

Braven Leadership & Career Accelerator

Sample Syllabus

RUTGERS UNIVERSITY NEWARK

COURSE DESCRIPTION

This is a foundational course, designed as preparation for the competitive, globalized job marketplace and includes the formation of professional networks, communication in multiple formats, teamwork, development of career skills, and project management. It is aimed at students who have a hunger to attain a strong post-grad opportunity, whether that be a strong first job or graduate school.

Through online and peer learning, interactive experiences, and reflection, students will build meaningful networks, discover their innate leadership, and cultivate the “hard” and “soft” skills and habits of mind needed to thrive in twenty-first century workplaces and make a positive impact through their careers upon graduation.

This course will require your commitment. Nothing good comes easy, but this course will be equally rewarding as it is challenging. What you get from this course will depend on what you give, and we encourage you to give it all so that you can get the most out of it.

ABOUT BRAVEN

Our belief is that our next generation of leaders will emerge from everywhere. Braven seeks to empower promising young people on the path to college graduation, meaningful careers, and lives of impact. From Braven will come a generation of leaders as diverse as our future demands.

We are passionate about:

- **Discovering** young people who have the focus, drive, and talent to succeed,
- **Developing** their authentic leadership, personal narrative, and professional skills, such as project management, advocacy, and teamwork, and
- **Connecting** these promising future leaders to networks of advocates and professional experiences that will help them excel personally and professionally. Alongside educational institutions and extraordinary professional volunteers, we aim to equip and empower our participants with the skills, resources, and networks they need to expand

their opportunities to lead to their fullest potential as they prepare to enter the workforce of the 21st century.

The Accelerator is just the beginning of your Braven experience. **Braven will support you from now through 6 months post-graduation** and help you discover a clear path to your first strong opportunity. During the Accelerator, you'll be able to opt into a Career Community, which is a resourceful, industry-specific community. Career Communities offer relevant learning experiences, people and networks, and tools and resources to support you on your journey all the way to your first postgraduate opportunity.

ABOUT THE ACCELERATOR COURSE

LEARNING OUTCOMES AND GOALS

COURSE GOALS

Braven has developed the equation below for a career-ready college graduate, and thus, the course goals are aligned with this equation. By the end of the course, Fellows should be able to:

- **Create an excellent resume** for applying to career-accelerating opportunities
- **Secure a career-accelerating opportunity**, such as an internship, volunteer position, campus club position, or other opportunities to include in their record of achievement
- Identify personal leadership assets and career path possibilities
- Identify key skills, abilities, and mindsets employers most desire
- Develop and expand personal and professional networks
- Present themselves and their ideas through clear, compelling and effective communications in diverse media
- Work successfully in a team environment
- Set goals and manage time and projects to achieve those goals

COURSE FORMAT

THE BRAVEN PORTAL

Course materials such as the syllabus, Google Docs, notes, projects, instructions, and readings, etc., can be found on the Braven Portal. **This is NOT the same as the Canvas portal used for your other Rutgers courses.** The Accelerator will simulate a workplace feel, and you will use

communication tools that will prepare you for the workplace. Access to a computer or tablet with audio and video capabilities is critical for this course, however, Braven can help you apply for a laptop from Rutgers University - Newark if you don't have the appropriate resources.

REQUIRED TEXTS/READING

There is **no required textbook** for this course. All readings are offered in the Braven Portal and are required. 70% of the material you will learn will be delivered via online modules offered through the Braven Portal on Canvas. It is imperative that you take the time to complete the modules week-to-week to be successful in this course. The other 30%, which you will review during Learning Lab each week in your cohort, builds upon the foundation of the online content.

REQUIRED OUT OF CLASS ACTIVITIES - INDEPENDENT WORK

This 3-credit course includes both in-class and outside of class activities. The weekly 2-hour classes will include discussions and professional development simulations to practice and develop skills.

- **Weekly online modules** – To build your knowledge and skill will be required to complete a computer module each week due before the start of each class..
- **One 1:1 conversation with your Leadership Coach** – To provide feedback on your resume and to connect 1-1 with your Leadership Coach. The primary focus will be feedback and editing support on your resume, but additionally, you will discuss and reflect on progress toward your long-term goals. The conversation will last 30 minutes and graded based on attendance.
- **Two individual projects** – To practice skills, assess proficiency, and develop work products that you can incorporate into your career portfolio.

REQUIRED IN-CLASS ACTIVITIES - GROUP WORK

- **Two-hour weekly sessions** – You will meet with your cohort and build skill through a combination of discussion, coaching, and feedback, and application toward real-life challenges or simulations.
- **One group Capstone Challenge** – To work as a team and build skill in complex problem-solving. Your cohort will work together to solve a problem for an organization and propose an innovative solution. This project culminates in a group presentation judged by the organization's employees.

COURSE OVERVIEW

The Braven Accelerator follows a three-part arc of experience as follows:

1: DESIGN YOUR CAREER	Identify your personal leadership assets, discover your career path, and share your leadership story
2: LAUNCH YOUR CAREER	Build compelling professional artifacts and networking and interview skills to apply for and obtain career-accelerating opportunities
3: CAPSTONE CHALLENGE	Apply project planning, problem-solving, teamwork, and presentation skills to a real-world, workplace challenge that can be used on your resume or future interviews

COURSE SCHEDULE

GLOSSARY OF COMPETENCIES FOR THE TABLE BELOW

- L** Leadership
- NC** Networking and Communicating
- WT** Working in Teams
- PS** Problem-Solving
- OM** Operating and Managing

LEARNING LAB # AND DATES	LOCATION	TOPIC/EVENT	PART	COMPETENCIES
1		Onboard to Braven	Design Your Career	L, NC, WT, OM
2		Lead Authentically		L
3		Tell Your Story		L, WT, NC
4		Discover Your Career Path		L, NC, OM
5		Build an Excellent Resume	Launch Your Career	NC, OM
6		Network like a Pro		NC, WT, OM
7		Polish Your Portfolio		NC, OM

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8			Mock Interviews		NC, OM
9			Capstone Challenge Kickoff	Capstone Challenge	ALL
10			Empathize & Synthesize		ALL
11			Ideate & Prototype		ALL
12			Rehearse		NC, WT, OM
13			Capstone Challenge Presentations		NC, WT, OM
14			Live Your Legacy Celebration		L, NC, WT

GRADING POLICY

Grades will be based on the percentages as shown below.

	A	B+	B	C+	C	D	F
%	100-90	89-87	86-80	79-77	76-70	69-60	59-0

COMPONENTS OF YOUR FINAL GRADE

- 1) PROFESSIONALISM - 45% OF FINAL GRADE
- 2) INDIVIDUAL PROJECTS - 35% OF FINAL GRADE
- 3) GROUP PROJECT - 20% OF FINAL GRADE
- 4) EXTRA CREDIT (EC) - UP TO 2% OF FINAL GRADE

GLOSSARY OF TERMS

The following are terms that will be used frequently throughout the semester:

Braven Portal – The online portal/course through which you will access parts of “lecture” (online modules and assignments)

Braven Priority Skills – The researched-based list of priority skills that companies and organizations look for when hiring candidates; these are the skills the Braven Accelerator prioritizes

Chapter – The Fellows on your campus together make up your chapter

Coaching Partner (CP) –A veteran Leadership Coach who supports your Leadership Coach

Cohort – A group of 5-8 Fellows you will go through the semester with. Your cohort will provide perspective, accountability, support, and connection

Fellow – That’s you! And, this includes other students in the Braven Accelerator

Grader – These individuals will grade your projects and serve as your resource for Accelerator assignments

Leadership Coach (LC) – Each cohort will include a professional who is committed to your development this semester

Learning Lab (LL) – Live meetings where you will meet with your cohort and build skill through a combination of discussion, activities, coaching, and feedback

Module – Online learning in the Braven Portal course you will engage in each week

Online engagement – Your online participation score based on whether you engage and interact with the online Portal content

Part – The course follows an intentional arc from beginning to end and can be broken down into sequential parts which serve as guideposts as you complete the semester. The parts include:

1. Design Your Career – Plan a career path that aligns with your strengths and passions
2. Launch Your Career – Go after your career and get on your way to achieving your goals
3. Capstone Challenge – Work as a team to solve a problem and propose an innovative solution

Project – The graded assignments you will submit to demonstrate growth and mastery throughout the course