

**Florida International University**  
**Department of Teaching & Learning**  
**Physical Education Programs**

**PET 4929 - Senior Seminar**

Spring Term – 2019

Online course

\*NO SENIOR SEMINAR CONTACT HOURS (Virtual or Physical) COUNT TOWARDS  
INTERNSHIP HOURS.

**INSTRUCTOR:**

Noemi Zaharia, MSED

[zaharian@fiu.edu](mailto:zaharian@fiu.edu)

Drop Date: Identify in the Academic Calendar the last date to drop a course with a DR or WI grade.

**I. COURSE DESCRIPTION:**

The nature of this course is to supplement the internship experience in a way that encourages job acquisition immediately after graduation. Professionalism in the classroom and workplace will be emphasized heavily. Skills and experience gained throughout the Internship and Senior Seminar course will be demonstrated in a way that will allow students to realize their own abilities and be able to express them to a potential employer. Multiple “real-life” experiences will provide all students the opportunity to become competent and responsible professionals. The student will ultimately use all assignments and experiences throughout the semester to create a professional portfolio that can be utilized to promote oneself to potential employers.

**II. COE CONCEPTUAL FRAMEWORK:**

The desired future of the College of Education (COE) at *Florida International University is one in which candidates, faculty, and staff embrace the shared experiences of a diverse, international, professional learning community.* (Vision Statement of the Conceptual Framework of the College of Education – Revised 2007, p.1). The three major outcomes become the lens through which each program organizes learning experiences and contributes to the vision and aim of the College. The outcomes include: a) Unit Content Outcome: Stewards of the Discipline (Knowledge); b) Unit Process Outcome: Reflective Inquirer (Skills); and c) Unit Dispositions Outcome: Mindful Educator (Dispositions). The desired performance learning outcomes, or institutional standards, of teacher candidates at the initial level are aligned with state and professional standards (e.g., FEAPs, INTASC).

**III. COURSE OBJECTIVES/LEARNING OUTCOMES**

By the end of the course students are expected to

- Have the ability and an insight into how to represent themselves in a professional manner when interacting with others.

- Communicate in a professional and articulate way in writing and when verbally communicating with others.
- Create and continuously develop a Professional Resume.
- Have the ability to write a professional cover letter and thank you letter when appropriate.
- Know how to dress and interact professionally during an interview.
- Demonstrate interview skills.
- Have identified a job that they are eligible for and can pursue immediately after graduation.
- Present a professional portfolio that can be given to potential employers during interviews.

#### IV. STUDENT RESPONSIBILITIES/PERFORMANCE GOALS

- Late assignments are not accepted. No exceptions.
- No make-up/extra credit work will be given unless arrangements have been made in advanced with the instructor.
- All electronically submitted assignments are due on the due date at the assigned time.
  - Anything received after the time designated on Canvas on the due date is considered late.
  - All late work is given a zero.
  - Feedback will still be provided.
- NOTE: All electronic submissions must be made in a word document (.doc or .docx). Failure to upload in a Office Word Document, which means the Instructor is unable to open the document, will result in zero points earned.
- All electronically submitted assignment should be submitted onto Canvas.
  - Do not send anything to the instructor's email address.
- If personal issues do not allow you to abide by policies, expectations and assignments (in senior seminar or internship), please communicate with the instructor and university supervisor immediately so that a resolution can be pursued.
- Syllabus/course requirements are subject to change at the Instructor's discretion and with appropriate notification to students.

#### V. ASSIGNMENTS

The following are assignments that you need to create and submit to Canvas on the designated Due Dates. All late work will receive a zero. All late work can still receive feedback, but a zero score will be assigned.

***RESUBMITTING ASSIGNMENTS: If I request that you resubmit an assignment, you have 2 DAYS from the time I send you the message to complete this task..***

***If you make a mistake do not resubmit or ask me if you can. Be sure you read over all your work before you submit. I will not allow you to go back in and fix anything once you submit it into the dropbox.***

***I have created 2 dropboxes- Rough Draft and Final Submission. The rough draft is for your convenience in case you make a mistake. It will NOT be graded by me- under any circumstances. The only copy of your work that will be graded is that which has been submitted into the Final Submission Dropbox.***

## **Personal/Internship Contact Information**

- **DUE on Canvas: Jan.13**, before 11:59pm

### **Format guidelines - Word Document, File name:**

- LastNameFirstName.PersonalInformation.Spring2019
- (Example: ZahariaNoemi.PersonalInformation.Spring2019)

### **Post on Canvas in a WORD document the following:**

- A. Your (student's) full name
  - B. Your (student's) preferred email address
  - C. Your (student's) cell phone number
  - D. name of agency(ies) you (student) is/are working with
  - E. address of agency, including city and zip code
  - F. site supervisors name
  - G. site supervisor's email
  - H. site supervisor's phone number (ask supervisor which one they want you to provide or provide the main number of the internship site)
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## **Strengths and weaknesses**

- **DUE on Canvas: Jan.20** before 11:59pm

### **Identify 1 strength and 2 weaknesses in your teaching and write a paragraph for each.**

- For your **strength** explain why is this trait your strength and how will the students benefit from this trait of yours.
- For the **2 weaknesses**- identify them and write a paragraph for each on how can you improve on it so it will benefit the students you will be working with.

\*\*\* do not exceed 2 pages in length for the entire document.

### **Format guidelines - Word Document, File name:**

- LastNameFirstName.Strengths and weaknesses.Spring2019
  - (Example: ZahariaNoemi.Strengths and weaknesses.Spring2019)
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## **Job Posting**

- **DUE on Canvas: Jan.27**, before 11:59pm

Find an advertisement for your ideal job and/or graduate assistant program – COPY AND PASTE THE ENTIRE JOB POSTING and submit job description/job posting via a word document.

### **Format guidelines - Word Document, File name:**

- LastNameFirstName.JobPosting.Spring2019
- (Example: ZahariaNoemi.JobPosting.Spring2019)

Save a scanned copy for yourself because the job posting to the jobs become unavailable once the position is filled/or after a certain time and you need a copy of the job posting for your portfolio. The job you choose:

1. Must be advertised...a real job...something that you can actually apply for.
2. Must be something you are or will be qualified for after graduation. (NOTE: As an example: If the job requires 3 years of experience and you do not have that then you do not qualify.)
3. Must be something that you can apply your degree toward.
4. Must be something that you WANT to do with your future!
5. Must be approved by Professor Zaharia before moving on to next assignment.

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Job posting.Spring2019
- (Example: ZahariaNoemi.Job posting.Spring2019)

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## Reference List

- **DUE on Canvas: Feb.3, before 11:59pm**

**Format guidelines - Word Document, File name:**

- LastNameFirstName.References.Spring2019
- (Example: ZahariaNoemi.References.Spring2019)

The reference list should always be a separate document.

It must include:

\*\*\*At least three professional references (you must ASK a person to be a reference, do not assume it is ok to put them down). No friends or family members are to be included as references. You may ONLY list your site supervisor if you asked them to be a reference. Some of you may not be comfortable asking your site supervisor yet. If that is the case then add another person and as a fourth person you may state \*Internship Site Supervisor to be asked at the end of the term.

To be included on the reference

- ~ Your name as a header on the Reference page is optional. Some use the same header as the resume.
- ~ Full name of all references
- ~ Titles
- ~ Company/organizations
- ~ Contact phone number(s) - indicate if it is work or cell phone
- ~ Email address
- ~ Mailing address (optional).

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## Resume

- **DUE on Canvas: Feb.10, before 11:59pm**

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Resume.Spring2019
- (Example: ZahariaNoemi.Resume.Spring2019)

The Resume should be directed toward getting the position you want (job posting unless otherwise discussed with Professor Zaharia).

Please follow the format below:

1. Name and contact information needs to be at the top
2. **Education** – know the correct name of your degree, this part should go FIRST on your resume. You may include your AA or High School if you wish. For FIU - write expected graduation date.
3. **Capstone Internship** – this is a huge part of your experience. This section will grow as you progress through the internship. Add affiliation with Florida International University and indicate that this is the Senior Internship.
4. **Employment history/Professional Experience/Experience/Related Experience** – You can call it whatever you want. Include name of company, location, dates worked there, and responsibilities you had. Include whatever you feel will strengthen you on paper, if Applebee's bartender is not something you want to include then do not do it. IF however you learned communication skills, managing staff, providing excellent customer service then that is something you may want to include.
5. **Leadership experiences** – related to field and other experiences
6. **Volunteer Experiences** – related to field and other experiences.
7. **Certifications** (include numbers and dates that you got certified), CSCS, AED/CPR, etc.
8. **Memberships** – professional organizations, student groups, etc. (Sport Science Organization would go here if you are a member of it)
9. **Skills** – not personality traits, list such as speaking additional languages, computer programs that you know and use.

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## **Cover Letter**

- **DUE on Canvas: Feb.10, before 11:59pm**

**Format guidelines - Word Document, File name:**

- LastNameFirstName.CoverLetter.Spring2019
- (Example: ZahariaNoemi.CoverLetter.Spring2019)

The Cover Letter needs to be geared towards the job posting. We are still pretending to apply for a job. Please do an Internet search on cover letters to understand their purpose. The Cover Letter Must be signed by you at the bottom. If you want to additionally write a personal statement (which is a requirement for graduate school) then that is something you can send me. I am happy to look them over. I know someone who DID NOT get into graduate school just because of their

personal statement (even though they had a 3.7 GPA). The admissions committee felt that they had no ability to write at the graduate level so please be sure to have someone else READ your WORK before you turn it in. Cover letter samples are also provided online.

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### **Interview questions**

Answer the list of 10-interview questions listed in the assignment. You are asked to answer these actual interview questions at any future job interview. Make sure that you answer in a professional manner while allowing your personality to shine through in each one of the answers.

- **DUE on Canvas: Feb.17**, before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Interview questions. Spring 2019
  - (Example: ZahariaNoemi. Interview questions. Spring 2019)
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### **Site Advertisement/Pamphlet/Flyer**

- **DUE on Canvas: Mar.3**, before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Flyer.Spring2019
- (Example: ZahariaNoemi.Flyer.Spring2019)

You are responsible for creating a document/flyer/pamphlet or other visual representation that will aid us in an effort to informing future interns about your internship site. Please create something the size of a normal piece of paper (front and back) to promote and advertise your particular internship site. Consider including the following:

- Description of site
- Daily Routines
- Responsibilities
- Opportunities
- Special Projects you are a part of or responsible for
- Contact information of site-supervisor
- Schedule- that you had at the site
- PICTURES - A MUST with **YOU** in action performing your daily duties as an intern.

All the above are items you can include. Speak with your site supervisor to find out what they want you to include/promote. The purpose of this assignment is to recruit future interns to your site.

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### **Thank You Letter**

- **DUE on Canvas: Mar.24**, before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.ThankYouLetter.Spring2019
- (Example: ZahariaNoemi.ThankYouLetter.Spring2019)

You are required to write a THANK YOU letter to your site supervisor. This is because we want to maintain a positive relationship with them for future interns. EVEN if you hated your internship... you are still required to identify and reflect on how interning under them benefited you. Since this is not the end of the semester please just compose a thank you letter up to this point to that I can look over to check for your ability to articulate yourself in writing effectively. **The Thank You Letter Must be signed by YOU.**

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### **Letter of recommendation**

- **DUE on Canvas: Mar.31**, before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.RecommendationLetter.Spring2019
- (Example: ZahariaNoemi.RecommendationLetter.Spring2019)

You are to request a recommendation letter from your internship site supervisor. This letter needs to be on company letterhead, printed, **signed and dated by the site supervisor**. Scan the letter and save it as required and upload it to Canvas by the due date.

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### **Professional photo with short bio**

- **DUE on Canvas: Apr.7** before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Professional photo and bio.Spring2019
- (Example: ZahariaNoemi.Professional photo and bio.Spring2019)

Create a one-page document with a professional photo followed by a short bio describing your background. This is a more personal (still professionally presented) description of yourself, athletic and educational achievements that need to be highlighted about yourself in narrative setting. Describe your professional goals as well.

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### **Professional Portfolio**

- **DUE AS FINAL VERSION in Portfolio on Canvas: Apr.14**, before 11:59pm

**Format guidelines - Word Document, File name:**

- LastNameFirstName.Portfolio.Spring2019

- (Example: ZahariaNoemi.Portfolio.Spring2019)

Create 1 (one) document with all the items listed below. Scan the recommendation letter you received from your site supervisor. Place the documents in the required order, as you also will be graded for the organization of the document created. It is your responsibility and in your best interest to take time to create this portfolio. It is to promote YOU as a professional when attending interviews in the future. My hope is it that you make this a dynamic document, which means that it is every changing as you continue to grow as a professional.

Please include the following items in this order, in your Portfolio to achieve full points:

1. Cover page
  - a. Write your name and the term (Spring2019) and 'Professional Portfolio'
2. Table of Content
3. Professional Photo and Bio
4. Job Posting you found
5. Resume
6. References
7. Cover Letter
8. Thank you letter
9. Recommendation letter from supervisor.
  - a. Must be from your site supervisor.
  - b. MUST BE ORIGINAL (not a photo copy or printed at home from an email).
  - c. Must be SIGNED
  - d. Must be on company LETTERHEAD.
10. **Supplemental material** that illustrates your marketable skills and experiences.
  - a. Some examples are programs/workouts/events/flyers you have developed, certificates for participation or volunteer work, additional letters of recommendation, and/or other materials like pictures, presentations, membership cards, etc. Scan all documents.

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## **THROUGHOUT THE SEMESTER**

### **Professionalism**

Each student will be evaluated on Professionalism throughout the entire semester. Professional behavior and communication is expected of all students and will be based on all personal contact and communication with professor, quality of work of student, ability to follow directions, communication with site supervisor, etc. Work will be assessed based on professional standards as well. See professionalism section in syllabus. Remember the standard operating procedures: Be present, do not be late and turn in quality work. No excuses!

## **COURSE CALENDAR – Fall 2018**



- **NOTE:** Internship and Senior Seminar are to be viewed as TWO separate courses. Please always refer to both syllabi.
- You will meet with Prof Lugo ONLY at the assigned location (check your syllabus for her class) for individual meetings.

## VII. GRADING EXPECTATIONS

All students will be graded based on the parameters outlined in this section of the syllabus. If an assignment is late, it will receive a zero...regardless of student reason, excuse, etc There is no extra credit. You get what you earn.

POINT BREAKDOWN	POINTS POSSIBLE	DUE DATES ON CANVAS
Contact info	5	Jan.13, 11:59pm
Strengths and weaknesses	10	Jan.20, 11:59pm
Job posting	5	Jan.27, 11:59pm
References	5	Feb.3, 11:59pm
Resume	10	Feb.10, 11:59pm
Cover letter	10	Feb. 10, 11:59pm
Interview questions	10	Feb. 17, 11:59pm
Pamphlet of internship site	5	Mar.3, 11:59pm
Thank you letter to the site supervisor	5	Mar.24, 11:59pm
Letter of recommendation from internship site supervisor	5	Mar.31, 11:59pm
Professional photo with short bio	5	Apr.7, 11:59pm
Completed Portfolio	20	Apr 14, 11:59pm
Professionalism	5	Evaluated throughout
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>	

## VIII. GRADING STANDARDS (subject to change)

Final grades will be calculated utilizing the following scale. Extra credit will not be given to push any student over to the next grade. Turn in quality work on time, ask for help when needed, get the job done! Do not beg for points. It will not work!!!

A = 93% and above A- = 90 – 92.9% B+ = 87 – 89.9% B = 83 – 86.9%

B- = 80 - 82.9% C+ = 77 – 79.9% C = 73 – 76.9% C- = 70 – 72.9%

D+ = 67 – 69.9% D = 63 – 66.9% D- = 60 – 62.9% F = 59.9% or less

**IX. ACADEMIC INTEGRITY STATEMENT:** Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook. Misconduct includes: Cheating – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Plagiarism – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

**X. DISABILITY RESOURCE CENTER (<http://drc.fiu.edu/>)**

The Disability Resource Center’s mission is to provide FIU students with disabilities the necessary supports to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and need assistance or instructional accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center (GC) 190 and be sure to communicate this personally with your instructor.

**XI. POLICY FOR ASSIGNING AN INCOMPLETE “I” GRADE**

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student’s own negligence. An incomplete must be made up as quickly as possible, but no later than two (2) consecutive semesters after the initial taking of the course or it will automatically default to an “F” or the grade that the student earned in the course. There is no extension of the two (2) semesters deadline. You must not register again for the course to make up the incomplete. If you have an incomplete grade on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines that it is appropriate to award a student a grade of “I”, the following steps must be followed. Using an Official University Form, the course instructor will report the following:

1. The grade earned by the student to date.
2. The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
3. The date the instructor expects the missing work to be submitted or in the case of an examination made up.
4. The justification for awarding the grade of “I”.
5. Have the student sign the form.

6. Submit the form to the Department Chair and Dean, and maintain a copy for instructor records and provide a copy for the student.
7. Upon satisfying the requirements for a grade, the instructor will sign off on the form and attach it to the change of grade form she or he will submit

## **XII. PROFESSIONALISM:**

PET 4929 is the supplementary portion of the final cumulative experience for your bachelor's degree as a co-requisite with PET 4946 Internship. At this point in a student's educational career, the expectations for professional and appropriate behavior are high. You are a representative of this university, the program and of yourself. The hope is that you will aspire to your own high expectations. In view of the fact that professionalism is a concern for all, you will be expected to consistently demonstrate the following professional behaviors: diligence, and responsibility with respect to preparation for class/internship, assignment submissions, communication, attendance, and other class policies. This includes regular and prompt attendance, completing work in preparation for class, and completing assignments as requested and on time. All students are expected to complete all assignments by the designated due dates, do not expect the syllabus/policies/due dates to change because of an unexpected obstacle in your life. Everything listed above and below are subject to points deduction off the professionalism grade.

Check emails daily and respond in a timely manner (within 24 hours on business days).

Depending on your internship site, you must discuss appropriate dress with your site supervisor prior to beginning your internship. Each student is expected to follow the site supervisor's recommendation. However, the standard is set with the following guidelines. Clothing is to be devoid of suggestive, lewd, and/or promotional logo. Avoid wearing torn clothing. Hats may be worn ONLY in the great outdoors. Gum chewing is inappropriate. No headphones in or on the ear. Leave your cell phone in your bag on in your pocket.

Verbal/oral communication is how we express our thoughts and opinions. It is also the primary way in which competence and intelligence is evaluated. Make every effort to be clear and concise and use appropriate vocabulary when speaking with others, especially professionals in the field, professors, FIU staff, and other students. Conduct yourself in a professional manner at any FIU function, on or off campus. Remember that even when you may not know it, you are being heard and observed. When meeting/being introduced to new people, always shake their hand, introduce yourself, make eye contact, and be respectful. Leave slang and other inappropriate words at the door and utilize your infinite vocabulary instead.

Written communication also needs to be considered. When emailing, be sure to have an appropriate subject line (what is the email about). Use a salutation and the name of whomever you are emailing with Dear \_\_\_\_\_ or Good afternoon \_\_\_\_\_ etc. Address field professionals, instructors and teachers as Dr./Mr./Mrs./Ms./Professor and their last name. Do not

assume you may use an instructor's first name. If they give you that option, then that is fine. ALWAYS PROOFREAD YOUR EMAILS. Check SPELLING and make sure that you have communicated what you intended to. To end an email use a closing such as Sincerely, \_\_\_\_\_; Regards, \_\_\_\_\_; Thank you, \_\_\_\_\_; Etc. Be sure to put your name after the closing.

Asking for favors or exceptions is completely inappropriate in all cases. Everyone must assume that all rules and policies put into place apply to them. The syllabus is there for a reason. Please be sure to map out your semester on a calendar very early on and use time management techniques to keep yourself together. It is well known that during internship, students tend to get overwhelmed. Be prepared and do not procrastinate. It is recommended that students do not hold a full time job while completing their internship. If you are unable to let a job go, you are still fully responsible for whatever workload is asked of you. If you are unable to complete the necessary duties and assignments because of your full-time job or other responsibilities, it will be recommended that you drop the course and you will be asked to finish your internship at a time that is workable for you. Prioritizing is something that every professional must be able to do.

**LET'S HAVE A GREAT SEMESTER!**