

**EAS Career Development  
EAS 4801/8801 (1 Credit Hour)  
Spring 2023**

**Meeting Times:** 11:00 – 11:50 AM Fridays

**Location:** L1116 ES&T

**Instructor**

Dr. Zachary Handlos

Office: 1251 Ford ES&T Building

Email: zachary.handlos@eas.gatech.edu

Office Hours: 12-2 PM EST MW Room 1251 ES&T (or virtual) or by appointment

**Course Objective**

This is a one credit hour class designed to help Earth and Atmospheric Science students prepare for the career or job application, interview, and transition process. Course activities are specifically designed to help students prepare themselves for the job market post-graduation.

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

- Network effectively to advance career goals
- Deliver an effective introduction about themselves and their job position interests
- Identify a preferred career path (even if not specifically within an EAS position)
- 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 you anticipate missing one or more class periods, please let the course instructor know in advance. 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 and Late Policy**

This is a “pass/fail” course. Think of it like a job: if you don’t do your work, you don’t “keep” your job. Of course, sometimes you can’t make all deadlines, and thus it is important to keep your “boss” (i.e., the course instructor) informed of any issues outside of class (within reason).

**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 during or before next class</b>
1/13	Course Overview	In-class Activity: Picture your career in five years. What would you like it to look like (activities, interactions, location)?
1/20	What can I do with an EAS degree? Resume/C.V. Overview	Assignment: Write or update resume/C.V. to be reviewed by your peers.
1/27	Resume/C.V. Peer Review	In-class Activity: Resume/C.V. peer review Assignment: What do you want to learn in this class?
2/3	Elevator Pitch Social Media (LinkedIn, Facebook, Twitter, etc.)	Assignments: 1) Prepare “elevator pitch” about yourself 2) Set up LinkedIn account and join GT EAS group
2/10	No class	No assignment
2/17	Elevator Pitch presentations	Assignment: Prepare 3-5 questions to ask next week’s class visitors
2/24	Panel - Relationship Building and Networking	No assignment
3/3	Cover Letters	Assignment: Write a cover letter
3/10	Cover Letter Peer Review Mock Interview Preparation	In-class Activity: Cover Letter Peer Review Assignment: Mock interview preparation
3/17	Mock Interview	In-class Activity: Mock Interview Assignment: Write “thank you email” after interview or reply to thank you email
3/24	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
3/31	Weighing Job Offers & Negotiating	Assignment: Elevator Pitch Assignment: Preparing for in-class collaborative task
4/7	Learning how to work with people you don’t know	In-class Activity: Collaborative task
4/14	Elevator Pitch Round 2	In-class Activity: Elevator Pitch
4/21	Reflection on alumni/employer	In-class Activity: Discuss alum or

informational meeting	employer meeting experience
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*\*The schedule above is subject to change.\**