

STEM 3751 - STEM Professional Career Planning

Fall 2026 Syllabus, Section 02, CRN 42290,

Credit hours: 1

Instructor

Justin Kleemook

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Public Instructor Information

Professor: Dr. Justin J. Kleemook

Professional Qualifications:

D.P.A., Doctor of Public Administration, West Chester University of Pennsylvania, 2018

M.A., Master of Arts, Student Affairs and Higher Education, Slippery Rock University of Pennsylvania, 2010

M.S., Master of Science, Park and Natural Resource Management, Slippery Rock University of Pennsylvania, 2006

B.S., Bachelor of Science, Parks, Recreation, and Resource Management, Slippery Rock University of Pennsylvania 2003

B.A., Bachelor of Arts, Philosophy, Slippery Rock University of Pennsylvania, 2003

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Course Description

3751. STEM Professional Career Planning. The purpose of this course is to provide STEM junior and senior students with an opportunity to reflect on both academic and internship/co-op experiences in the context of planning for their future career. As the course progresses, the course will discuss and prepare the student for the transition from academia to the world of work. Topics include updating career documents (resume, cover letter, reference page, and thank you notes), building a transition plan, creating a financial plan/budget, and other items as they relate to the students' professional career planning. Each STEM student will complete a professional job-search plan which will allow them to be competitive in today's job market. Students will set goals, daily/weekly tasks and deadlines. The student will begin to use the information to evaluate their personal goals and to what extent their career interests realistically match their skills and qualities. One-hour lecture per week. Grading is ABC/NC. Prereq.: Junior or Senior Standing. 1 s.h.

Course Readings

Group	Title	Author	ISBN
Optional	Backpack to briefcase: Steps to a successful career	Arndt, T. J., & Coleman	

- Arndt, T. J., & Coleman, K. R. (2015). *Backpack to briefcase: Steps to a successful career*. College Transition Publishing.
- Standard internet access – Blackboard, Microsoft Teams, Handshake, Big Interview and YSU email are required.
- Please bring your own technology to every class.
- There will be 3 out of class activities required – attending the STEM Expo and two appointments with Justin. More details to follow.

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	Proposed Topic	Due/To Prepare for Class
Thu	8/27	Syllabus. Pre-Test. Professionalism & Ethics. Handshake Profile Assigned. LinkedIn Profile Assigned. About Me Presentation Assigned.	

Thu	9/3	About Me Presentations. Profile Peer Review. Resumes/CVs. Schedule Career Portfolio Draft Appt. Schedule Mock Interview.	About Me Presentation Handshake Profile LinkedIn Profile
Thu	9/10	Interviewing. Peer Interview. Resume Peer Review. Big Interview Assigned. Informational Interview Assigned.	Hard Copy of Resume
Thu	9/17	Cover Letters/Personal Statements. References. Thank- Notes. Career Portfolio Assigned.	Big Interview
Thu	9/24	ATTEND STEM EXPO	Check-in and talk with at least 3 companies
Thu	10/1	STEM Expo Debrief. Graduate/Professional School & Full-time Positions Taking Control of Your Career Path: Realistic Expectations. Virtual/F2F Professional Interactions. Job Searching – Handshake & Other Search Engines	Informational Interview
Thu	10/8	Internships, Co-ops & REUs. Geographic Preferences. Scenario: What's your career look like? Employee Rights. Financial & Budget Plans. Taxes. Accepting the Job Offer: What's next? Unemployment. Post-Test.	

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