



THE UNIVERSITY OF GEORGIA
FALL SEMESTER 2008
ECHD 2050

Course: ECHD 2050: Choosing a Major and Career Goal
Time: Tuesday 9:30 AM – 11:30 AM **Section:** #02-383
Instructor: Ms. Christina Dodd M. A. **E-Mail:** cdodd@uga.edu
Class Location: Russell Hall Academic Center RM 393
Office Location: Aderhold Hall
Office Hours: by appointment **Office Phone:** TBD
EITS Student Support for WebCT: 706-542-3106
Text: Discovering Your Future in a Global Society. The text is available at the University Bookstore.

Course Description

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

Course Requirements

1) *Class Participation*

Active engagement in this course is required. You will be encouraged to join the discussions in class and will be asked to work in groups during class time. Talking in class while your instructor or classmate is talking is prohibited.

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. Participating in class activities and turning in daily tasks on time. [9 - 10 points]
- Satisfactory - Reactive participation with supportive, follow-up contributions that are relevant and of value, but relies on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation. Participating in class activities and turning in daily tasks on time. [8 – 9 points]
- Minimally acceptable - Passive participation including being present, awake, alert, attentive, but not actively involved. Participating in class activities and turning in daily tasks when reminded. [6 – 8 points]
- Unsatisfactory - Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion. Doesn't participate in class activities and does not turn in daily tasks on time. [6 points or less]

2) *Class Attendance*

Class attendance is required. Attendance is very important. You are expected to attend every class and arrive on time. Two absences are permitted with written notification from the instructor. If you are more than 10 minutes late to class or leave before the end of class three times, it will count as an absence. After two absences, 5% points will be deducted from your overall grade for each day missed that is not excused by a **documented** medical emergency.

You **MUST** be present on **the Assessment Day and exam/presentation days**. **If you miss Assessment Day, you will automatically be dropped from the course. If you miss an exam or**



presentation day, you will receive a **ZERO** for the exam/presentation, unless there is a documented medical emergency, in which the instructor will arrange a make-up.

3) *Vocational Autobiography*

You will complete a 4-5 page vocational autobiography due on **September 9th**. The paper needs to be typed with 1" margins, double-spaced and in 12 pt Times New Roman font. The paper is required to cover the following areas:

- Personal Information- age, gender, ethnicity, education and occupation of mother/father/caretakers, education and occupation of siblings, family work values and expectations, and any other relevant factors (including disabilities, diversity, etc.)
- Educational History- high school education, most liked and disliked classes, academic achievements, extra-curricular activities, internship experiences, college education, current major (if applicable) and why selected.
- Occupational History- list jobs in chronological order and provide dates for each job, employment title, and name and location of employment. Also include skills used or obtained from job and your reaction/perception of your experience.
- Most Liked and Disliked Jobs- describe the job you most enjoyed and the job you enjoyed the least.
- Hobbies, clubs, pleasure activities
- Assessments- if you have already taken any assessments related to career and academic planning, give your reaction/perception of the results.
- Integrated background history/assessment results- describe how your background and/or assessments are congruent (or incongruent) with your current educational pursuit and your expectations for the future.
- Describe a possible future occupation including a summary of the nature of work, working conditions, places of employment, training needed for job, education needed for job, job outlook, earnings, and related occupations.

4) *Fall Career Fair or One of the "Careers In" Seminars*

You will be required to attend one of these campus events and submit a reaction paper. The reaction paper must be turned in by **December 2nd**. However, the reaction papers will be accepted at any time before the deadline. Be sure to check the UGA Career Center Fall 2008 Calendar of Events in order to identify the days and times of the "Careers In" seminars. These activities will allow you to learn more about a career of interest from an actual employer. Please utilize this opportunity to network. A business card or contact information from an employer at your event is required with the reaction paper. The reaction paper needs to be no less and no more than 2 pages. The paper needs to be typed with 1" margins, double-spaced and in 12 pt Times New Roman font. Please utilize the reaction paper to explain your observations, new information gathered and thoughts on your experience.

5) *Career Assessments*

You will be taking a battery of career inventories to assess your personality type, interests, and abilities. Most will be administered during class time. You are responsible for completing the others as homework assignments.

6) *Assessment Consultation*

Career Consultation sessions will be offered to students through the Center for Counseling and Personal Evaluation in 425 Aderhold Hall. These are free of charge to the 2050 students. The session will take place after you have received your results back from the assessments and will focus on personal interpretation of assessments and reflection on your personal education/career goals. You will need to bring your assessments to the consultation. A sign-up sheet will be passed around



in class to sign-up for the session. You should use the material from the session in your reaction paper & presentation.

7) *Exams*

There will be two exams during the semester, which will consist of a mid-term and a final. Exams will consist of multiple choice and short answer questions and will come from the readings and class discussions.

8) *Career Research Paper and Presentation*

After completing all the career assessments, you will begin to narrow down your career search. To assist you in this process, you will be asked to investigate one career in depth and present your findings to the class. The paper needs to be 8 – 10 pages, typed with 1” margins, double-spaced and in 12 pt Times New Roman font. All sources need to be cited using APA format on a separate page. Utilize at least 3 sources to research your career.

The career research paper will consist of:

- **Assessment:** Include a description of how you utilized your assessments in your career search. Discuss the impact the results had on your career search.
- **Summary of Informational Interview:** Interview a person in the career field you chose to interview. This person cannot be a relative. Identify the person by name and their position and place of employment. Turn in the Informational Interview Contact Information on **October 14th**. Turn in a rough draft of the informational interview on **November 4th**. Discuss your reactions to the interview. Were you surprised by the information? What did you find interesting? What excites you about the position? What do you wish was different?
- **Discussion:** Utilize the information you learned through the assessments and the course to weigh the pros and cons of the career. Look at your personal culture, values, personality, goals, and interests to evaluate the career.
- **Career Plan:** What do you need to do next if you choose to pursue this career? What are the educational requirements?
- **Summary:** Summarize your decisions about this career and your research.
- **Presentation:** You will present a summary of your paper. This presentation will be no more than 10 minutes. You will be graded on your presentation style and your adherence to the time limit. You may utilize PowerPoint for your presentation.

Grading Procedures and Policies

1) *Grading Scale*

A = 100-94%

A- = 93-90%

B+ = 89-87%

B = 86-84%

B- = 83-80%

C+ = 79-77%

C = 76-74%

C- = 73-70%

D = 69-60%

F = 59% and below

- 2) All assignments and/or classroom activities within each category must be completed and turned in at the beginning of the class on the assigned day in order to get full credit. **One point will be deducted from the total points for assignments received after the start of the class.**



- 3) Assignments 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 1 point for each day a classroom assignment is late.** Exams must be taken at the scheduled time. Make-up exams will only be given in the event of a **documented** medical emergency.
- 4) **The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.**
- 5) *Extra Credit*
Extra Credit may be offered by the instructor for attending campus events or completing extra work. If extra credit opportunities are given, all students will have the same opportunities and criteria set for extra credit assignments.
- 6) *Utilization of Office Hours*
You must e-mail the instructor with the questions that you want addressed during office hours. Any questions about grades need to be discussed in person during office hours. The instructor will not discuss test or paper grades until 48 hours after the grades are posted.
- 7) *Contacting the Instructor*
The instructor will return all e-mails within 24 hours during the business week. The instructor does not check e-mail after 5 PM or on the weekends. Please be aware of this before major deadlines.
- 8) *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. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. "University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester."
- 9) *Cell Phone and Laptop Usage*
Cell phones should be turned off or to vibrate during class times. Cell phone use during class is prohibited unless you speak to the instructor about special circumstances. Laptops are prohibited in class unless you speak to the instructor about special circumstances.
- 10) *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/honesty/>.
- 11) *Diversity*
Diversity in the student population and workforce will be highly valued in this course. Whenever possible, class topics and discussions will be approached from a diverse perspective.
- 12) *Disability*
If you require any academic accommodations due to a disability please see me the first week of classes. To receive accommodations, you must be registered with the Disability Services Office on campus.



Grading Criteria

Your final grade will be comprised of the following requirements:

Classroom Participation and Daily Activities	10 points
Mid-Term Exam	15 points
Vocational Autobiography	10 points
Attending an Event and Writing a Reaction Paper	10 points
Attending Consultation	5 points
Final Exam	20 points
Career Research Paper and Presentation	30 points
Career Research Paper (20 points)	
Career Research Presentation (10 points)	

TOTAL POSSIBLE POINTS

100 POINTS

CLASS CALENDAR

******Assignments are due by the beginning of class period******

<u>Date</u>	<u>Topic of Class Period</u>	<u>Assignments</u>
August 19 (Week 1)	Course Overview Class Introductions Review Syllabus Career Exploration	Chapter 1 Complete Activity on pg. 20, Exercise 1.8
August 26 (Week 2)	Exploring the Self Self Values & Work Values Work Motivations	Chapter 2 Vocational Autobiography
September 2 (Week 3) 9:30 AM – 10:30 AM	Taking Stock: Self-Assessments You will be taking 2 assessments: TypeFocus, & the Strong Interest Inventory	Print out Assessments
*Class will meet in the Career Center in Clark Howell Hall Computer Lab, Room 246. You will be taking 2 assessments this day: TypeFocus, and the Strong Interest Inventory		
September 9 (Week 4)	Developmental Process Of Career Decisions Super's Theory of Career Development Career Choice Process Vocational Autobiography Due	Chapter 5 Complete Activities on on pg. 159 Exercise 5.3, 5.4, 5.5
September 16 (Week 5)	Educational Alternatives Exploring Majors	Chapter 6 Complete Activity on Pg. 186, Exercise 6.2
September 23 (Week 6)	Tentative Assessment Interpretation Location TBD *Bring printed assessments*	
September 30 (Week 7)	Factors in Decision Making The Decision Making Process Goal Setting Midterm Review (Chapters 1, 2, 5 & 6)	Study for Midterm



<u>Date</u>	<u>Topic of Class Period</u>	<u>Assignments</u>
October 7 (Week 8)	Midterm Examination	Chapter 3 Pg. 126, Exercise 3.2 Set up time to Conduct Interview
October 14 (Week 9)	Occupational Information Sources of Information Worksites in the Next Decade Turn in Contact Information of Informational Interviewee	Chapter 4
October 21 (Week 10)	Methods of Career Exploration Gathering Information about Careers	Chapter 7 Complete Activity on Pg. 211, Exercise 7.1
October 23	Withdrawal Deadline	
October 28 (Week 11)	Identifying & Overcoming the Hurdles Identifying Helpful Resources	Chapter 8 Complete Activity on Pg. 242, Exercise 8.13
November 4 (Week 12)	Becoming Personally Effective Informational Interview Draft Due	Chapter 10 Complete Activity on Pg. 287, Exercise 10.5
November 11 (Week 13)	Job Leads & the Job Interview Career Planning Action Planning	Complete Presentation and Paper
November 18 (Week 14)	Presentations - Career Searches Career Research Paper Due	
November 25	Thanksgiving Break (Class does not Meet)	
December 2 (Week 15)	Last Class Final Exam Review Fall Career Fair or "Careers In" Reaction Paper Due	Study for Final
December 9	Friday Class Schedule is in Effect (Class does not meet)	
December 10	Reading Day	
December 16	Final Exam 8:00 AM – 11:00 AM	

***PLEASE be aware that this syllabus is tentative and is subject to change throughout the semester ***