

# Education 293: Career Planning

Monday/Wednesday 10:30 AM – 12:00 PM in B 117  
Fall 2017

**Instructor: Sarah Clawson, Career Services Manager**

Office phone: 925-8840 or 925-8560 Email: [sjclawson@unm.edu](mailto:sjclawson@unm.edu) Office hours: 12:15-12:45 PM MW

## **Course Purpose**

**The purpose of this course is to prepare students to develop and manage their own career. Students will learn planning and development concepts and skills and how to effectively utilize career planning strategies.**

## **Learning Objectives**

Upon completion of this course students will be able to:

1. Outline assessed personal characteristics and explain how they relate to occupational and educational choice and successful career navigation
2. Explain personal skill sets in context both written and verbally
3. Identify and navigate career research resources
4. Employ successful job search strategies
5. Describe professional skills and delineate their application in the working environment

## **Instructional Format:**

This is a web-enhanced course. This means that elements of this course are present in UNM Learn. Instruction for this course will be delivered through a variety of formats including, lecture, group discussions, group activities, projects, presentations, and written assignments.

## **Text:**

None. All readings are uploaded in Learn; however, each student is required to take the Strong Interest Inventory. The cost for taking this assessment is \$15.

## **Course Philosophy:**

This course is a guided process of self-discovery. The responsibility for learning and finding value rest with the student. Those who genuinely seek to plan their own career will be rewarded with a higher grade. You will be asked to produce proof that you have completed the steps of the Career Planning Process in the form of assignments. You will be asked to discuss your experience with your peers in class and on the class Learn page.

## **Preparing for Class:**

Passing this course is not meant to be challenging. You will be asked to invest time in your future career and put that effort into a written assignment form. If you complete the assignments, you will pass this course. These assignments will be available to you in Learn along with resources for completing them. You will be provided with open lab time in which to ask for instructor assistance.

The successful student –

1. Attends every class meeting
2. Participates in class activities and discussions.
3. Participates in each discussion board.
4. Diligently completes each assignment with a genuine desire to plan their professional life.

## **Absences:**

Just as an employer expects an employee's attendance at work, you will be expected to be in class. If you will not be present you must "call in." Email and phone calls are effective methods of calling in. After 3 absences, you will be "fired" or dropped from the course. \*\*\*Any assignments due during

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absences must be turned in to me **before the due date**. Electronic submissions must be in an Adobe (.PDF), Microsoft Word format (.doc or .docx), or Microsoft Excel format (.xls).

**Reasonable accommodation for students with disabilities:** If you have a diagnosed disability or believe that you have a disability that might require “reasonable accommodation” on the part of the instructor, please contact Jeanne Lujan, Equal Access Services Manager, 925-8582 or [jmlujan@unm.edu](mailto:jmlujan@unm.edu). Ms. Lujan will provide you with an Equal Access Letter outlining appropriate accommodations. It is up to you to share this letter with the instructor so that accommodations can be made. As part of the Americans with Disabilities Act, it is the responsibility of the student to disclose a disability prior to requesting reasonable accommodation.

## General Policies for Education 293

### **Student Responsibilities**

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. You will be expected to conduct yourself as if you were reporting for work. Additional policies related to student conduct can be found in the University of New Mexico Valencia Campus Course Catalog (p. 121) <http://valencia.unm.edu/academics/catalog/2016-2018/code-of-conduct-and-related-policies.html> :

1. Students must treat one another and the instructor with respect.
2. This course is web-enhanced. Students will be asked to interact with UNM Learn to access course resources, complete discussions, and view grades.
3. You will be asked to participate in online discussions using UNM Learn Discussion Boards. You will be given a discussion prompt to respond to. Your response should demonstrate original, critical thought and cite examples to back up your argument. These should be a minimum of three sentences in length. You will need to monitor the discussion over time and contribute to at least two other threads before the due date.
4. Electronic devices should not disrupt the class or your focus on what is happening in class. An employer will not tolerate cell phone disruptions during meetings at work and these expectations will be applied to this course.
5. Plagiarism and other academic dishonesty will not be tolerated and will be treated as a violation of University policies. Plagiarized assignments will not be awarded credit.
6. Your privacy as a student will be maintained by the instructor according to FERPA. I will not discuss your progress in this course with anyone but you. Course progress will be reported in Blackboard Learn and LoboAchieve.
7. You may contact the instructor by using Lobomail, via the UNM Learn Message Center found on the course page, during office hours or via phone.

### **Equal Opportunity & Non-Discrimination**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

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## Late assignments

Late assignments will be accepted, but not for full credit. An assignment loses 2 points per day for each day it is late.

## Grades:

Letter Grade	Percentage
A+	100 +
A	94-100
A-	90-93
B +	87-89
B	84-86
B-	80-83
C+	77-79
C	73-76
C-	70-72
D	60-69
F	Below 60

- Attendance – (15 points/class with double points on Assessment Interpretation, Mock Interview, and presentation days)
- Discussions – 30 points each
- Strong Interest Inventory – 50 points
- Self-Awareness Assessment 1<sup>st</sup> Draft – 50 points
- Informational Interview – 50 points
- Self-Awareness Assessment 2<sup>nd</sup> Draft – 50 points
- Cover Letter & Resume Rough Draft – 50 points
- Cover Letter & Resume Peer Review – 50 points
- Cover letter and Resume Final Draft – 100 points
- Mock Interview – 30 points
- Mock Interview Peer Reviews – 30 points
- Self-Awareness Assessment Final Draft – 100 points
- Professionalism Presentation – 100 points

**Extra credit** will be awarded for attending career or job fairs, industry related events, or on-campus workshops/events. Please discuss opportunities with the instructor in advance.

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## Tentative Course Schedule

*\*This schedule is subject to change based on course and student needs*

Date	Description	Due Today
10/16	Course Introduction & Career Planning Intro Game of Life	
10/18	Career Planning In-Depth with Case Studies	
10/23	Assessments & Self-Awareness Strengths, Aptitudes, & Weaknesses	<b>Strong &amp; Discussion 1 Due</b>
10/25	Strong Interpretation	<b>Assessment Interpretation</b> <i>Double Attendance Points</i>
10/30	Identifying, Talking, and Writing about Strengths and Aptitudes (What am I learning?)	
11/1	Career Information O*Net Scavenger Hunt	<b>Self-Awareness Assessment 1<sup>st</sup> Draft &amp; Discussion 2 Due</b>
11/6	Reliable Job Lead Resources Hidden Job Market	
11/8	Responding to a job posting Bring in a job lead and class selects one	<b>Job Posting</b>
11/13	Achievement Statements Resume and Cover Letter Formatting	<b>Informational Interview &amp; Discussion 3 Due</b>
11/15	Finish Cover Letter and Resumes with practice	<b>Self-Awareness Assessment 2<sup>nd</sup> Draft Due</b>
11/20	Interviewing	<b>Discussion 4 Due</b>
11/22	<b>Mock Interviews</b> <b><u>DRESS PROFESSIONALLY</u></b>	<b>Cover Letter &amp; Resume Rough Draft Due</b> <b>Mock Interview Peer Reviews</b> <i>Double Attendance Points</i>
11/27	Professionalism Intro & Mock Interviews continued (Draw Professionalism Topics)	
11/29	Professionalism & Labor Rights	<b>Cover Letter &amp; Resume Peer Reviews</b>
12/4	Networking & Gaining Work Experience While I'm a Student	<b>Cover Letter &amp; Resume Final Draft</b>
12/6	Tie Up Loose Ends & Professionalism Presentation Q & A	
12/11 10:30 AM	Class Meeting <b>Professionalism Presentations</b>	<b>Professionalism Presentations</b> <b>Self-Awareness Assessment Final Draft Due</b> <i>Double Attendance Points</i>

*\*Syllabus subject to change at instructor discretion*