

CAREER CHOICES

**“Your most important job is being a healthy human being.
Otherwise, all the other jobs you have aren’t important.”
Dr. William Hettler**

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Availability: 10:00 a.m. until 6:00 p.m.

Course Objectives

At the end of this course, participants will be able to:

1. Describe the context in which career-related decisions are made in the 21st century.
2. Describe and implement a model for making decisions and life transitions.
3. Specify the life roles you choose to play throughout your career-life and how these interact.
4. Identify personal interests and traits as defined by John Holland's theory, Myers Briggs Typology, and other self assessment tools by way of classroom activities and homework assignments..
5. Determine the educational requirements for various occupations of interest.
6. Identify and access credible and accurate sources of occupational information.
7. Identify and research occupations and apply the principles of strategic decision making.

Course Description

COU K130

Prerequisite: ENG 100 eligibility.

This course is designed to help college students optimize the learning experience by promoting personal development, career awareness, occupational clarity and decision making skills. The course content includes: educational success strategies, college resources exploration, planning and problem solving, career development theory, self assessment strategies, personality and career assessments, education and career planning techniques, and decision making principles. This is an interactive experiential learning course. The format will include lectures, guest speakers, self exploration, occupational research, and individual and group activities.

Students with Disabilities

Three Rivers welcomes students with disabilities and strives to make their college experience successful. Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992.

Disclosure of a disability must be voluntary. A confidential disclosure form is sent to all newly admitted students. Please see page 13 in the 2005-2006 College Catalogue for more detailed information.

Textbooks:

- 1. Take Hold of Your Future, 5th Edition
Career Planning Guide
JoAnn Harris-Bowlsbey, Ed. D**
- 2. I never knew I had a choice, Eighth Edition
Explorations in personal growth
Gerald Corey and Marianne Schneider Corey**
- 3. What Color Is Your Parachute?
2005 Edition or latest edition
Richard N. Bolles**

Grading Policy:

Attendance and Participation (Tests will comprise 10% of participation)	30%
Mid Term Presentation and Exam (Peer Evaluation May be Considered)	15%
Final Paper and Exam	30%
Oral Presentation of Final Paper (Peer Evaluation May be Considered)	5%
Written Assignments	20%

General Guidelines in Classroom:

1. Attendance is necessary.
2. Participation is necessary.
3. Completion of all assignments is required for optimal participation.
4. Punctuality is imperative and it's common courtesy.
5. Excused absences are the result of contacting instructor prior to class. Absences can result in a lower final grade. (The maximum value of points students can earn equals 1000.)
6. Respect for others and their views is essential. Respect for another person's right to free speech is not equivalent to acquiescing to another point of view.
7. All written assignments (papers) must be typed and spell checked. (If you need assistance, visit the Writing Lab on the Mohegan Campus)
8. Assignments must be handed in on time.
Late assignments will reduce the point value on that assignment.
Assignments will not be accepted two weeks after the due date.
9. All assignments must be documented when using another author's work. (See Academic Integrity on pages 47-48 in the 2005-2006 Catalogue.)

Syllabus Course Schedule

- Session 1** **Overview of the Course and Career Planning Methodology**
- Assignments for next session:**
- 1. Read Chapter 1 in “Take Hold of Your Future”**
 - 2. Find articles in the newspaper or on the Internet that illustrate the changes described in Chapter 1, and bring them to class.**
 - 3. Read Chapter 1 in “I never knew I had a choice”; Complete ALL “Where Am I Now?” & “Time to Reflect” activities and “Rogers Indicator of Multiple Intelligences”**
 - 4. Read Preface and Chapter 1 in “What Color is Your Parachute”**
- Session 2** **Career Planning in the 21st Century**
- Assignments for next session:**
- 1. Read Chapter 2 in “Take Hold of Your Future”
Complete Activity**
 - 2. Read Chapter 2 & 3 in “I never knew I had a choice”
Complete “Where am I Now?” and “Take Time to Reflect”**
- Session 3** **Life Goals and Roles**
- Assignments for next session:**
- 1. Read Chapter 3 in “Take Hold of Your Future”
Complete Activity**
 - 2. Read Chapters 6, 7, & 8 in “I never knew I had a choice”
Complete “Where am I Now?” and “Take Time to Reflect”**
- Session 4** **Environment and Self**
- Assignments for next session:**
- 1. Read Chapter 4 in “Take Hold of Your Future”
Select three or more pictures of yourself which represent three parts of your self-concept (how you see yourself now, how you think others see you now, and how you would like to be in the future) and bring these to class.**
 - 2. Take the Myers-Briggs Type Indicator and score it.**

Session 5 The Career Decision-Making Process

Assignment for next session:

- 1. Read Chapter 5 in “Take Hold of Your Future”
Complete Activity**
- 2. Begin working on a 5 page paper titled “My Self Concept”
Due by session 7.**
- 3. Read Chapter 10 in “I never knew I had a choice”;
Complete “Where Am I Now?” and “Time to Reflect”**

Session 6 Becoming Aware of the Need to Make a Decision

Assignment for next session:

- 1. Read Chapter 6 in “Take Hold of Your Future”**
- 2. Take the Strong Interest Inventory**
- 3. Read Chapter 8 & 9 in “What Color Is Your Parachute?”**

Session 7 Learning about or Reevaluating Self

Assignment for next session:

- 1. Read Chapter 7 in “Take Hold of Your Future”
Complete Activity**
- 2. Read Chapter 13 in “I never knew I had a choice”
Complete “Where am I Now?” “Time to Reflect” and the
“Quick Discrimination Index”**

Session 8 Identifying Occupational Alternatives

**Read Chapter 8 in “Take Hold of Your Future”
Complete Activity**

- 1. Read “Epilogue...Find Your Mission...” (page 290) and
“Appendix A” (page 313) in “What Color is Your Parachute?”
Complete “The Flower Exercise” due by session 10**

Session 9 Obtaining Information about Identified Alternatives

Assignment for next session:

- 1. Begin occupational research using Activity in Chapter 8 to
Guide you in the information gathering process.**
- 2. Read Chapter 9 in “Take Hold of Your Future”**
- 3. Identify 5 occupations to research for your final project.
The final paper is a compilation of your insights, your self-
concept your career biography, your research and the
interview you conduct. Paper is due by session 14**

Session 10 **Choosing Among Alternatives**

Assignment for next session:

- 1. Read Chapter 10 in “Take Hold of Your Future”
Complete Activity**
- 2. Read Chapters 2, 3, 4 and 5 in “Parachute?”**
- 3. Identify one or two job openings that meet your criteria by using the Internet or the Office of Career Services.**
- 4. Continue working on your final paper.**

Session 11 **Making Educational Choices**

Assignment for next session:

- 1. Read Chapter 11 in “Take Hold of Your Future”
Complete Activity**
- 2. Continue working on final paper.**

Session 12 **Getting the Job**

Assignment for next session:

- 1. Read Chapter 12 in “Take Hold of Your Future”
Complete Activity**
- 2. Continue working of paper**

Session 13 **Job-Seeking Tools: The Resumes, Cover Letters, and References**

Assignment for next session:

- 1. Read Chapter 13 in “Take Hold of Your Future”**
 - 2. Bring in Draft of final paper**

 - 3. Prepare a functional or chronological resume and cover.**
 - 4. Make an appointment with a counselor in the Student Development Office to critique your resume. For an appointment call 383-5217 Resume due by session 15.**
 - 5. Visit the Career Services web page**
- Register and post your resumes on Three Rivers’ on-line job board for details go to: www.collegecentral.com/threerivers**

5. Read Chapter 11 & 12 in “What Color is Your Parachute?”

Session 14

Job Interviewing

**Read Chapter 14 in “Take Hold of Your Future”
Complete Activity**

Session 15

Transitions

Final Presentation Due

How have you grown from the self exploration activities?