

Education 293: Career Planning

2017-2018

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Course Summary

The purpose of this course is to identify student skills and aptitudes, explore career options that are of interest to the students, identify paths to success for career options of interest, and develop the skills necessary to follow the paths identified. We will focus on study skills for college preparation and career planning strategies.

Texts

All text materials will be provided by the instructor.

Learning Objectives

- Identify student aptitudes and interests
- Discuss how aptitudes and interests relate to career choice
- Identify careers of interest
- Investigate career options and related salaries and benefits
- Examine paths to success
- Produce resume and cover letter
- Complete a mock interview for career of choice

Class Participation

50% of your grade will be based on your participation in class. High participation grades will be given to students who come to class and participate regularly. Please come prepared to discuss topics, work in groups, and complete assignments. Your attendance is important in this class. Please e-mail me if you believe you will be missing class.

Assignments

All assignments must be turned in on time or points will be taken from the final grade. Assignments that are late will receive a 10% reduction per day.

Journal Entries

Students will write journal entries weekly. The point of this exercise is to give students an opportunity to write openly about their thoughts on their skill sets and career options. These journal entries are meant to be a self-assessment tool and will be graded based on content.

Mock Job Interview

This class will culminate in a final exam. This final exam will be a mock job interview for one of the student's career choices.

Grading Scale: 50% = participation 20% = journal entries 30% = Resume, cover letter, interview
A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 50% - 0%

Week	Topic	Homework
Week 1	Course introduction: What is career development?	Journal Entry #1
Week 2	Student Interests and aptitudes: Identify interests, Identify skill sets Family and friends influence	Journal Entry #2
Week 3	Career options: Matching skill sets with careers, Self- confidence and productivity, life goals	Journal Entry #3
Week 4	Study Skills: Tools for success in the classroom	Journal Entry #4
Week 5	Career role-play Careers, salaries and benefits	Journal Entry #5
Week 6	Paths to success Research career paths, Outline steps of success	Journal Entry #6
Week 7	Applications, Resumes and CVs	Journal Entry #7
Week 8	Reverse Mock Interviews: students grade interviews	Journal Entry #8 Resume due
Week 9	Financial Responsibility Making smart choices	Journal Entry #9
Week 10	Success in High School: Study skills	Journal Entry #10
Week 11	Interviewing skills: Strategies for success	Journal Entry #11
Week 12	Success in College: Choosing a major, study skills	Journal Entry #12
Week 13	SAT, ACT, Accuplacer, etc.	Journal Entry #13
Week 14	Applying for college: Strategies for success	Journal Entry #14
Week 15	Cover Letters: Strategies for success	Journal Entry #15
Week 16	Who would you hire: A recap on interview, resumes, and cover letters	Journal Entry #16 Cover Letter due
Week 17	Putting it all together: What is career development now?	Journal Entry #17
Week 18	Final Exam Mock interview for career of choice	Journal Entry #18

Reasonable accommodations for students with disabilities: If you have a diagnosed disability or believe that you have a disability that may require reasonable accommodation on the part of the instructor please let me know.

