

# CAREER CHOICES

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COU K130 MID

Fall 2014

M/W 11:10-12:20

RM E 206

## **PREREQUISITES**

N/A

## **COURSE DESCRIPTION**

This is a career and life-planning course, the content of which is designed to motivate students to apply themselves by helping them to recognize the role academic skills play in their lives outside of the classroom. Students will be introduced to strategies for identifying possible career interests, exploring and researching those interests, and evaluating life-defining choices. The culmination of this course is a meaningful and quantitative 10-year plan.

## **COURSE OUTCOMES**

Upon successful completion of COU K130 students should be able to:

- Begin to answer the question “Who am I?”
- Begin to answer the question “What do I want?” by considering their ideal lifestyle.
- Acquire strategies for making life-defining decisions
- Comprehend basic job hunting skills—writing resumes, locating jobs, researching the job, filling out applications, & job interviewing.
- Make the plans, learn the skills, and acquire the tools they will need to realize their dreams.

## **COURSE OBJECTIVES**

Information covered and assigned work is intended to help students foster success in their academic careers, and to aid in successfully reaching life goals set by the individual student. Emphasis is placed on student-centered learning as students explore possibilities for their future through classroom discussion, critical and creative thinking, problem solving, and career research. Students should seek to achieve/learn the following objectives:

- To start students thinking about an ideal future.
- To help students understand the costs of any given lifestyle—financial costs, as well as psychological costs and the costs in terms of commitment to a given career.
- To look at the general characteristics students hope to find in a job before they begin considering a specific career.
- To instill the attitudes that lead to success, as defined by each individual.

## **TEXTBOOK/WORKBOOK/ONLINE WORKBOOK**

- *Career Choices*. Bingham, Mindy, Stryker, Sandy (1990). United States: Academic Innovations.

-[www.my10yearplan.com](http://www.my10yearplan.com)

## **PLAGIARISM**

Plagiarism is the unacknowledged use of another person’s work or ideas in your writing. It is often known as copying word for word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussion or study groups is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC, is expected to be the original product of your own thinking.

A student who has plagiarized will receive a ZERO on that assignment, and will be reported to both the Academic Dean and Student Services Dean where disciplinary action may be taken.

### **DISABILITIES STATEMENT**

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. In instances where students have disabilities that are not discernable, valid and reliable documentation to verify eligibility for accommodation is required and must be submitted to the Student Development offices or Student Services. Please call 860-383-5217 for more information or to schedule a confidential meeting with one of our disability service providers.

### **EXPECTATIONS OF YOU**

- This class will consist of in-class discussion, small group work, and an online workbook component. The course content is intentionally personal; therefore you are expected to maintain a level of respect and open-mindedness throughout our meetings. Let me assure you that this course is designed for you; therefore your participation is key to its success and your final grade.

### **EXPECTATIONS OF ME**

- While I expect you to prepare on a daily basis, know that I will be there to help you. Please feel free to contact me for a personal meeting, even if you are not having any difficulty with the material.
- I will make sure that you enjoy this learning experience as long as you read and complete the assigned material before class, attend class, participate, and keep an open mind.

### **TECHNOLOGY STATEMENT**

Please do not answer or make a call during class time unless it is necessary and you let me know ahead of time. Texting is not allowed during class unless we are on a break.

### **GRADING CRITERIA**

This course demands active involvement in learning experiences accompanied by reading and online workbook activities that capture those experiences. The nature of the course's content requires critical thinking, problem solving, and decision-making skills to be learned, developed, and applied. The following criteria will be used in evaluating your grade:

**Participation (20%)** – Students are expected to come to class prepared and actively participate in discussions and group work each week.

**Quizzes (5%)** – Throughout the course, quizzes will be given on previously assigned readings from your textbook and provided handouts.

**Homework (5%)** – This portion of your grade represents the completion of assignments given throughout the course.

**In-Class Reflection Papers (5%)** – Throughout the course, students will be asked to write reflection papers from guided questions based off of information covered inside and outside of class.

**Job Shadow/Informational Interview (15%)** – Students will complete a job shadow or informational interview in a career of interest and write a reflection paper on their experience.

**My 10 Year Plan & Portfolio (50%)** – This grade is based on the completion of your weekly online workbook modules and final 10 Year Plan and Portfolio.

## **Career Choices Course Schedule**

*\*Please note that this is a projected schedule that is subject to change.*

### **Week 1**

#### **8/28 - Introductions**

- Ice Breakers

### **Week 2**

#### **9/3 - Online Account Sign-In and Orientation**

- Complete Pre-Survey
- Intro to Chapter 1
- HW: Read Chapter 1 and complete corresponding activities on my10yearplan.com  
Due Week 3

### **Week 3**

#### **9/8 - Chapter 1 (Envisioning Your Future)**

- HW: Read Chapter 2 and complete corresponding activities on my10yearplan.com  
Due Week 4

### **Week 4**

#### **9/15 - Chapter 2 (Your Personal Profile)**

- HW: Read Chapter 3 and complete corresponding activities on my10yearplan.com  
Due Week 5

### **Week 5**

#### **9/22 - Chapter 3 (Lifestyles of the Satisfied & Happy)**

- HW: Read Chapter 4 and complete corresponding activities on my10yearplan.com  
Due Week 6

### **Week 6**

#### **9/29 - Chapter 4 (What Costs This Lifestyle?)**

- HW: Read Chapter 5 and complete corresponding activities on my10yearplan.com  
Due Week 7

### **Week 7**

#### **10/6 - Chapter 5 (Your Ideal Career)**

- HW: Read Chapter 6 and complete corresponding activities on my10yearplan.com  
Due Week 8

### **Week 8**

#### **10/20 - Chapter 6 (Career Research)**

- HW: Read Chapter 7 and complete corresponding activities on my10yearplan.com  
Due Week 9

### **Week 9**

#### **10/27 - Chapter 7 (Decision Making)**

- HW: Read Chapter 8 and complete corresponding activities on my10yearplan.com  
Due Week 10

### Week 10

11/3 - *Chapter 8 (Setting Goals and Solving Problems)*

- HW: Read Chapter 9 and complete corresponding activities on my10yearplan.com  
Due Week 11

### Week 11

11/10 - *Chapter 9 (Avoiding Detours & Roadblocks)*

- HW: Read Chapter 10 and complete corresponding activities on my10yearplan.com  
Due Week 12

### Week 12

11/17 - *Chapter 10 (Attitude is Everything)*

- HW: Read Chapter 11 and complete corresponding activities on my10yearplan.com  
Due Week 13

### Week 13

11/24 - *Chapter 11 (Getting Experience)*

- Resume drafting, job searching, job application & interview skills
- HW: Final draft of resume and cover letter Due Week 14

### Week 14

12/1 - *Interview Practice*

- HW: Job Shadow/Informational Interview and corresponding paper Due Week 15

### Week 15

12/8 - *Job Shadow/Information Interview Experience Sharing*

- Final Portfolio work

### Week 16

12/15 - *Final My 10 Year Plan and Portfolio DUE*

- Re-write essay from pg. 14 "Envisioning Your Future"
- Complete Post Survey