

Education 293: Career Planning

Monday & Wednesday 1:30 – 3:00 PM in B 124

Spring 2019

Instructor: Sarah Clawson, Career Services Manager

Office phone: 925-8840 or 925-8560 Email: sjclawson@unm.edu Office hours: By Appointment

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 career navigation
2. Explain personal skill sets in context both written and verbally
3. Identify and navigate career research resources
4. Employ 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. Course instruction will be given every Wednesday, while Mondays are reserved as a resource day. On resource days, we will meet in a computer lab and I will assist students with assignments or enriching activities.

Text:

None. All readings are uploaded in Learn; however, students may choose to take assessments for which there may be a cost. For example, the Strong Interest Inventory and the Myers Briggs Type Indicator cost \$15 each and the StrengthsFinder costs \$50.

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 are required to complete 3 assignments of your choice and participate in a Discussion of your choice. You may submit the assignments for grading as many times as you want before the next due date. Each submission must improve on the assignment's quality. I allow multiple submissions of an assignment so that you can learn from your mistakes. Don't be surprised if your early grades are low. The low grades are an incentive for you to complete the assignment better. Extensive feedback will be provided so that you know what you need to do to improve the grade. There are 3 due dates that indicate when the assignments are due. If you complete more than the required 3 assignments, I will drop your lowest grade.

The discussion grade will be determined by the amount of effort and thought invested in it and the quality of the writing. Discussion posts will be graded using the rubric below.

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EDUC 293: Career Planning Discussion Rubric	
Frequency of posting	Total # of posts on own thread & on other threads (at least 5 posts)
Spread out over time	Posting dates are spread out over all 8 weeks of the course
Discussed with instructor	Replied to instructor posts
Discussed with other students	Posted on other students' threads Replied to posts on my own thread
Understood the material	My discussion posts make it clear that I read the articles and/or watched the videos for the discussion topic.

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 your assignments and discussion posts. 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, like the successful professional –

1. Shows up
2. Participates in class activities and discussions.
3. Diligently completes each assignment as the assignments are a reflection of their reputation as a student.
4. Submits assignments the first time before the due date and gets resubmissions in before the next due date.
5. Seeks not only to get a good grade, but also seeks to be personally enriched.

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 called into the boss' office to discuss your attendance. Missing the first week of class will be an automatic "fired" (or dropped from the course) to help you avoid financial responsibility for a class you will not pass. ***Any assignments due during 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. 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.

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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 <http://valencia.unm.edu/academics/catalog/index.html> :

1. Students must treat one another and the instructor with respect.
2. 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.
3. 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.
4. 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 Sage.
5. 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). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Late assignments

Late assignments will be accepted, but not for full credit. An assignment loses 5 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

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Assignments

- Electronic submissions must be in an Adobe (.PDF), Microsoft Word format (.doc or .docx), or Microsoft Excel format (.xls).
- This course is web-enhanced. Students will be asked to interact with UNM Learn to access course resources, complete discussions, and view grades.
- Your grade will be determined based on a weighted average where:
 - **Attendance - 40%**
 - **Discussion - 20%**
 - **Assignments - 40%**
- **Attendance** – 15 points per class – total 240 points
- **Discussion** - (100 points) You will be asked to participate in an online discussion using the UNM Learn Discussion Board. You have four topics to choose from, but you only need to discuss on one topic of your choice. You will be given a discussion prompt to respond to. Your response should demonstrate original, critical thought and cite examples from the reading to back up your argument. You will need to monitor the discussion over time and post at least 5 times over the 8 weeks of the course. Quality posts show that you have completed the reading on your chosen subject and applied it to yourself. Discussion posts will be graded using the rubric below:

EDUC 293: Career Planning Discussion Rubric	
Frequency of posting	Total # of posts on own thread & on other threads (at least 5 posts)
Spread out over time	Posting dates are spread out over all 8 weeks of the course
Discussed with instructor	Replied to instructor posts
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Understood the material	My discussion posts make it clear that I read the articles and/or watched the videos for the discussion topic.

- **Assignments** (complete 3 of the 6 options in any desired order – 100 points/assignment):
 - *Brand Me Personal Marketing Plan*: A written assignment. Student outlines their strengths, knowledge, skills, and abilities in detail and expresses each in at least one Achievement Statement. Student crafts a Personal Introduction.
 - *Career Profile*: Student outlines the characteristics of their chosen career in a written assignment. Student interviews at least one person currently working in that profession and includes what they learned from that interview in the profile.
 - *Cover Letter & Resume*: Student submits a job posting and a cover letter and resume that are a customized response to that job posting.
 - *Mock Interview*: Student submits a job posting and completes interview preparation written assignment. Student then schedules and attends a mock interview.
 - *Professionalism Lesson*: Student studies one professionalism topic in-depth and teaches it during a resource class period. Lesson must be at least 30 minutes long and cover 80% of the topic.
 - *Career Plan*: Student identifies chosen career, gives a summary of its characteristics, outlines the career path, and lays out plans for entering the field and advancing within that field. Student submits this in written format and then presents it during a resource class period. Presentation should be at least 10 minutes long.

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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.

Tentative Course Schedule

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

Date	Description	Due Today
3/18	Career Planning	
3/20	Resource Class	
3/25	Brand Me	Assignment 1 Due
3/27	Resource Class	
4/1	Career Research	
4/3	Resource Class	
4/8	Applying Brand Me	Assignment 2 Due
4/10	Resource Class	
4/15	Interviewing	
4/17	Resource Class	
4/22	Networking & the Student Experience	Assignment 3 Due
4/24	Resource Class	
4/29	Professionalism	
5/1	Resource Class	
5/8 1:00 – 3:00 PM	Final Exam Date Resource Class and Mercy Day B124	Discussion Due – Last chance to turn in assignments or make presentations

**Syllabus subject to change at instructor discretion*