

THE UNIVERSITY OF GEORGIA  
FALL SEMESTER 2007  
Section 03-282

<b>Course:</b>	ECHD 2050: Choosing a Major and Career Goals	<b>Location:</b>	Russell Hall Room 393
<b>Time:</b>	Wednesdays, 10:10a.m. - 12:00 p.m.	<b>Office:</b>	East Campus Village Community Office
<b>Instructor:</b>	Kathryn C. Hall	<b>Office Hours:</b>	by appointment
<b>Telephone:</b>	542-2140		
<b>E-Mail:</b>	kchall@uga.edu		

**Text:**

The required text for the course is *Discovering Your Future in a Global Society* by Pearson Publishing. The text is available at the University Bookstore. The syllabus and major lectures will be available on the University of Georgia's WebCT.

**Course Description:**

ECHD 2050 is a two (2) hour course that will orient you to the process of career selection and life planning. It focuses on self-assessment, decision-making, and career exploration. The course will educate you on how to choose a course of study compatible with your personality style, skills, abilities, interests, values, and motivations. Through learning this process, you will develop the skills necessary to choose a major and/or career direction.

**Course Requirements:**

**Class Participation and Attendance:** Active engagement in this course is required for you to receive its full benefits. You will be asked to work in groups on particular assignments and will be encouraged to join the discussions in class. **Points will be deducted from the class participation grade for lack of involvement in classroom discussions.**

- You are allowed one unexcused absence for any day **other than the test administration day on September 5, 2007.**
- If you have more than two unexcused absences, your course grade will drop one letter grade.
- If you more than are five minutes or more late to class, your final grade will be lowered by one point for each occurrence.
- **You must attend the September 5<sup>th</sup> class to continue in this class. If you do not attend this class, you will be withdrawn from the class.**

**Participation (90 points)** 90 points of the grade is determined through instructor evaluation of class participation and contribution. ***You can't participate, if you are not present.*** Active participation is essential and will be evaluated in the following way:

- Excellent - Proactive participation through leading, originating, informing, challenging contributions that reflect in-depth study, thought, and analysis of the topic under consideration. This does not mean dominating discussion or using a lot of words to say little [80 - 90 points].
- Satisfactory - Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation [70 ÷ 80 points].
- Minimal acceptability - Passive participation including being present, awake, alert, attentive, but not actively involved [60 ÷ 70points].
- Unsatisfactory - Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion [60 points or less].

**Journals (100points):** Four (4) journal reactions (25 points each) will be assigned. These are your insights and sharing of knowledge acquired after a class activity or assignment. Additional journal assignments may be given to you by your instructor during the semester. Each journal reaction should be typed in 12 point font, double spaced, 1-inch margins, and 3 pages in length.

**Career Fair Center Journal (25 points)**

Due Date: Wednesday, September 26, 2007

You are required to attend the Fall Career Fair at the Classic Center 0on Wednesday, September 19, 2007 for 1-2 hours in lieu of class on that date. You need to talk with at least three (3) employers. This activity will allow you to learn more about a career of interest from an actual employer or explore a major of interest. If you have class conflicts and cannot attend this activity, inform the instructor by September 5, 2007. You will be permitted to attend another instructor approved career center event. *When you attend the career fair, dress appropriately for meeting potential employers: business attire.*

In your journal reflect on the experience itself. How did it go? What employers did you talk with? What did you learn from the experience and what is your reaction to the experience?

**Typefocus Personality Assessment Journal (25 points)**

Due Date: Wednesday, October 3, 2007

Reflect on the Typefocus lecture, class handouts, and your personality type.

*What does each of your four letters mean? Do you agree with the assessment of your personality type? How does you think your actual personality agree or disagree with the personality type resulting from the Typefocus assessment?*

Use this information, the Personality Tool Kit 2-page handout, your readings, class discussion, and Chapter 3 to write this Journal assignment.

### **Strong Interest Inventory Journal (25 points)**

Due Date: Wednesday, October 24, 2007

Reflect on the Strong Interest Inventory lecture, and your SSI results.

*What do your SSI results suggest? Do you agree with the assessment of your interests? What jobs, skills, and abilities do you already possess and which may you need to develop? Consider your personality styles listed on page 17 of the SSI. Highlight words or phrases that appeal to you from the typical work tasks and try to design your own unique job. What implications do your styles have for working alone or with others, your approach to learning, and the risks you are willing to take in your majors and job search?*

### **Career Center Exploration or Mock Interview Journal (25 points)**

Due Date: Wednesday, November 7, 2007

You are asked to familiarize yourself with the resources of the Career Center. You are required to meet with a Career Consultant to learn about the resources and services offered by the Career Center. You need to be able to develop the ability to implement career searches using the resources of the center. You will need to schedule an appointment with a counselor by calling the Career Center at 542-3375. This exercise is designed to assist you with making an initial contact with a Career Consultant. Develop a list of five (5) questions to ask the career consultant. In your journal, you should reflect on what you learned about the services and resources available through the Career Center. You must include in your journal the name of the counselor you met with, the date, the time of the meeting, and at least five (5) questions you formulated prior to the meeting to ask the career center counselor. Question suggestions can be found on WebCT.

If you are a 4<sup>th</sup> or 5<sup>th</sup> year student (senior), you need to schedule a mock interview with a counselor at the Career Center (542-3375). Your journal should reflect on what you learned about interviewing and your interview skills. Reflect on the experience. You must include in your journal the name of the Career Consultant who conducted the mock interview, the date, and the time of the mock interview. *Dress appropriately (business attire) for the interview and bring your resume.*

**Career Assessments (90 points):** You will be taking several career inventories to assess your personality type, interests, skills, and abilities. Most will be administered during class time. You are responsible for completing the others as homework assignments.

**Exams (100points each = 200points):** There will be two exams during the semester, which will consist of a mid-term (October 24, 2007) and a final (December 14, 2007). Exams will consist of multiple choice, true-false, fill-in-the-blank, and short answer questions and will come from the readings, handouts, and class discussions.

**Exam/Quiz Policies:** Exams will be given at the beginning of each scheduled class. Students arriving late to class will **not** be given additional time to complete the exam. Failure to attend class on the date of an exam without prior arrangement will result in a zero for the exam. Prior arrangements for exams are only made for unusual circumstances and are at the discretion of the instructor. Verification (e.g., from Health Center) must be provided to support requests for absences for illnesses. Excused absences, in which prior arrangements are not possible, (i.e. accident requiring hospitalization, death of an immediate family member, sudden illness, etc.) will be handled on a case by case basis and make-up exams will be administered as soon as possible after the missed exam. Students are not to ask classmates about the content of the exam or to discuss the exam with other students.

**Career Search Presentations (130 points):** After completing all the career assessments, you will begin to narrow down your career/major search. To assist you in this process, you will be asked to investigate one career in depth and present your findings to the class in an oral presentation accompanied by a power point presentation and an outline which will be distributed to each member of the class (#20). This investigation will include the completion of an **Informational Interview**, which will allow you to familiarize yourself with a particular career/employer. An outline listing requirements for this assignment will be provided when you select your topics in October.

### **Final Integrative Paper (100 points):**

Due Date: Wednesday, December 14, 2007

Your assignment on this final paper will be to integrate the information generated by course activities. This is due the last day of class. It must be typed, double spaced, have 1-inch margins and be 7-8 pages long (not including the title page). An outline listing requirements for this assignment will be provided.

### **Grading Procedures and Policies:**

A = 100-94%	710 – 667 points
A- = 93-90%	666 – 639 points
B+ = 89-87%	638 – 618 points
B = 86-84%	617 – 596 points
B- = 83-80%	595 – 568 points
C+ = 79-77%	567 – 547 points
C = 76-74%	546 – 525 points
C- = 73-70%	524 – 497 points

D = 69-60%      496 – 426 points  
 F = 59% and below      425 points and below

- All assignments and/or classroom activities within each category must be completed and turned in on the assigned day in order to get full credit.
- Assignments, journals, and classroom activities will count toward your grade in this course. You must be sure to hand in all written assignments on the dates they are due. **There will be a deduction of 10 % of the points possible on the assignment for each day an assignment is late.** Examinations must be taken at the scheduled time. Make-up exams will only be given in the event of a **documented** medical emergency.
- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- Final Exam Policy – No time and date departures from the examination schedule will occur without prior approval of the dean of the school or college and the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. “Two University policies focus on final examinations. University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester.”
- Academic Honesty - All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>.
- Diversity - Diversity in the student population and workforce is highly valued at UGA. Whenever possible, class topics and discussions will be approached from a diverse perspective.
- Disability - If you require any academic accommodations due to a disability please see the instructor the first week of classes. To receive accommodations, you must be registered with the Disability Services Office on campus.

### Grading Criteria:

The actual grade you receive in the course will be based on completion of the following:

<u>Classroom Attendance &amp; Participation</u>	<b>90 points</b>
<u>Mid-Term Exam (October 24, 2007)</u>	<b>100 points</b>
<u>Assessments and Other Related Activities (10 points each)</u>	<b>90 points</b>
Autobiography (10 points)	
Values (10 points)	
Work Motivations and Work Values (10 points)	
TypeFocus & SIGI 3 (10 points)	
DAWGlink registration & Strong Interest Inventory (SII) (10 points)	
Career Decision-Making System (CDM) (10 points)	
Majors Checklist	
Skills/Abilities (10 points)	
Job Rating Chart/Career Integration Sheet (10 points)	
 <b>Journals</b>	 <b>100 points</b>
Journal Reaction (25 points) – Career Fair Event (September 26 <sup>th</sup> )	
Journal Reaction (25 points) - Typefocus (October 3 <sup>rd</sup> )	
Journal Reaction (25 points) – Strong Interest Inventory (October 24 <sup>th</sup> )	
Journal Reaction (25 points) - Career Center Counselor Interview (November 7 <sup>th</sup> )	
 <u>Integrative Paper (December 5<sup>th</sup>)</u>	 <b>100 points</b>
<u>Final Exam (Friday, December 14<sup>th</sup> at 8:00a.m. – 11:00a.m.)</u>	<b>100 points</b>
 <u>Career Search Presentation (November 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> &amp; December 5<sup>th</sup>)</u>	 <b>130 points</b>

Career Investigation Outline 30 points)  
 Powerpoint (30 points)  
 Oral Presentation/Investigation Report (65 points)

Total Possible Points

710- points

### CLASS CALENDAR

#### Week 1: August 22nd

Name Cards & Information Sheets  
 Class Introductions & Icebreaker  
 Course & Syllabus Overview

**Assignment:** Read Chapter 2 in the Text. Complete Exercise 2.1 Your Career Autobiography p. 84-85 in the textbook and think about the questions for Critical thought on p. 108. Register for DAWGlink. Print welcome page with your name to turn in. To create your new account in DAWGlink, go to this link and follow the simple instructions.  
<http://www.career.uga.edu/STUDENTS/studentdawglinkregistration.html>

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#### Week 2: August 29th

Ice breaker – shield & pull for Icebreaker facilitators  
 Explore Your Career Options  
 Autobiographies  
 Career Development and the World of Work  
 Work Motivations Sheet

Icebreaker Assignments – Icebreakers can be found at <http://www.residentassistant.com/games/icebreakers.htm>

**Due Today:** Autobiography (exercise 2.1) and Turn in DAWGlink welcome page.

**Assignment:** Read Chapter 4 in the textbook

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#### Week 3: September 5th

**Taking Stock: Self-Assessment – YOU MUST ATTEND CLASS THIS DAY.**

Class this week will meet at the Career Center in (Clark Howell Hall) Computer Lab, Room 246 on the second floor. **Please be on time** as we have 3 on-line assessments, TypeFocus, SIGI 3, and the Strong Interest Inventory (SII) to complete on this day

**Assignment:** Read Chapter 1, Pages 1-44 in the textbook  
 Complete Career Decision Making Booklet (CDM) handout & UGA Majors Checklist  
 Schedule to meet with a Career Center Career Consultant to learn about the Career Center and its services. Interview a Career Consultant about the Center and their job. Familiarize yourself with the services and resources of the Career Center. (*Seniors – 4<sup>th</sup> & 5<sup>th</sup> year student- must schedule a mock interview with a career counselor at the Career Center for this assignment.*)

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#### Week 4 September 12th

Icebreaker - \_\_\_\_\_  
 Alligator River Story  
 Values Lecture and Assessment  
 Work Values Assessments  
 Explanation of CDM sections

**DUE TODAY:** CDM Booklet Flap Answers & UGA Majors Checklist

**Assignment:** Read Chapter 3 in the textbook and complete Typefocus Journal Reaction. Bring Strong Interest Inventory (SII) to class.

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#### Week 5 September 19th

Fall Career Fair Noon – 5:00p.m. at the Classic Center in Downtown Athens ([www.career.uga.edu](http://www.career.uga.edu)). Visit at least three (3) employers. Wear business attire. Shuttle buses will be available.

Assignment: Career Fair Journal

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**Week 6: September 26th**

Icebreaker - \_\_\_\_\_

**Personality Assessment**

Interpretation of TypeFocus

Identifying your Skills and Abilities

Complete skills assessment and discuss results

**DUE TODAY: Career Fair Journal**

**Assignment: Read Chapter 4 in the textbook  
Complete Typefocus Journal**

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**Week 7: October 3rd**

**Lecture on Holland** (Types and Environments)

Strong Interest Inventory

Discuss SII results

Holland Jeopardy

**DUE TODAY: Typefocus Journal**

**Assignment: Read Chapter 5 in the textbook  
Bring ALL assessment results (materials) to class next week!! (Values, Work Motivations, Work Values, TypeFocus, Strong Interest Inventory- SII, SIGI PLUS, Career Decision-Making System-CDM, Majors Checklist, and Skills**

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**Week 8: October 10th**

**Integrating your Career Information**

Job Rating Chart/Career Integration Sheet

Complete Assessment Integration sheet to focus on career/major

Discussion of results

Explanation and instructions for career presentation and integrative paper requirements

**Midterm Review sheet**

**Due Today: Interest Inventory Reflection, CDM Results, and Majors Checklist**

**Assignment: Study for Midterm Examination**

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**Week 9: October 17th**

**Midterm Examination**

**Assignment: Read chapter 6 & 7 in the textbook**

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**Week 10: October 24th**

Icebreaker - \_\_\_\_\_

**Introduction to Decision-Making**

Decision-Making Styles and Skills

Artificial Heart Group Decision-Making Activity

**Barriers to Decision Making****DUE TODAY:** Strong Interest Inventory Journal Reaction**Assignment:** Read Chapter 1, pages 45- 76. Capters 8 & 9 in the textbook

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**Week 11: October 31st**

Icebreaker - \_\_\_\_\_

Diversity Exercise

Methods of Career Exploration and Educational Alternatives

**Job Preparation**

Groups lead by seniors

How to give a good presentation

**Assignment: Complete Career Center Counselor Meeting/Interview Journal**

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**Week 12: November 7th****Putting It All Together!!**

Five (5) Presentations - Career Searches

**DUE TODAY:** Career Center Counselor Meeting/Interview Journal

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**Week 13: November 14th****Putting It All Together!!**

Five (5) Presentations - Career Searches

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**Week 14: November 21st****HAPPY THANKSGIVING!!!! – NO CLASSS!!!**

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**Week 15: November 28th****Putting It All Together!!**

Five (5) Presentations - Career Searches

**Assignment:** Complete Final Integrative Paper

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**Week 16: December 5th****Putting It All Together!!**

Five (5) Presentations - Career Searches

Final Study Guide

**DUE TODAY:** Final Integrative Paper

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**Friday, December 14, 2007 Final Examination at 8:00a.m. – 11:00a.m. UGA Final Exam Schedule**