

STEM 1551 - Introduction to STEM Career Planning

Fall 2026 Syllabus, Section 02, CRN 44243,

Credit hours: 1

Instructor

Marissa Gartland

Coordinator, Careers, Internships, & Co-ops

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Public Instructor Information

Professor: Instructor

Professional Qualifications:

MBA, Organizational Leadership, Youngstown State University, Williamson College of Business Administration-AACSB Accredited, 2025

BSBA, Marketing, Youngstown State University, Williamson College of Business Administration-AACSB Accredited, 2024

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Course Description

1551. Introduction to STEM Career Planning. The purpose of this course is to provide STEM freshman and sophomore students with instruction in the career planning process directly related to the selection of a STEM college major and ultimately the world of work. Topics include a skills assessment, identification of professional/personal identification which include ethics, values, career interests, work and learning styles, and discussion of internships and co-ops related to majors and academic success. As the course progresses, STEM students will begin to develop areas of interests related to college majors and future career paths. Each student will complete a project to investigate college majors or occupations that are of interest to them. The student will begin to use the information to evaluate to what extent their career interests realistically match their skills and qualities. Each student as part of their course project will develop their career plan. One-hour lecture per week. Grading is ABC/NC. Prereq.: Freshman/ Sophomore standing. 1 s.h.

STEM 1551: STEM Careers. An introduction to the career opportunities available in the different STEM majors. Designed to help students choose a STEM major field of study and understand the relationship between science and technology. To enhance student success.

Course Readings

Group	Title	Author	ISBN
	Backpack to briefcase	Arndt, T.J.	

·Arndt, T. J., & Coleman, K. R. (2015). Backpack to briefcase: Steps to a successful career. College Transition Publishing. (Book provided by instructor)

·Standard internet access – Blackboard, Handshake, Big Interview and YSU email are required.

·There will be 1 out of class activity required – attending the STEM Expo. More details on Pg. 3

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Day	Date	Reading(s)	Proposed Topic	Due/To Prepare for Class
Thu	8/27		Course Overview; review of syllabus NACE Competencies	• Pre-Survey (in class) • Handouts (NACE and Syllabus)

Thu	9/3		Résumé Writing	• Review NACE – Pick and be prepared to discuss which competency is your top priority
Thu	9/10	• Quiz B2B Chapters 1 and 4 (in class)	Elevator Pitches & Employer Interactions	• Quiz B2B Chapters 1 and 4 (in class)
Thu	9/17		Preparing for the STEM Expo;	• Elevator Pitch (in class)
Thu	9/24		Alternate Location Stambaugh Stadium - Attend STEM Expo	• Attend STEM Expo Stambaugh Stadium Gym, 12-4pm
Thu	10/1		STEM Expo Debrief Professionalism and Ethics	• STEM Expo Attendance due (Bb) • Big Interview Due (online) (tentative)
Thu	10/8		Cover Letters; Career Presentation Assignment Overview	• Job Posting due (Bb)
Thu	10/15		Interviewing Assign Groups; Career Presentation	• Handshake Profile (complete online via Handshake) • Cover Letter Draft due (Bb)
Thu	10/22	• Quiz B2B Chapter 3 and 10 (in-class)	Job Searching: Handshake and Job Search Engines	• Quiz B2B Chapter 3 and 10 (in-class) • Résumé Draft due (Bb) • Career Presentation Proposal Due
Thu	10/29	• Quiz B2B Chapter 18 (in class)	References and Thank You Notes	• Quiz B2B Chapter 18 (in class) • Informational Interview due (Bb)
Thu	11/5		Registering an Internship/Co-op: CIC Office Forms (in Class)	• References and Thank You Note Drafts due (Bb)
Thu	11/12	• Quiz B2B Chapters 16 and (in class)	Career Portfolio Document Review/Workday (Bring Tech)	• Quiz B2B Chapters 16 and (in class)
Thu	11/19	• Quiz B2B Chapters 7 and 14 (in class)	Graduate/Professional School & Full-time Positions	• Quiz B2B Chapters 7 and 14 (in class) • Final Career Portfolio Due (Printed)
Thu	11/26	NO CLASS THANKSGIVING BREAK	NO CLASS THANKSGIVING BREAK	NO CLASS THANKSGIVING BREAK
Thu	12/3	Career Presentations 1st groups	Career Presentations 1st groups	Career Presentations 1st groups
Thu	12/10	Post-Survey Career Presentations 2nd groups	Post-Survey Career Presentations 2nd groups	Post-Survey Career Presentations 2nd groups

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.