

PORTFOLIO PACKET 2

MAKING MAJOR DECISIONS

UNIV 1820 – Spring 2020

TABLE OF CONTENTS/CHECKLIST

- TME Mentor Interview** – Page 3
- Faculty Interview** – Page 4—5
- Husky Mentor Network Interview** – Page 6—7
- LinkedIn Profile** – Page 8
- Work Interest Assessment** – Page 9
- Work Interest Assessment Extra Credit** – Page 10
- Transferable Skills Notes** – Page 11
- Reflection and Next Steps** – Page 12
- Major Elimination Revisit** – Page 13
- Rubric**– Page 14

NOTE:

Throughout this portfolio packet, you will be required to take notes/share your thoughts in written form. While some space is provided for this, feel free to type/write your notes on separate pieces of paper and attach them to the corresponding section.

TME Mentor Interview

Due Date:

Interview to be completed by Friday, March 13th at 11:59 PM. Nothing needs to be handed in for the assignment on this date, as instructors can check that you completed this electronically.

Instructions:

For this assignment, you will need to interview at least one TME Mentor in a major of your choosing. Please use the following link to connect with Mentors: tme.uconn.edu/mentors.

For a list of suggested questions to ask TME Mentors, please visit this link:

<https://tme.uconn.edu/informationalinterviews/>

These interviews **DO NOT need to be in-person**. Mentors may take up to three days to respond, so be sure to contact them early and ask your questions directly in your first email.

Please write down the name and major of the TME mentor(s) you interviewed:

Faculty Interview

Due Date:

To be completed by class-time in Week 11. At this time, notes will be checked to ensure on-time completion. In addition, notes should be included in "Portfolio Packet 2" submission.

Instructions:

For this assignment, you will need to interview at least one faculty member in a major of your choosing. You can use the link provided to find contact information for faculty within the various majors:

tme.uconn.edu/major-contacts

Below you will find a list of sample questions to ask during your interview. In addition, there is space provided to brainstorm your own questions. The following page is blank and can be used as space to take notes during your interview.

You will need to hand-in the questions you asked the faculty member, as well as the notes that you took on their responses. You can either do this on the notetaking page, or attach a separate document to your portfolio. Please note, this **does not need to be a transcription** of your conversation, instead, you can just pull out the major points/takeaways from each question you asked.

Please write down the name, e-mail, and department of the faculty member you interviewed:

Sample Questions:

- What was your major in College, and how did you select that major?
- In what ways did your major prepare you for your career?
- In what ways did your College experience prepare you for your career?
- How did you begin your career?
- What types of jobs or careers could I pursue with this major?
- What advice would you give someone who is considering this type of major?
- What type of jobs, activities, or classes would you recommend I pursue if I am interested in this major or career path?
- What does this job (or a past job) entail on a daily basis?
- What are the challenges to your occupation/career? How have you dealt with them?
- What makes a person successful at this job or in this industry? What skills do they need?
- What do you know now that you wish you had known when you were starting out?
- What changes have you seen occur in your field?
- Are there any current issues and trends in the field I should know about/be aware of?
- Are there related fields you recommend I look into?

Additional Questions I want to ask:

Husky Mentor Network Interview

Due Date:

To be completed by class-time in Week 13. At this time, notes will be checked to ensure on-time completion. Notes should be included in "Portfolio Packet 2" submission.

Instructions:

For this assignment, you will need to interview at least one alumni of your choosing using Husky Mentor Network.

Below you will find a list of sample questions to ask during your interview. In addition, there is space provided to brainstorm your own questions. The following page is blank and can be used as space to take notes during your interview. You can also find some tips for using this resource here:

<https://cdn.uconnectlabs.com/wp-content/uploads/sites/7/2017/10/UConn-Advisee-User-Guide-1.pdf>

You will need to hand-in the questions you asked the alumni, as well as the notes that you took on their responses. You can either do this on the notetaking page, or attach a separate document to your portfolio. Please note, this **does not need to be a transcription** of your conversation, instead, you can just pull out the major points/takeaways from each question you asked.

Please write down the name, position/company, and any contact information available for the alumni you interviewed:

Sample Questions:

- What was your major in College, and how did you select that major?
- In what ways did your major prepare you for your career?
- In what ways did your College experience prepare you for your career?
- How did you begin your career?
- What type of jobs, activities, or classes would you recommend I pursue if I am interested in this major or career path?
- What does this job (or a past job) entail on a daily basis?
- What are the challenges to your occupation/career? How have you dealt with them?
- What makes a person successful at this job or in this industry? What skills do they need?
- What do you know now that you wish you had known when you were starting out?
- What changes have you seen occur in your field?
- Are there any current issues and trends in the field I should know about/be aware of?
- Are there related fields you recommend I look into?

Additional Questions I want to ask:

LinkedIn Profile

Due Date:

To be completed before the Portfolio Packet 2 submission.

Instructions:

As part of this class you will be asked to create a LinkedIn Profile or update your LinkedIn Profile. You will use what was discussed in class to work on building your profile, and then connect with at least the instructor of your course. You can also connect with the other instructors of the course!

As a minimum you should have the following critical components updated on your Profile:

- Name
- Headline
- Profile Photo
- Summary
- Experience
- Education

If you do not currently have a LinkedIn Profile, you will be asked to create a profile, focusing on the six critical components.

If you currently have a LinkedIn Profile, you will be asked to update your profile (which you should always be doing!) as part of this assignment. While you will only be graded on completing the six minimum components, we strongly recommend you not only update your core six, but also work to add additional components if you have not already (Volunteer, Skills & Endorsements, etc.)

Please use the space provided to take any notes that you feel will be helpful in building your profile.

Notes

Work Interest Assessment

Due Date:

The assessment must be completed and the **results emailed to your instructor ONE WEEK prior to the “Work Interest Assessment” class.**

Instructions:

1. Set-up your FOCUS 2 account by visiting this link: career.uconn.edu/resources/focus2career. Once you are set-up and logged in, click on the “Work Interest Assessment” and complete the assessment.

Once completed, **email your results to your instructor NO LATER than ONE WEEK prior to the “Work Interest Assessment” class.** Please be sure to either write out your results, or send a screenshot/picture. **Do NOT send a link**—these are personalized and your instructor cannot access the information this way. Please also list your work interest areas from highest to lowest below. Next to each interest area, write your corresponding score.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Work Interest Extra Credit Assignment

Due Date:

To be completed before the Portfolio Packet 2 submission. This assignment is completely optional, but if completed, you could earn up to 2 extra credit points on your final grade.

Instructions:

Revisit your FOCUS 2 account: career.uconn.edu/resources/focus2career. Under “Work Interest Assessment”, click “RESULTS”. Scroll to the bottom of your results page and click “CONTINUE”.

This page will provide you with examples of careers that match your results.

- Click each occupation to view details such as job tasks, skills, values, work conditions, required education, job outlook, and earnings.
- Click the majors listed next to each career to learn about the supporting academic programs offered at UConn.

Please pick two of these careers to investigate further. Answer the following questions about each career you explore:

1. Why do you think this career field was suggested?
2. What skills or values do you have which this career may require or prefer?
3. Which work conditions are appealing to you and why?

Career 1:

Career 2:

Reflection and Next Steps

Due Date:

To be completed before the Portfolio Packet 2 submission.

Instructions:

This past semester you have examined majors in a holistic, interactive, and intentional manner. Now that you've learned more about yourself, spoken to experts, and utilized various tools for exploration, it is time to reflect, share, and develop action steps. For this assignment, you must write a 2-4 page paper reflecting on your experience. Your paper should be double spaced, and Times New Roman 12 pt. font.

Please be sure to **answer all of the following prompts** in your essay:

1. What did you learn from the expert interviews (i.e. TME Mentor, TME Mentor panel, Faculty member, and Husky Mentor Network alumni)?
2. What lesson or activity was most impactful this semester and why?
3. Did you achieve your goals? Why or why not?
4. Create three viable action steps—what steps will you take after this course to continue your exploration?

Major Elimination Revisit

Due Date:

To be completed before the Portfolio Packet 2 submission.

Instructions:

Throughout the semester, you have been working on your major elimination activity from Portfolio Packet 1.

Before you hand in Portfolio Packet 2, return to your saved list of majors by using the link sent to your email during Elimination Phase 1.

Be sure to print and attach your MOST UPDATED list of potential majors to the back of this page.

- At this point, you have learned more about many of the majors remaining on your list. For any additional majors in which you no longer have an interest, click “*Not Interested*”.
- Review the list of majors you had previously eliminated from your list. These majors have collected at the bottom of the page.
 - As you have learned more about yourself and explored more about possible majors during this semester, you may find that a major you previously had no interest in, may now be a possible option.
 - If you find any majors you would like to learn more about, unclick the “*Not Interested*” box to add the major back to the list of possibilities.
 - Visit the major profile for each of these new majors to learn about *best intro courses, career opportunities, related majors, TME Student Mentors*, and more.

UNIV 1820: Making Major Decisions Portfolio Packet 2 Rubric

	Meets Expectations	Needs Improvement	Did Not Meet Expectations
TME Mentor Interview	4 pts At least three questions were submitted to TME Mentor on time	2-3 pts Only two questions were submitted or three were submitted late	0-1 pts Interview was not conducted or work represented minimal effort
Faculty Interview	4 pts Questions and notes were submitted on time, thorough, and represented full effort	2-3 pts Questions and notes were submitted but lacking depth or thorough but not submitted on time	0-1 pts Interview was not conducted or questions and notes represented minimal effort.
Husky Mentor Network Interview	4 pts Questions and notes were submitted on time, thorough, and represented full effort	2-3 pts Questions and notes were submitted but lacking depth or thorough but not submitted on time	0-1 pts Interview was not conducted or questions and notes represented minimal effort.
LinkedIn Profile	6 pts LinkedIn Profile contained all six components and was completed with full effort	4-5 pts LinkedIn Profile lacked full effort, or was missing one-two parts	0-3 pts LinkedIn Profile was missing more than three parts, or did not represent full effort
Work Interest Assessment	1 pt Results were e-mailed one week prior to class	N/A	0 pts Results were not e-mailed one week prior to class.
Reflection and Next Steps Essay	12 pts All four essay prompts were fully answered. Responses were thoughtful and reflective. Paper was formatted correctly and well-written.	8-11 pts One essay prompt was missing OR four essay prompts were answered but lacking depth. Paper may have been formatted incorrectly.	0-7 pts Essay prompts were missing, and there was little reflection present in the paper. Formatting and paper length did not meet requirements.
Major Elimination Revisit	1 pt Most updated list was printed and attached.	N/A	0 pts Most updated list was not printed and attached.
			Total: ___ / 32
OPTIONAL Work Interest Extra Credit	2 pts 3 questions for 2 different careers were answered fully and with full effort and exploration	1 pt 3 questions for 1 career were answered, or questions did not represent full effort and exploration	0 Did not complete Extra Credit