The Dornsife Toolkit

INTELLECTUAL SKILLS – PRACTICAL APPLICATIONS

The Dornsife Toolkit (MDA 300) is a series of two-unit classes that provide practical skills for students looking to prepare themselves for the workplace, graduate school or life beyond college. Each class focuses on a specific topic and teaches useful, transferable skills that are valued by employers and academic institutions alike.

These once-a-week classes can be integrated easily into a regular course schedule. Capped at 25 seats, they are graded Credit / No Credit. The Dornsife Toolkit is ideal for students of the liberal arts and sciences who wish to complement their intellectual interests with practical learning.

Fall 2020 Schedule

**CAREERS IN CONTEMPORARY HEALTH CARE**

Helaine Owen Lopes  
Mondays, 2 to 3:50 pm

Medical doctors provide only a part of contemporary health care. This course focuses on opportunities in the health care field beyond the role played by physicians, providing information to those that are interested in health care but who may be unsure of the options they have and the requirements to fulfill those options. Professions include physician’s assistant, nurse, orthotist, physical therapist, nutritionist, and athletic trainer, among others. The Career Center offers some information about these professions, but this course provides a much more extensive, detailed introduction to each potential career choice, sometimes from practitioners in those fields.

Helaine Owen Lopes has worked for 40 years at USC as an Athletic Trainer and a lecturer in the Human Biology Department. She teaches courses in the prevention, care, evaluation and rehabilitation of athletic injuries, in skeletal muscle physiology and nutrition labs.

**MAKING A COMPELLING PROJECT PITCH**

Tracie Mayfield  
Thursdays, 4 to 5:50 pm

In this course, students will learn how to design and pitch their skills and ideas by producing an original—and, most importantly, realistic—project proposal utilizing the highly adaptable anthropological toolkit. Skills learned in this course are foundational and focused on critical thinking, identifying and mitigating problematics, leveraging strategic internal resources, and effectively communicating ideas both verbally and in written form.

Tracie Mayfield spent fifteen years in the investment banking industry before transitioning to her current work as an anthropologist and historical archaeologist. She has directed archaeological and ethnographic field research projects in Belize and in Colombia. Dr. Mayfield received a Ph.D. in anthropology/archaeology with a focus in history and memory from the University of Arizona.
EVERYDAY ELOQUENCE – EXPRESSING YOUR PROFESSIONAL SELF
Amanda Bloom
Wednesdays, 5 to 6:50 pm
This course will explore methods for expressing one’s professional values on the job market and while professionalizing post-college. Students will develop strategies for parlaying the words that represent them on the page (cover letters for jobs, research proposals) into eloquent spoken interactions that increase their likelihood of achieving success.

Amanda Bloom is an Assistant Professor of Writing and serves as the Fisher Fellowship’s faculty advisor. Her pedagogy foregrounds critical reasoning and aims to equip students with co-curricular skills that set them apart as young professionals.

GRANT-WRITING
Mandy Hobmeier
Thursdays, 5 to 6:50 pm
This course will focus on grant and proposal writing, guiding students through the refinement of their projects, the prospect identification process, and tailoring their writing to fit specific audience needs. Structured workshops will introduce practical rhetorical tools designed to help students in identifying goals and mobilizing projects toward funding.

Many Hobmeier received her Ph.D. in English from The University of Washington and currently is an Associate Professor in The Writing Program. Her areas of emphases include business and professional writing as well as interdisciplinary and cross-cultural contexts. She has been funded in numerous ways and supports students in their pursuits through mentoring and the teaching of writing.

IMAGES OF LOS ANGELES – VISUALIZING DATA
Andrzej Rutkowski and Stacy Williams
Tuesdays, 4 to 5:50 pm
This course introduces students to data visualization with a focus on Los Angeles. Working closely with a selection of important historical and contemporary visualizations, students will develop skills for understanding, interpreting, and creating visualizations with current data. Students will be introduced to a variety of software, tools, and methods as well as artistic/hands-on practices such as, cognitive mapping, physical data visualization, artist books, and zines.

Andrzej Rutkowski is the Visualization Specialist at USC Libraries. Stacy Williams is Head of the Architecture and Fine Arts Library at USC.

LAUNCHING A START-UP
James Bottom
Fridays, 10 to 11:50 am
This class provides an introduction to startup culture and an overview of the skills necessary to be successful in building a startup idea for a business or NGO. The goal is for students to prototype an idea from conception through the alpha testing stage in a single semester.

James Bottom is the Project Director of Blackstone LaunchPad USC. He holds a Bachelor of Arts in International Relations, was a Team Captain of the National Champion Rose Bowl Team in 2003, and has an MBA from the Marshall School of Business. James’ expertise is in startups, incubators, mentors, crowd funding and crowd sourcing.

MANAGING THE WORK/LIFE BALANCE – A BLUEPRINT FOR VITALITY
Stephanie Eggert
Wednesdays, 10 to 11:50 am
In a world undergoing the quantum effects of information overload, this class provides an environment for students to increase their personal vitality. Activating the resources to balance ourselves neurologically and emotionally, students will gain energy and learn to balance life with work, improving their ability to maneuver successfully through the college experience and beyond for optimum personal success.

Stephanie Eggert is a Senior Lecturer in Physical Education. She teaches Stress Management for Healthy Living, Kundalini Yoga and Meditation, Humanology, and Principles of Athletic Coaching.

PERSONAL ECONOMICS
Malgorzata Switek
Tuesdays, 4 to 5:50 pm
This course combines economic and financial concepts to help students navigate the complexities of the economic system and make informed financial decisions. Students will become acquainted with the insights of saving, investing, and personal economics through lectures and in-class exercises that apply the knowledge learned to a practical situation.

Professor Switek will combine her professional experience in consulting with her life experiences as an economist making personal financial decisions to provide the students with a dynamic learning experience.