

New Course Proposal

Prepare course proposal in accordance with the guidelines below and the format shown on the following pages.

COURSE PROPOSAL NUMBER: 25-26-04 (a).

REVISION (label Revision #1, #2, etc.): Click or tap here to enter text.

SECTION 1: PROPOSAL INFORMATION

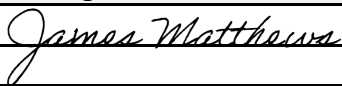
Name:	Angela Schwer
Title:	Professor of English
E-mail Address:	Angela.Schwer@fairmontstate.edu
Phone Number:	X4723

College:	College of Liberal Arts
Department:	Humanities
Program Level:	Undergraduate
Date Originally Submitted:	11/7/2025
Implementation Date Requested:	8/17/2026

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and departmental support of this new course proposal. Should this new course affect any other department or program in another college, a memo must be sent to the Dean of each college impacted and a copy of the letters(s) or email(s) of support must be included with this proposal.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature
COLA	

ADDITIONAL COMMENTS:

New Course Proposal

SECTION 2: COURSE CATALOG INFORMATION

1. Course Subject Prefix and number (e.g., ENGL 1101): Course number/prefix combinations may be used only once, and <u>may not be recycled</u> ; please check with the Registrar's Office to get a list of available, valid course numbers.	ENGL 2255
2. Course Title: The title of the course as it will appear in the course catalog.	Professionalizing the Humanities
3. Number of Credit Hours: Indicate the total number of credit hours for the course. If you are proposing a course with variable credit options, explain that here.	1 cr hour
4. Repeatability (number of repeat credit hours): Students can repeat the course for credit.	No repeats
5. Course Prerequisites: Include subject prefix and course number. List only immediate prerequisites (not prerequisites for other prerequisite courses).	No PR
6. Course Co-requisites: Include subject prefix and course number.	No Co Recs
7. Course Cross-listings (e.g., PSYC 2230 and SOCY 2230)	No cross listings
8. Course Restrictions (e.g., Seniors only)	No restrictions
9. Grade Type: Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG).	Standard A-F
10. Requirements: Will the course be a required or elective course? What course requirements will this course satisfy? Indicate specific major, minor, or College/Department requirement(s).	Required for English majors in the Literature, Creative Writing and Writing for the Workplace concentrations
11. Course Terms: In what semester(s) will the course be offered? (e.g., Fall only, Summer)	Spring only
12. Writing Intensive: Does this course fulfill the Writing Intensive major requirement?	No
13. Core Curriculum: Will the course be reviewed and considered as a University Core Curriculum course offering? If yes, you will need to submit a separate Core Curriculum application to the General Studies Committee.	No

SECTION 3: CURRICULUM-BASED RATIONALE

What is the reason for developing the proposed course? Explain how the course fits into the curriculum. For example, is it a required or elective course for any specific program (if so, which one)? Which students will be taking this course? If there are already similar courses offered, explain why the needs of the program cannot be satisfied by an existing course. The curriculum-based rationale should be brief and to the point.

This is the only career-focused course offered in the English program outside of Education. Career planning was listed as a deficiency in our 2020 program review. The course has been piloted twice as a 3399 special topics course with positive results from our students. It will be required for students in following English concentrations: Literature, Writing for the Workplace and Creative Writing.

SECTION 4: COURSE SYLLABUS

Fairmont State University

ENGL 3399: Professionalizing the Humanities: Your Next Chapter

Spring 2025

Instructor Name and Title: Dr Angela Schwer

Phone: (304) 367-4723

E-mail: Angela.Schwer@fairmontstate.edu

Office Location: Jaynes 309

Office Hours: MWF 1-3PM; TR 1:30-3PM and by appointment

Classroom Location: JH 310

Description

This class will help students prepare for the job search, making the most of the skills honed in the English major to lead to a fulfilling career. Emphasis will be on using Fairmont State resources to locate high quality job opportunities, and on developing resumes and cover letters to apply for such jobs and graduate programs.

Course Prerequisites

There are no prerequisites for this course. Recommended for sophomores and above.

Textbook and Course Materials

No books or materials required. Readings and information will be posted on Blackboard.

Technology Requirements

A computer with Internet access required.

Course Delivery

This course will meet face-to-face for 50 minutes once each week.

Course Learning Outcomes

By completing the course, students will

- Articulate personal goals for their careers after college
- Research and locate satisfying job postings and/or graduate programs.
- Write polished and effective hiring and/or admissions documents, such as cover letters and resumes

Assessments/Assignments

Reflection upon career inventory (20 points)

Handshake, Hiration and Linked In Profiles (20 points each)

3 Reflection Papers on Guest Speakers (10 points each)

Presentation on 3 job postings or 3 graduate programs (30 points)

Resume (25 points)

Cover Letter or Grad School Essay (25 points)

Final reflection on career (20 points)

Course Map/Connecting Learning Outcomes and Assessments

Course Learning Outcomes	Assessments/Assignments
Articulate personal career goals	Career interest survey and reflection papers.
Research and locate satisfying job postings	Handshake, Hiration and Linked/In Profiles; reflections on job search
Write effective career documents	Resume; Cover letter

Evaluation and Grading Scale

The following percentages of total points possible will determine your final grade.

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 59 %and below

Course Policies and Guidelines

Communication

The best way to contact me is through my campus email address

(angela.schwer@fairmontstate.edu).

DO NOT rely on Blackboard course messages: I do not check them.

You may also leave a message on my voicemail at (304)367-4723. I will do my best to answer all messages within 24 hours EXCEPT on weekends.

Weekend Availability: I will NOT be available from 6PM on Friday to 6PM on Sunday. During this time, I do not promise to check or respond to email or Remind. Everyone needs some unplugged time to function well. However, I will respond to accumulated messages early on Sunday evening, before the new week begins.

Email Etiquette: Please include the topic you are emailing about in the subject line, and use proper salutation, punctuation, capitalization, complete sentences, and a signature in your emails. Avoid using text abbreviations or jargon.

Attendance: Consistent attendance, along with timely submission of assignments, is key to your success in this class!

Institutional Absence Policy: Students who have an *official institutional excuse* will not be marked absent for the day they are away. This may be for an athletic event or a class fieldtrip. Students will be allowed to make up any work done in class that day. However, the students must:

1. Notify instructor of the dates they will be gone in advance.
2. Make arrangements with instructor about when and how they will make up the work before they leave.
3. Contact instructor or another person in the class to get the notes they missed.

Late Work policy: You may make up work that you missed, *but only up to one week after it is due without penalty.*

Cell phones/Electronic Devices: If you are responsible for others and must keep your phone on, please set it to vibrate, and leave the classroom to answer it. *Texting must wait until you are out of class.* Listening to an MP3 player or texting while in class is considered very bad manners—your teachers and classmates deserve your full attention!

AI Policy: The Fairmont State Humanities department believes strongly that writing is a form of critical thinking. As part of our institutional commitment to excellence and a transformative educational experience, we know that students must learn to master the writing process, from brainstorming ideas to drafting paragraphs to revising for clarity and coherence. The use of generative artificial intelligence (AI) programs (specifically, large-language models that compose and/or paraphrase text based on predicting patterns they have “learned” from processing vast amounts of information) disrupts this learning process and interferes with students’ abilities to learn and master the writing process necessary to hone their critical thinking skills.

Permitted with Restrictions

Students in this course may use generative AI to...

- brainstorm potential research topics
- draft an outline
- find factual information about the research topic
- check grammar and style

Please note that material derived from such tools is often inaccurate or incomplete, and students are responsible for ensuring its accuracy. Finally, all information must also be properly cited and attributed according to APA style.

Students in this course may not use generative AI to...

- draft discussion board posts
- draft a writing assignment
- write entire sentences, paragraphs, or papers

Any assignment that uses AI tools other than what is outlined here will violate the class/university academic dishonesty policy and is subject to the same penalties.

Plagiarism: Will not be tolerated in this class. Copying someone else’s work without giving them credit is stealing. So is failing to give credit to academic sources obtained through research.

The penalty for a first offence of plagiarism in this class is a failing grade on the work submitted; if plagiarism is detected a second time, the offender will fail the class.

If you’re in doubt about how to cite a source, please ask.

Online Submission of Papers

Please submit papers ONLY through the Blackboard dropboxes, and not through email, unless Bb is completely unavailable. Please help me to avoid misplacing your assignments!

Academic Support and Resources

Other University policies governing this class may be found here:

<https://www.fairmontstate.edu/academicaffairs/syllabus-statements>

Course Outline

Subject to change for the benefit of the class.

Course Dates	Topic	Deliverable/Due Date
M-1-22	What Can I Do with an English Major?	
M-1-29	Career Services at Fairmont State Presentation	Career exploration search: Reflection on my career choices
M-2-5	Careers for English Majors in National Security, Law and Politics	Handshake profile completed
M-2-12	Who wants to go to Graduate School?	Hiration profile completed
M-2-19	Careers for English Majors in Journalism	1 page Reflection Paper on Last Week’s Guest Speaker
M-2-26	Careers for English Majors in Non-Profit Development Work	1 page Reflection Paper on Last Week’s Guest Speaker
M-3-4	Careers for English majors in Video Games and/or Film	1 page Reflection Paper on Last Week’s Guest Speaker

3-11 to 3-15	Spring Break	No Class!
M-3-18	Careers for English Majors in Technical Writing, Editing and Publishing	1 page Reflection Paper on Last Week's Guest Speaker
M-3-25	Careers for English Majors in Marketing and Public Relations	1 page Reflection Paper on Last Week's Guest Speaker
M-4-1	Crafting Your Resume	1 page Reflection Paper on Last Week's Guest Speaker
M-4-8	Where to find Jobs Crafting Your Cover Letter	Resume
M-4-15	Reports on Career Ads/Grad Programs	Report on either 3 jobs or 3 graduate programs that interest you
M-4-22	Creating a successful Linked -In Profile	Cover Letter or Grad School essay due
M-4-29	Course Wrap Up	Linked-In Profile completed
W-5-8		Final Reflection on Career Preparation due in Bb by midnight