

# Minnesota State University Moorhead

## CM 205: Professional Growth Seminar I

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

The course content is directed towards the overall professional growth of students who are passionate about a career in construction. The course establishes standards for promoting ethical and professional practices in construction. Oral and written communication assignments include, but are not limited to; resume application, cover/thank you letters, proper interviewing skills, an individual presentation, and an assessment of personal ethics.

**B. COURSE EFFECTIVE DATES:** 03/08/2005 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. The student will complete a resume, cover letter, reference letter, and thank you letter used for use in securing an internship and other job search processes.
2. The student will complete their CM curriculum "Plan of Study" so that they clearly understand remaining credit requirements. The student should update any changes to the Plan of Study at each advising session.
3. The student will complete a paper on how they plan to improve their soft skills while they are a student in the CM program that also includes a critical review of their personal ethics.
4. The student will complete an initial self analysis survey of technical and soft skill sets that are the expectations of employers upon graduation when the student is seeking employment. Upon completion of the survey, the student will identify areas of needed improvement and develop ways to improve those skills prior to graduation.
5. The student will have knowledge with oral communication, written communication, and develop personal ethics.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted