Top 5 things I learned converting a resident to online course

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5. Consult with an instructional designer

- **Benefits**
  - A course template
  - Greater knowledge of BeachBoard functions
  - Suggestions for communicating with students online; setting expectations
5a. Course Template

Lesson Introduction & Objectives

Lesson Introduction

Learning Objectives

- insert text
5b. Greater knowledge of BB functions

Week 5 The Brain & the Body in The Defining Decade

Discussion Question: Cover Letters

In The Muse’s tips on writing cover letters article provided this week, the final rule is to “care most about stand out when submitting a cover letter or resume for an internship or job? Do you have any stories about current internships a result of a standout cover letter/resume?”

Week 9 - Jul 25, 2017 4:22 PM

Hi Kareem,

The Muse’s article provides several interesting tips on how to differentiate your resume from your cover letter. I remember when I was reviewing my resumes and cover letters at CSULB’s Career Development Office, I had acquired in my cover letter and the accomplishments in my resume.

The article also talks about showing off what you’re capable of, which could link back to describing your work and also a chance to tell a story, something I hope to incorporate in future cover letters. I’ve always loved for so I hope to include that story in a cover letter moving forward.

Week 9 - Jul 26, 2017 8:26 PM

Hi GeLisa and everyone,

Thank you so much for providing a concrete example of how you differentiate your cover letter from your resume when reviewing the job market, I’ve been working in takes a lot of thought and research. I hope to help others in the field, I’ve looked to work in reviewed my resume and gave me some advice on how to approach the next steps. I appreciate your efforts and I look forward to hearing more about your success.
5c. Communicating online

Discussion Guidelines

Experiential learning theory suggests that to effectively learn from experience, we must organize and process what we have learned. Reflecting on and sharing our experiences in the class discussion can meet this goal.

While discussion in a face-to-face classroom is an important part of this course, it is not always possible to have a discussion in which you can exchange ideas with all your classmates. Thus, we must set some ground rules.

There will be at least one Discussion posting per week. Each week, I will post at least one question that I pose. This will apply for Week 1. Some weeks will require you to respond to a question that I post and also reply to 2 other postings from your classmates.

For Weeks 3-8, students will be assigned a small group of 3-4 classmates as discussion leaders. Each leader will be required to post a question on the discussion board by 11:59 PM on Wednesdays. Students will respond with an answer to one of the questions, comments, or additional questions posted by their leader.

Discussion postings (responses and replies) are due by 11:59 PM on the due date.

Discussion postings will be evaluated on a scale of 1-4 using the following rubric:

- 4: You provide a well-supported response that clearly demonstrates your understanding of the topic.
- 3: You provide a reasonable but unsupported response that shows you have read the material.
- 2: You provide a response that is off-topic or does not contribute to the discussion.
- 1: You do not respond to the question.

How to ask questions that facilitate discussion

1. Good questions create a conversation

And they start conversations without putting anyone on the spot. You also don’t want a scenario where you are the learned teacher asking all the questions, and the group members are under pressure to know the answers you expect from them. In contrast, some of the best
post and also reply to 2 other postings from your classmates.

Core Rules of Netiquette

Core Rules of Netiquette: Introduction

Netiquette, or network etiquette, is concerned with the "proper" way to communicate in an online environment. Consider the following
rules," adapted from Virginia Shea’s The Core Rules of Netiquette, whenever you communicate in the virtual world.

RULE 1: REMEMBER THE HUMAN

When communicating electronically, whether through email, Instant message, discussion post, text, or some other method, practice the
Golden Rule: Do unto others as you would have others do unto you. Remember, your written words are read by real people, all deserving of
respectful communication. Before you press "send" or "submit," ask yourself, "Would I be okay with this if someone else had written it?"
5. Consult with an instructional designer

- Work with BB support staff
  - “Groups” feature makes smaller discussion groups

- Encourage students to utilize Help Desk
  - Many are not pro-active & expect instructor to fix it
  - Tech issues used as an excuse
4. Monitor student participation more closely

- Use BB functions
  - Access “Classlist...View progress” to learn if students are opening files & discussion posts
  - Review dates & times of postings
4a. BB Classlist...View progress
4b. Review dates of postings

**Organizational Dynamics**

- Jul 6, 2017 11:06 PM

Crystal,

I found this information very useful since I have always been interested in Christian Preschool and receives most of its funding from auctions, single batter women from low income. Also the atmosphere is very stimulating. I imagine how hard it is to manage just a big organization like Boys and Girls Club. It will help you become more malleable and flexible in unexpected situations.

**Organizational Dynamics**

- Jul 6, 2017 11:53 PM

My organization is a nonprofit Christian Preschool founded by Dr. Smith with a focus on quality care and low child-to-teacher ratio, but with no cost. Every session is for a different group of children. We help parents who are recently reunited with their children who need a healthy start, job training, and other services with the partnerships of local community groups run these types of programs, by sponsorships, donations, and auctions. They are still in faith to helping and guiding one another as a family. Also the structure of the organization is very stable and effective.
3. Strengthen discussion participation grading scheme

- Set expectations early & reinforce with regular reminders
- Provide instructions including required minimum number of postings
- Be more precise in points for strong/weak participation
  - Amount of time spent on discussion board
  - Open/read all students’ posts, not just ones they respond to
  - Reward early participation & posting more than minimum required
- Give feedback in posts before discussion assignment deadline
2. Anticipate scheduling problems

- Enforce deadlines for securing internships at beginning
  - Drop students from enrollment
  - Instruct students on how to submit signed contracts
- Make sure internships meet career-related learning
  - Some students will try to use jobs or volunteer work
- Set & reinforce expectations to complete hours by course end
  - Provide sample time logs
  - Collect time logs periodically & act early for those not on track
- Be prepared for assigning incompletes if you require minimum of hours
  - Partner organizations may not have enough work
1. Utilize more online sources for reading & video assignments (Be sure to vet them)

- Online advice on resumes, cover letters, networking, and interviewing may be contradictory

- Websites I found useful and reliable
  - CSULB Career Development Center [www.careers.csulb.edu](http://www.careers.csulb.edu)
  - [www.TheMuse.com](http://www.TheMuse.com)
  - [www.Candidcareer.com](http://www.Candidcareer.com) (access via CDC website for subscription)
  - O*Net Online [www.onetonline.org](http://www.onetonline.org)
  - InterviewStream (access via CDC website for subscription)
  - Soft Skills training [www.mitalent.org/elearning-soft-skills-program](http://www.mitalent.org/elearning-soft-skills-program)
To view a list of employers, click on the 'Employers' link in the header.

NEWS FEED

Faculty CareerNews Archives
To access past issues of Faculty CareerNews, click on the Resources tab and go to the Document Library.

View All Announcements

SHORTCUTS

- Beyond B-School
- CandidCareer Videos
- Career Explorer - O*NET
- CSULB LinkedIn Network
- Going Global
- InterviewStream
- Job Seekers Salary Calculator
- NACE Faculty Guide to Ethical and Legal Standards in Student Hiring
- Optimal Resume
- Classroom Presentation Request Form
City of Long Beach Interview Questions in Los Angeles

Sort: Relevance | Popular | Date

Data Entry Operator at City of Long Beach was asked...

How comfortable are you with working with computers?

Be the first to answer this question

Civil Engineering Student Summer at City of Long Beach was asked...

Describe yourself and your career goals? How has your experiences make you qualify for this job? Why do you want this job? Why do you think manholes are circular?

Be the first to answer this question
Today's Career Video

Investment Manager

Jeff is the president of Manning & Napier Investors, an investment management firm located in Rochester, NY. Not only does he discuss the types of clients he deals with and finding new business, but he also shows students how to find success in the industry.

Candid Career List

Accountancy (Bachelor)(1)
Accounting (Bachelor)(34)
Acting (Masters)(2)
Administration (Masters)(1)
Administration of Justice (Bachelor)(2)
Advertising (Bachelor)(4)
Advertising Communication (Bachelor)(1)
Advertising-Public Relations (Bachelor)(1)
African American Studies (Bachelor)(6)
African Studies (Bachelor)(1)

CSULB List

Accountancy (Bachelor)(1)
Aerospace Engineering (Bachelor)(1)
**Associate Director, Fox Sports - Career Coach**

**Job Description**

Gabriela is an Associate Director at Fox Sports. Located in Los Angeles, CA. Gabriela and her team are behind the scenes coordinating commercials with live sports productions. From counting in talent on set to communicating with Mexico about lead-ins to a soccer match, Gabriela is working in a fast-paced role.

Runtime: 1m:40s

**Major:** Film and Electronic Arts (Bachelor)

**City:** Los Angeles

**State:** California

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**Associate Creative Director, WC+A**

**Job Description**

Jerome is a graphic designer and the Associate Creative Director at WC+A, an advertising and graphic design company located in Los Angeles. Jerome walks us through the lifecycle of a design project, from pre-production pitch meetings to photo shoots and the final graphic work. He and his team are working on three to four movies at a time, primarily for Hallmark, who call on WC+A for their 70 movies every year.

Runtime: 1m:44s

**City:** Los Angeles

**State:** California
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Keyword or O*NET-SOC Code
Examples: 25-1011.00, dental assistant
Enter a word, phrase, or title to search for an O*NET-SOC occupation. Enter a full or partial O*NET-SOC code to look up occupations by code.

Bright Outlook
Rapid Growth
Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

Career Cluster
Career Clusters contain occupations in the same field of work that require similar skills. Students, parents, and educators can use Career Clusters to help focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

Green Economy Sector
The green economy will call for occupations’ employment of new requirements such as task-specific credentials. Green occupations are part of Green Economy Sectors.

Summary Report for:
13-1041.01 - Environmental Compliance Inspectors
Inspect and investigate sources of pollution to protect the public and environment and ensure adherence to Federal, State, and local regulations and ordinances.
Sample of reported job titles: Compliance Investigator, Enforcement Officer, Environmental Protection Specialist, Environmental Quality Analyst, Environmental Specialist, Compliance Specialist, Resource Conservation and Recovery Act Enforcement Officer, Toxics Program Officer, Waste Management Specialist
View report: Summary, Details, Custom
Technology Skills

- **Analytical or scientific software** — DQO-PRO; Environmental Knowledge and Assessment Tool EKAT; Spatial Analysis and Decision Assistance SADA; Sustainable Management Approaches and Revitalization Tools SMARTe
- **Document management software** — Adobe Systems Adobe Acrobat
- **Office suite software** — Microsoft Office
- **Spreadsheet software** — Microsoft Excel
- **Word processing software** — Microsoft Word

*Hot Technology* — a technology requirement frequently included in employer job postings.

Knowledge

- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Chemistry** — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
**Skills**

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Speaking** — Talking to others to convey information effectively.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Abilities**

- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
InterviewStream

CLA 492- Summer 2017 (Jocoy)
14 JOB-RELATED SOFT SKILLS

eLearning Soft Skills Program

These 14 eLearning modules on Lifelong Soft Skills are to provide a universally accessible soft skills training resource for the Michigan workforce for basic and foundational skills for the workplace, to help ensure the workforce is ready to succeed in the 21st century.

Soft skills trailer MDEC

hire & retain talent
Top 5 lessons learned

5. Consult with an instructional designer
4. Monitor student participation more closely
3. Strengthen discussion participation grading scheme
2. Anticipate scheduling problems
1. Utilize more online sources for assignments

Presentation slides available from Geography Dept webpage
http://www.cla.csulb.edu/departments/geography/faculty/jocoy/