

HUM DEV 225: CAREER PLANNING - SPRING 2008

Section 1: TUESDAY, 9:00-9:50 PM, MAC 219

Section 2: WEDNESDAY, 12:00-12:50 PM, MAC 223

Instructor: Steven Newton

Office: Career Services - SS 1600; 465-2163

Office Hours: M-F, 7:45-4:30 by appointment

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REQUIRED TEXT AND ASSESSMENT MATERIALS:

Reardon, R., Lenz, J., Sampson, J., & Peterson, G. (2006). Career planning and development: A comprehensive approach (2nd Ed.). Mason, OH: Thomson.

Myers-Briggs Type Indicator Form M template scored answer sheet. (1998). Mountain View, CA: CPP, Inc.

Strong Interest Inventory profile - college edition. (2004). Mountain View, CA: CPP, Inc.

COURSE DESCRIPTION AND OBJECTIVES:

This course is designed to provide you with the knowledge and resources necessary for career decision-making in college. The class sessions and assignments will help you to assess yourself, explore career and major options, and establish short-term and long-term goals for career/life planning.

Specific objectives:

- To gain an understanding of career development theories and the elements of an effective career decision-making process
- To assess your values, interests, personality, and skills as they relate to the world of work
- To learn more about college majors, and the relationship between majors and careers
- To learn more about the world of work, and become familiar with the resources available to gather current occupational information

ATTENDANCE & PARTICIPATION:

You are expected to attend every class, complete all assignments, and participate in class discussions and activities.

If you need to be absent, leave early, or arrive late for a class, please notify the instructor in advance and make arrangements to make up for any missed work or material. Excused absences are only granted for serious illnesses or other unavoidable circumstances. Participation counts for 20% of your grade in the course, and is more than just attending class; it is a measure of how well you demonstrate your engagement with the readings, assignments, and class discussions.

GRADING:

All assignments must be completed to receive a passing grade for the course.

Percent of Final Grade: Career Plan Paper - 25; Quizzes - 20; Participation - 20; Autobiography - 15;

Informational Interviews - 15; Assessments - 5

Scale: A: 100-94, AB: 93-89, B: 88-83, BC: 82-78, C: 77-73, CD: 72-68, D: 67-63, F: 62-0

ASSIGNMENTS

Reading - All reading should be completed before class begins on the date assigned. Please note that the reading assignments are not spread evenly over the semester, and several chapters are sometimes assigned to the same week. Not all of the reading will be discussed in class, but you will be expected to demonstrate comprehension of the assigned reading on quizzes and in your final paper.

Assessments [5 points] You are required to complete the Strong Interest Inventory and Myers-Briggs Type Indicator. The SII and the MBTI answer sheet must be purchased from the campus bookstore. MBTI question booklets will be distributed by the instructor, and must be returned with your completed answer sheet. You will also utilize WISCareers, an online resource which will help you assess your interests, skills, and values.

.. These instruments will be discussed in class, but you are also required to participate in at least one individual appointment (one hour) with the instructor in Career Services to discuss/interpret the results of your career assessments. It is your responsibility to schedule and attend this appointment sometime during March 12 - April 25. Please call the Career Services office (465-2163) to schedule your appointment. Failure to complete this appointment will affect your grade for participation.

Quizzes [20 points] Several brief quizzes will be given in class to assess your comprehension of assigned readings and class discussions. Students with an excused absence from a class in which a quiz is given need to make arrangements with the instructor to take the quiz at another time.

Autobiography [15 points] Write a 3-4 page (double-spaced) description of your life experience, including family background, education, work history, and other significant activities. Your paper should demonstrate an awareness of how your experiences have influenced your life/career goals and values. More details of this assignment are provided on the D2L course site.

Information Interviews [15 points] Conduct two information interviews with persons who work in a career field or industry you wish to explore. You may interview two individuals in the same field, or in different fields, and the interviews may be conducted in person or via telephone. Write a 1 page (double-spaced) summary of each interview. More details of this assignment are provided on the D2L course site.

Career Plan Paper [25 points] A final paper of 5-6 pages (double-spaced) should synthesize your self-assessment and your learning about the world of work, to identify tentative career goals. The paper should also describe your plan for exploring, refining, and preparing for these goals. More details of this assignment are provided on the D2L course site.

ACADEMIC STANDARDS AND INTEGRITY

You are responsible for adhering to university standards of honesty and integrity in all of your academic work, including the proper citation of any sources. All written work submitted will be evaluated for the proper use of grammar, spelling, punctuation, and inclusive language. Developing good communication skills is an important part of a university education, and necessary for a successful transition into any career field. Make sure you proofread all written assignments, and utilize the Writing Center (CL 109) if you need help with your writing.

ACCOMODATIONS

Students with a documented disability who need special accommodations must inform the instructor and contact Disability Services at 465-2841. Reasonable accommodations, which do not alter essential components of the course content, will be made as needed.

CAREER PLANNING COURSE SCHEDULE

Please check the D2L course site regularly for updates, changes, announcements, and specific guidelines.

Date: Topics and Assignments:

UNDERSTANDING THE CAREER PLANNING PROCESS

JAN 22/23 Course overview, objectives, and expectations

JAN 29/30 Introduction to Career Planning concepts; CIP model

READ: Preface, Ch. 1; "Tyranny of Choice" article (D2L)

FEB 5/6 Career development theories

READ: Chs. 2-3

DUE: Completed MBTI and Strong Interest Inventory

FEB 12/13 Career decision-making

READ: Chs. 4-5

QUIZ #1

SELF KNOWLEDGE

FEB 19/20 Interests in career development: Strong Interest Inventory interpretation

READ: "Holland Personality Types and Environmental Models" (D2L)

Complete WISCareers Interest Profile online

FEB 26/27 Personality in career development: MBTI interpretation

READ: "MBTI Basics" section from The Myers & Briggs Foundation (D2L)

DUE: Autobiography

MAR 4/5 MBTI continued

READ: "MBTI and Career Preferences" (D2L)

MAR 11/12 Values & skills in career development

Complete WISCareers Values Inventory & Workplace Skills Inventory online

QUIZ #2

***** Spring Break *****

OPTIONS KNOWLEDGE

MAR 25/26 Academic options: undergraduate majors and graduate school programs

READ: Ch. 6

APR 1/2 Occupational options: resources for career exploration

READ: "2008 Job Outlook" (D2L); "America's Forgotten Middle-Skill Jobs" (D2L)

APR 8/9 Introduction to the world of work

READ: Chs. 7-8

DUE: Information Interviews report

APR 15/16 World of work continued

READ: Chs. 9-10

QUIZ #3

IMPLEMENTING CAREER DECISIONS

APR 22/23 Internships & experience

READ: Ch. 11; "Moving On" (D2L)

APR 29/30 Communication skills

READ: Chs. 12-13

MAY 6/7 QUIZ #4

The Career Plan Paper is due no later than 4:30 pm on Thursday, May 8th.

Final Exam Periods:

While there is no final exam for this course, the final exam period may be needed as an extra class session. Whether or not we are going to meet during this time will be announced toward the end of the semester. Please remember to check the D2L course site for updates and changes to the schedule.