
ACE 341 CEF: Issues & Careers in Applied Economics Consumer Economics & Finance

Course Description

Upon completion of this course, students will be aware of career opportunities and issues related to Consumer Economics and Finance. Through in-depth conversations with industry professionals, students will develop an understanding of the skillsets needed to succeed in the various career paths discussed.

Instructor

Caroline Helton
Academic Advisor, Department of ACE
217-300-4825
chelton@illinois.edu

Class Schedule

Tuesdays and Thursdays from 11:00-11:50 am
313 Mumford Hall
Tuesday, August 24-Thursday, October 19

Office Hours

By appointment by calling 217-300-4825 or via e-mail at chelton@illinois.edu. Be sure to note that you would like to discuss this course.

Learning Objectives

Through this course, students will:

- Acquire significant knowledge of careers and issues related to the field of Consumer Economics and Finance.
- Develop an understanding of the skillsets needed to succeed in a variety of career paths.
- Develop communication skills appropriate for a professional environment.
- Practice public speaking, professional writing, and interacting with professionals.

Required Material

Levit, A. (2009). *They don't teach corporate in college: a twenty-something's guide to the business world*. Franklin Lakes, NJ: Career Press.

Accommodations

If you have a disability that may impact your performance in this class, please see the instructor to discuss accommodations that will allow you to fully participate in the course and fulfill the course requirements. Further information is available at the Division of Rehabilitation Education Services (DRES) by contacting 217-333-4603 or disability@illinois.edu

Academic Integrity

Academic integrity is a serious matter. It is important to avoid the appearance of or participation in cheating. Academic dishonesty charges will be pursued at the highest level possible. The minimum penalty for academic dishonesty involves the student receiving a zero (0) for the assignment. Please read the student code so that you are aware of your rights and responsibilities as a student: <http://admin.illinois.edu/policy/code>

Sexual Misconduct Policy and Reporting

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX and Disability Office. In turn, an individual with the Title IX and Disability Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: wecare.illinois.edu/resources/students/#confidential. Other information about resources and reporting is available here: wecare.illinois.edu.

Class Attendance & Participation

Students are expected to be prepared, prompt, and engaged. These expectations are important factors for success throughout your career, beginning with your search for internships and jobs. This course is designed to introduce students to professionals in the field and to provide networking opportunities. As such, students should conduct themselves in a professional manner, demonstrating your potential to be an effective professional through neat personal presentation, thoughtful engagement, and effective speaking and writing. Cell phones, laptops, tablets, and similar devices must be silenced and put away. Class attendance is mandatory. This 8-week course meets twice per week. Each class session is worth 5 points of attendance/class participation. Students are expected to thoughtfully engage with presenters by asking questions, responding to questions posed by the speaker, and remaining alert throughout the presentation.

Content on Compass 2G

This course utilizes Illinois Compass for posting technical content (syllabus, handouts, assignments, etc.). To access ACE 341 CEF, go to the Illinois Compass 2G site at compass2g.illinois.edu and select ACE 341 CEF.

Grading System

All assignments are due at 11:00 am on the due date. All assignments must be submitted using Compass 2G. Late assignments are accepted with a 20% reduction. Assignments submitted more than 24 hours after the due date are not accepted.

Grading Scale

494-529	A	424-439	B-	355-371	D+
477-493	A-	408-423	C+	334-353	D
461-476	B+	387-407	C	318-333	D-
440-460	B	371-386	C-	0-317	F

Extra Credit

Students can earn up to 20 points of extra credit in this class. Extra credit opportunities will become available throughout the eight weeks. There is a folder on Compass 2G titled "Extra Credit" where students can learn about extra credit opportunities.

Assignments

Class Participation (15%)

- As previously noted, participation is important in this class. Students must engage thoughtfully and respectfully, address important issues, and ask quality questions. As a part of your participation grades, students are expected to submit a brief takeaway from the guest speaker on that day. Submit takeaways on Compass **no later than 5 pm** on the day of the speaker's presentation.

Book Reflections (30%)

- Students must submit reflections on each chapter of the assigned *They Don't Teach Corporate in College* by Alexandra Levit. Reflections should be one single spaced page in length and should demonstrate critical thinking. Consider the content presented in each chapter and submit your thoughts. Students might write about their feelings about the chapter (agree/disagree with content presented), key takeaways, ways in which the content might be out-of-date and how industry has changed since its publication, etc. These should be reflections, not summaries.

Career Fair Preparation and Participation (15%) and Resume (10%)

- Students must prepare a professional resume in preparation for participation in at least one University of Illinois career fair. In order to receive full points, students must take a resume to The Career Center for edits. Then, students must upload an updated electronic version of their resume to Compass 2G and bring the **edited hardcopy** to class on **Tuesday, September 19**. The representative at The Career Center who reviewed the resume must sign the edited resume (take a hardcopy to The Career Center for review!).

- Students must attend at least one University of Illinois career fair. The most pertinent career fairs are:

College of Business Career Fair: September 19 and 20, 2-7 pm, ARC
ACES & Sciences Career Fair: October 9, 1-5 pm, ARC

- Students should dress professionally and take resumes to distribute to representatives at the career fair(s). Students will submit a 1-2 page, single-spaced reflection listing the companies/employers they visited, what they learned, and thoughts on how to be successful in the career fair context. This report must be uploaded to Compass 2G. A sample report is available on Compass 2G.
- In order to receive full points for this assignment, students must also bring evidence of participation at the career fair. This can be in the form of business cards, brochures, a map of the event, etc.

Guest Speaker Introductions & Thank You (10%)

- Guest Speaker Introduction
 - Students will work in groups of 2-3 to collect background information about the guest speaker(s) and their companies or organizations. Company information should be compiled into a short paragraph and written in third person. The purpose of this assignment is to provide objective information to your classmates, *not* to market or promote the firm.
 - This information should be provided by noon one day prior to the scheduled speaker (e.g., Monday at noon for a speaker presenting on a Tuesday). Ms. Helton will e-mail this information to the class for review.
 - As part of this assignment, your group will elect one member to introduce the guest speaker and a different member to collect information from the guest speaker.
 - *One* member of the group should e-mail the speaker(s) with a polite request for a resume or other personal summary at least one week prior to the scheduled visit. The e-mail should be respectful, professional, and concise. For documentation, Ms. Helton must be copied on the e-mail inquiry.
 - *One* member of the group should introduce him/herself to the speaker upon the speaker's arrival, provide a brief introduction to the class, and generally act as a host
- Thank You Notes
 - Students are expected to write a professional thank you letter for each speaker that they welcome to class. These thank you notes will be due at the beginning of the class period immediately following the speaker's presentation (e.g. on Thursday for a speaker who presented on Tuesday).

- Ms. Helton will review and grade the letters, then forward them to the appropriate speaker. Letters will be returned for revision if necessary.
- Ms. Helton will provide an envelope, stamp, and address for you. You are responsible for correctly addressing the envelope.
- An example of a professional letter format is available on Compass 2G. Thank you letters not adhering to this format will be returned for revision.

Final Paper (20%)

- During the first class session, you will complete a student profile outlining your career objectives and planned academic path. Near the end of the course, I will return these sheets so that students can reflect on how their career and academic goals have changed.
- Students will submit a 3-4 page, single-spaced paper summarizing what they learned throughout the semester and how their career and academic goals have changed (or remained the same) as a result. Papers must be submitted by 11:00 am on the final day of class (Thursday, October 19).

Course Schedule

Class Date	Presenter	Assignments Due
Tuesday, August 29	Caroline Helton	None
Thursday, August 31	TBA	Chapter 1 Reflection Speaker Takeaway
Tuesday, September 5	TBA	Chapter 2 Reflection Speaker Takeaway
Thursday, September 7	Sara Rode, Talent Acquisition, PepsiCo	Chapter 3 Reflection Speaker Takeaway
Tuesday, September 12	Emma Andruczyk, Assistant Director, The Career Center	Chapter 4 Reflection Speaker Takeaway
Thursday, September 14	Jean Drasgow, Director of Career Services, ACES	Speaker Takeaway
Tuesday, September 19	Neal Reed, Business & Integration Arch Senior Analyst, Accenture	Resume Speaker Takeaway
Thursday, September 21	Max McWilliams, Technical Account Manager, Microsoft	Chapter 5 Reflection Speaker Takeaway
Tuesday, September 26	TBA	Career Fair Reflection (<i>if attended College of Business Career Fair</i>) Speaker Takeaway
Thursday, September 28	Jessica Wasser, Project Coordinator, Cultivate Hospitality Group	Chapter 6 Reflection Speaker Takeaway
Tuesday, October 3	TBA	Chapter 7 Reflection Speaker Takeaway
Thursday, October 5	TBA	Chapter 8 Reflection Speaker Takeaway
Tuesday, October 10	Angela Davis, Director of Operations, & Kyle Kearby, District Manager, Aldi	Career Fair Reflection (<i>if attended ACES & Sciences Career Fair</i>) Speaker Takeaway
Thursday, October 12	Kristen Costello, Development Relations Manager, Eastern Illinois Foodbank	Chapter 9 Reflection Speaker Takeaway
Tuesday, October 17	TBA	Chapter 10 Reflection Speaker Takeaway
Thursday, October 19	Caroline Helton	Final Paper

Building Emergency Action Plan

Mumford Hall/ 1301 West Gregory Drive, Urbana

In any emergency situation you have a choice: **RUN**, **HIDE**, or **FIGHT**.

Only proceed if safe to do so.

RUN (GET OUT)

Evacuation Assembly Areas¹

1. Huff Hall Main Gym - Room 100 (1206 S. Fourth St.)
2. Law Building Pederson Pavilion (504 E. Pennsylvania Ave.)

HIDE (STAY IN)

Storm Refuge Areas²

1. Basement of BIF (8:00a-4:30p weekdays)
2. Basement/Wohlers (after 4:30p weekdays and all weekend)

Security Threat¹

1. Secure classroom.
2. Secure your office.

ACTIVE THREAT

RUN If you can safely leave the building, **RUN**.

HIDE If you cannot safely leave, find a safe place to **HIDE**.

FIGHT If you cannot **RUN** away safely or cannot **HIDE**, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance²

1. Main Staircases at each end of every floor (all have illuminated signs)

¹ Contact Office of Campus Emergency Planning at 217-333-1216 to identify appropriate locations.

² Contact Code Compliance & Fire Safety at 217-265-5268 to identify appropriate locations.

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Emergency Response Recommendations

The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts—you are your own best advocate!

RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.
-

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:

- Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on **silent**.
 - Do not make any noise.
 - Do not come out until you receive an Illini-Alert advising you it is safe.
-

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:

- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
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Building Emergency Action Plan

Mumford Hall/ 1301 West Gregory Drive, Urbana

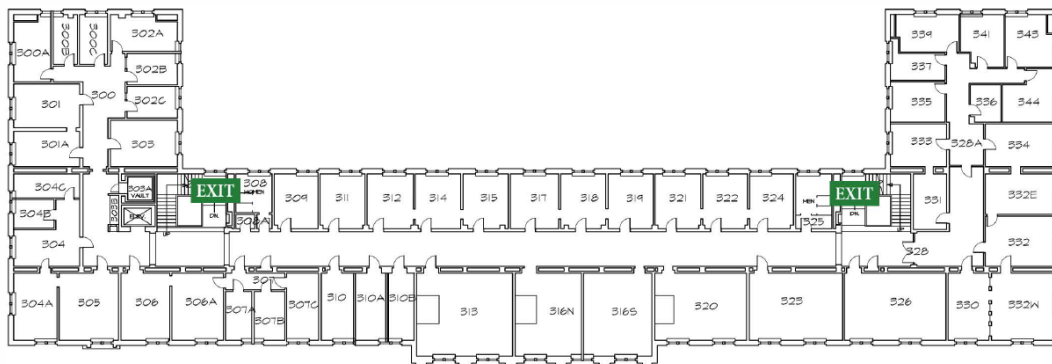
Emergency Notification Systems

University Notifications — The University of Illinois at Urbana-Champaign **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **Illini-Alert Emergency Text Notification System** — Illini-Alert is an "opt-in" system designed to deliver text messages to those who have registered for the service. Illini-Alert automatically triggers mass mail, emergency web alerts, Facebook and Twitter notifications. Sign up at <http://emergency.illinois.edu/>.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service in Lincoln, Illinois, will post an alert message on NOAA weather radios.
- **Cable Channel UI-7** — Comcast Cable channel 7 will provide a scripted message on the bottom of the television screen. This can be utilized either before or after the Emergency Alert System is used.
- **265-UIPD** — An emergency voice message system will be provided via this telephone number to provide emergency information.
- **Telephone Alert System** — A systematic telephone call list or "telephone tree" designed to notify individuals throughout campus.

Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

Evacuation
Assembly
ACIS Library



NORTH
THIRD FLOOR PLAN
0 16 32 48 64 FEET

Evacuation
Assembly

Area of Rescue Assistance
Storm Refuge Area

Quad

Building Emergency Action Plan

Mumford Hall/ 1301 West Gregory Drive, Urbana

Resource List

METCAD (Metropolitan Computer-Aided Dispatch) — 911

Primary public safety consolidated dispatch center serving Champaign County for ALL police, fire, and emergency medical service (EMS) response. If you require any type of emergency response, call 911 from a cellular or any landline telephone.

See also: <http://metcad911.org/>

University Police — 217-333-1216

Non-emergency/non-police response number for information on public safety, personal safety, and workplace safety.

See also: <http://publicsafety.illinois.edu/>

Office of Campus Emergency Planning — 217-333-1216

Serves as the focal point for emergency planning and preparedness questions, issues and activities.

See also: <http://publicsafety.illinois.edu/emergencyplanning/>

Code Compliance and Fire Safety — 217-265-5268

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

See also: <http://www.fs.uiuc.edu/planning/firesafety/ccfs.cfm>

Facilities and Services — 217-333-0340

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for University-owned buildings/facilities.

See also: <http://www.fs.illinois.edu/>

Division of Research Safety — 217-333-2755

Assists campus units in identifying and managing biological, chemical and radiological hazards within the campus environment.

See also: <http://www.drs.illinois.edu/>

Office of Public Affairs — 217-333-5010

Determines what information to disseminate to the media before, during, and after an emergency. The Office of Public Affairs will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

See also: <http://publicaffairs.illinois.edu/>

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Definitions

Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

Building Command Post — A physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

Building Emergency Action Plan (BEAP) — A document that consists of emergency procedures to help facilitate and organize building occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

Floor Coordinators — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Functional Needs — The needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Storm Refuge Area — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.

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Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at the University of Illinois at Urbana-Champaign. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "Illini-Alert" at: <http://emergency.illinois.edu/>.
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Planning (333-1216) or download at: <http://publicsafety.illinois.edu/emergencyplanning/ERG.pdf>
- "Like" Illini-Alert - University of Illinois at Urbana-Champaign and University of Illinois Police on Facebook.
- Follow Illini-Alert @IlliniAlert, UIPD @UIPD and Illinois Crime Alert @CrimeAlertIL on Twitter.
- Take the time to visit the Division of Public Safety's website at: <http://publicsafety.illinois.edu/> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. Visit <http://ready.gov/>.

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Emergency Response Guide (ERG), which provides recommendations for response actions to specific emergency events:

<http://publicsafety.illinois.edu/emergencyplanning/ERG.pdf>