

**SOUTHERN UNIVERSITY and A&M College
DEPARTMENT OF MATHEMATICS**

**MATH 390
CO-OP FOR MATHEMATICS MAJORS**

CATALOG DESCRIPTION: Course is an introduction of the fundamentals of preparing for job or graduate school interviews. Efforts will be made to find co-op opportunities for all learners during the second half of the current semester. Learners are required to dress for success for each and every class period or company interview, and to meet all assigned work inside/outside of the classroom.

INSTRUCTOR'S EMPHASIS: The basic preparations for entering the workplace are emphasized in this course with particular attention to careers in Mathematics, resume writing, conducting interviews, researching employers, ethics, and etiquette. Professor and learners will work closely with Career Services to reinforce the particulars of this course. Professor will arrange for learners' co-op placements with employers.

INTENDED AUDIENCE: Course is geared for mathematics majors/minors or mathematics education majors to learn about the workplace, how best to prepare for the workplace in order to be successful in securing and keeping a job. These learners are exposed to the best teaching practices, several teaching strategies, and real life experiences in co-ops or volunteer services. Multicultural education is embraced allowing for global perspectives of employment.

COURSE CREDIT: 3 – 6 Hours

PREREQUISITE: None

TEXTBOOK: None

TEXTBOOK SUPPLEMENTS:

Sterrett, Andrew (editor), *101 Careers in Mathematics*. MAA, 1996. ISBN 0-88385-704-9.

Career Guide: Career Planning and Campus Recruiting, SUBR Career Services Center, (Current Issue).

GENERAL GOALS:

- (1) *FACILITATE CAREER ORIENTED INVESTIGATIONS WITH EXPOSURE TO VARIOUS ASPECTS/ COMPONENTS OF SUCCESSFUL CAREER EXPERIENCES IN PREPARATION FOR REAL WORLD EMPLOYMENT.*
- (2) *PROVIDE OPPORTUNITIES FOR LEARNERS TO DEMONSTRATE CRITICAL THINKING AND OTHER COGNITIVE STRATEGIES ALONG WITH PSYCHOMOTOR SKILLS NECESSARY TO MAKE WISE DECISIONS IN CHOOSING A CAREER PATH AND/OR EMPLOYER, CO-OP OR OTHERWISE.*

LEARNING OUTCOMES:

1. Learners will demonstrate their understanding of effective interviewing skills by observing/modeling interviews utilizing appropriate techniques and practices with learners and company representatives.
2. Learners will apply technology skills used in resume writing, interviewing, and researching by demonstrating use of projectors, computers, Microsoft Word, Excel, and PowerPoint, and the Internet.
3. Learners will demonstrate knowledge of resume construction by preparing and/or improving their original resumes, creating curriculum vita, and by critiquing the resumes/vitae of fellow learners.
4. Learners will demonstrate their understanding of ethics guidelines applicable to publishing and the workplace by discussing those guidelines and sharing the pros & cons of each through class discussions and assignments.
5. Learners will demonstrate their understanding of proper business dress for interviews by modeling attire in classroom and real-life interviewing sessions on/off campus.
6. Learners will demonstrate their understanding of effective communication and interpersonal skills by exhibiting (1) written communications through various assignments and the final portfolio presentation and (2) oral communications through classroom presentations.
7. Learners will demonstrate efficient acquisition of psychomotor and research skills of possible employers by adequately answering questions posed by a company interviewer, the professor, and/or fellow classmates after having successfully gleaned pertinent information from employer websites and/or brochures.

8. Learners will co-op at a company or volunteer at a community based organization when co-op opportunities cannot be arranged; and regardless of placement, learner will demonstrate their competence with working with the responsible party by providing an efficiently maintained journal of daily activities and an assessment of that company or organization based on their experience upon completion of co-op.

ASSESSMENT MEASURES:

1. Midterm comprehensive examination
2. Research homework
3. Presentations
4. Computer Laboratory exercise
5. Portfolio project
6. Co-op evaluation

COURSE CONTENT:

- A. Careers in Mathematics
- B. Introduction to Co-ops
 1. Co-ops vs. Internships
 2. Types of Co-ops
 3. Employers of Co-ops
- C. Preparing for Co-ops/Careers
 1. Resume vs. Curriculum Vita
 2. Ethics
 3. Etiquette
 4. Interviews

COURSE EXPECTATIONS AND STUDENT SUPPLEMENTS:

Expectation: Learners are expected to submit ALL research assignments on time and meet co-op employer faithfully & punctually.

Attendance Policy: Attend class regularly and punctually.

Other Resources: Mathematics Laboratory, Career Services, Library, etc.

Academic Dishonesty: Adhere to honesty and integrity in work submitted for credit in this course and adhere to SUBR's Code of Conduct. **(Refer to current Catalog.)**

DISABILITY STATEMENT:

Learners that are considered as having a disability are to provide the professor with a letter from the Department of Special Education stating the appropriate accommodations required of this course. If you have a documented disability, then please discuss it with personnel at 771-3950 in Room 125 of Blanks Hall.

SUGGESTED OR REQUIRED READING: See professor.

GRADING POLICY: See professor.

DISABILITY STATEMENT: If you have a documented disability, then please discuss it with personnel at 771-3546 in Room 246 Blanks Hall. Learners, those considered having a disability, are to provide the professor with a letter from Professor P. Hebert through the Office of Disability Service stating the appropriate accommodations required of this course.

DISCLAIMER: These activities and assignments are tentative. Changes may occur due to assessment of learners by the professor and due to the professor.