Issues/Civil-and-Workplace-Rights/Your-Rights-at-Work> on 5/21/14.

## **Week Twelve** — Employee Rights

[Guest presenter : Career Services]

In-class activity: Communication Skills and Office Etiquette/Protocol: Class participates in role-plays of featuring common work scenarios. Strategies will be discussed to assist students with overcoming possible interpersonal dilemmas with co-workers and or supervisors. Sexual Harassment awareness at work will also be discussed. (*Students are also advised to complete sexual harassment online training & receive certificate.*)

*Assignment for next week:*

- Pollack, Chapter 8: "Find Opportunities." Selections from pages 233-262.
- Review your assigned website from (selected from the list below). We will discuss these in class next week.
  - Cornell University Northeast Center for Food Entrepreneurship: <http://necfe.foodscience.cals.cornell.edu>
  - Karp Resources: <http://www.karpresources.com>
  - Hot Bread Kitchen: <http://hotbreadkitchen.org/>
  - WHEDCo: <http://www.whedco.org/>
  - La Cocina: <http://www.lacocinasf.org/>

## **Week Thirteen** — Entrepreneurship in the Good Food Jobs sector

*Assignment for next week:*

- Pollack, Chapter 10 "Before You Head Off Into the Real World" Pages 306-310.
- Additional TBD (as relevant to guest speaker).

## **Week Fourteen** — Experiences of Recent College Graduates

[Guest speaker: recent college graduate(s) from Hostos; Lehman; or Syracuse University]

*Assignment for next week:*

- Finalize presentation about your internship for Spring semester.

## **Week Fifteen** — Final presentations

## Overview of Assignments

- Career vision statement. Prepare a three- to five-page vision statement about job and/or academic goals in the food sector. If these have changed during your time as a Food Studies student, please explain this in your essay.
- Informational interviews. Use Good Food Jobs, COMFOOD jobs, and/or other resources provided by your instructors to identify 2-3 possible internship sites. Arrange an informational interview, which can take place via phone or in person. You will write a 2-3 page report on what you learned, and you will use these interviews to help you decide where to apply for an internship.
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- Resume draft. Based on course readings and information provided by Career Services, prepare a draft resume. This will be evaluated by your instructor and/or Career Services so that you can prepare your final resume.
- Final resume. Prepare your final resume, responding to evaluation of your draft resume. You will need to finalize your resume in order to apply to your internship site.
- Cover letter draft. Based on course readings and information provided by Career Services, prepare a draft cover letter to your preferred internship site(s). This will be evaluated by your instructor and/or Career Services so that you can prepare your final cover letter.
- Final cover letter. Prepare your final cover letter, responding to evaluation of your draft cover letter. You will need to finalize your cover letter in order to apply to your internship site.
- University application. (For students hoping to transfer to a Bachelor's program.) If you are planning to transfer to a 4-year institution after graduation from Hostos, prepare draft personal statement or other required essays. This will be evaluated by your instructor and/or Transfer Services, and you will use this feedback to finalize your application essays.
- Report on food sector employment. (For students not planning to transfer to a Bachelor's program.) Identify two jobs in the food sector that would interest you. Prepare a 5-6 page research report in which you: Describe the jobs, their location, application process, salary range, who the selected candidate would report to, and any other pertinent information that a potential applicant would need to know before applying. Based on course readings and discussions, include in your report questions that you would have about the positions, and any concerns that you might have about the conditions of employment.



- Mock interview. Based on course readings and information provided by Career Services, prepare for the in-class mock interview for your preferred internship site. Your interview will be critiqued by your professor and/or Career Services in order to help you improve your interview skills.
- Internship application. One of the practical outcomes of this course is that you will have successfully identified, and ideally obtained, an internship position for Spring semester. For this assignment you will be graded on having submitted one or more applications, and conducted follow up correspondence, based on the principles discussed in class/through course readings. *Students will work on this iteratively, with guidance from the instructor, throughout the semester.*
- Final presentation. Prepare a 5-minute presentation about your Spring semester internship. Include in this presentation: an overview of the organization or business; why you selected the site; questions/concerns that you have about beginning the internship; what you hope to learn through the internship; and how you think that the internship will help you in your post-graduate career. Presentations will be made either in front of the entire class or to a group of your peers.