

Course Dates: 9/3/2025 - 12/13/2025 coursework can't be accepted after the course ends

WEEK	DATE	CLASS ACTIVITY	READING	ASSIGNMENTS
1	9/3	Welcome Module	Syllabus Introduction and Chapter 1 The Intensifying Struggle	Read Syllabus and Acknowledge Reading It Welcome Module Discussion Board Clifton Strengths
2	9/8	Skills Assessment Presentation	Chapter 2 Your TikTok Worthy Vacation Can Wait	
	9/10	Skills Assessments Skills Worksheet		Strengths & Obstacles Worksheet Skills Discussion
3	9/15	Resume Presentation	Chapter 3 The Year of Lasts	Job Description
	9/17	Resume Workshop / Lab	Resume Examples and Feedback	Resume Quiz Resume Resume Discussion
4	9/22	Cover Letter Presentation	Chapter 4	Cover Letter Quiz
	9/24	Cover Letter Workshop	Cover Letter Examples	Cover Letter Cover Letter Discussion
5	9/29	Google Portfolio Presentation	Chapter 5 Second Semester	Watch the Google Portfolio Video
	10/1	Google Portfolio Workshop	Google Portfolio Example	Create Your Google Portfolio Create QR Code
6	10/6	Interviewing Skills Presentation	Chapter 6 A Not So-Savage Spring Break	Prepare for Interview

	10/8	Interviewing Practice	Interview Questions	Consider Outfit Questions for Peers
7	10/13	Refinement of Portfolio		
	10/15	Refinement of Portfolio		
	10/16	Hospitality & Tourism Career Fair Thursday 1:00 – 3:00pm		
8	10/20	Post Interview Etiquette Presentation	Chapter 7 Savage Solitude	Prepare Thank You Emails
	10/22	Post Interview Etiquette		Prepare Thank You Emails
9	10/27	Portfolio Presentations	Chapter 8 One Degree Hotter	Present your portfolio to the class
	10/29	Portfolio Presentations		Present your portfolio to the class
10	11/3	Portfolio Presentations	Chapter 9 A Savage Life	Present your portfolio to the class
	11/5	Portfolio QR Codes Revisit Clifton Strengths		Present your portfolio to the class
11	11/10	LinkedIn Presentation		Create a LinkedIn
	11/12	Business Cards		Create Business Cards
12	11/17	CSUMB Transfer Presentation		
	11/19	Internship Presentation		
Fall Break 11/24 - 11/28				
13	12/1	Work Experience Presentation	WORK Handbook	Schedule an Internship Appt.
	12/3	Final Wrap-up Reflect on the Course Review What We Learned		Final Discussion With Peers Course Survey

14	12/8	Final Exam Interview		Prepare Questions for the Speaker or Visit
				Assignments 30% Discussion 30% Quizzes 10% Reading 5% Mid-term and Final 25%