

THE UNIVERSITY OF GEORGIA

FALL SEMESTER 2004

Course: ECHD 2050: Choosing a Major and Career Goal

Time: Friday, 9:05 to 11:00

Instructor: Amy Oakes

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Location: Clark Howell Hall

Telephone: 542-8419

Office Hours: Monday, 1:30 to 2:30

Office: 211 Clark Howell Hall

Text:

The required text for the course is *Making Career Decisions that Count* (2002) by Darrell Anthony Luzzo. 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.

Assessment Fee:

A \$25.00 fee will be assessed at the beginning of the course to cover the cost of administering the career instruments. They will include the Strong Interest Inventory (SII), the Career Decision-Making System (CDM), SIGI Plus and TypeFocus. Please bring a check, made payable to the UGA Career Center, or cash with you to the 2nd class meeting. **This fee must be paid in order to receive a grade for the course. Also, if you miss the test administration day (4th class session) you will need to drop the course.**

Course Requirements:

Class Participation and Attendance: Active engagement in this course is required for you to receive the 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 section for lack of involvement in classroom discussions.** You will get a chance to grade yourself and your peers on class participation. However, talking in class while your instructor or classmate is talking is prohibited. Furthermore, 10 points will be deducted from the class participation section for each time you are reprimanded on this issue.

Attendance is very important.

- You are allowed one unexcused absence for any day **other than the test administration day**. In addition, assessment interpretation sessions are **not possible** to make-up.
- After one absence, 50 points will be deducted from your final grade for each day missed that is not excused by a **documented** medical emergency.
- Ten points will also be deducted from the class participation section for each day missed due to the fact that if you are not in class, you will obviously not be participating.
- If you are late to class two times, it will count as one absence.

Participation: 100 points of the grade is determined through instructor evaluation of class participation and contribution. 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. [90 - 100 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. [80 - 90 points]
- Minimally acceptable - Passive participation including being present, awake, alert, attentive, but not actively involved. [60 - 80 points]
- 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: At least three journal reactions will be assigned and will include your reaction to 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 and about 1 – 2 pages in length.

The Career Fair (September 29) and/or one of the “Careers In” seminars: You will be required to attend one of these campus events for one of your journal assignments. Be sure to check the UGA Career Center Fall 2004 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.

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.

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.

SIGI PLUS: This is a computer-based guidance system designed to help you make informed and appropriate career choices. You can access this program from any university computer. You will be given access information in class.

Career Center: You will be asked to familiarize yourself with resources in the Career Center. By the end of the course you will be able to demonstrate your ability to implement career searches using resources in the center.

Career Search Presentations: 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. This will include the completion of an Informational Interview, which will allow you to familiarize yourself with a particular career/employer, whom of which is of no relation to you. An outline listing requirements for this assignment will be provided.

Final Integrative Paper: Your assignment on this final paper will be to integrate the information generated by course activities. This is due the last day of class.

Grading Procedures and Policies:

A= 540 - 600 points
 B= 480 - 539 points
 C= 420 - 479 points
 D= 360 - 419 points
 F= Less than 360 points

- All assignments and/or classroom activities within each category must be completed 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 points for each day an 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.
- Other topics and activities may be added by the instructor throughout the semester.
- Academic Honesty - The University of Georgia policy on Academic Honesty will be followed in this class. It can be found in The University of Georgia Undergraduate Bulletin (page 43) and the Student Handbook (pages 22-23). If you have any doubts, please read it.
- 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.
- 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:

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

<u>Integrative Paper</u>	100 points
<u>Final Exam</u>	100 points
<u>Career Search Presentation</u>	100 points
<ul style="list-style-type: none"> • Career Investigation Sheet (25 points) • Visuals (25 points) • Oral Presentation/Extent of Investigation (50 points) 	
<u>Classroom Attendance & Participation</u>	130 points
<ul style="list-style-type: none"> • Self Evaluation (10 points) • Peer Evaluation (10 points) • Exit Interview (10 points) • Instructor Evaluation (100 points) 	
<u>Mid-Term Exam</u>	50 points
<u>Assessments and Other Related Activities (10 points each)</u>	120 points
<ul style="list-style-type: none"> • TypeFocus • Career Decision-Making System (CDM) • Strong Interest Inventory (SII) • SIGI PLUS • Values Exercises • Skills/Abilities Work Sheet • Career Decision Making Handout • Journal Reaction 1 • Journal Reaction 2 • Journal Reaction 3 • Job Rating Chart/Career Integration Sheet • Majors Checklist 	

Total Possible Points **600**

CLASS CALENDAR
Week 1 (Friday, August 20)**Course Overview**

Class Introductions

Go over syllabus

Choosing a Major and Career Goal Overview

Complete Career Timeline

Assignment: Read Chapters 1 and 2 in the Luzzo Text.

REMEMBER TO BRING \$25 TEST FEE TO CLASS NEXT WEEK.

Week 2 (Friday, August 27)**Taking stock: Understanding the world of work and the Career Decision-Making Process**

Lecture – Chapters 1 and 2

Process Career Timeline Info (exercise 2.2)

Career Research/Library Resources

Explanation of CDM sections

Majors Checklist

TURN IN \$25 TEST FEE

Assignments: Complete Career Research Activity.

Complete CDM sections and list responses on answer sheet flap as show by your instructor.

Research “maybe” and “yes” majors according to instructor’s directions, narrowing down to “yes” majors only. Bring in the appropriate “What can I do with a Major in...?”

handouts

for your “yes” majors.
Read Chapter 4 in the Luzzo text.

****Extra Credit****

Make an appointment with the department/major representative of one of your “yes” majors. Find out “insider” information about the major. Write a one page reflection paper and turn in with contact’s business card. Worth 10 points!

Week 3 (Friday, September 3)

Finish CDM (complete remainder in class and discuss results)

Work/Personal Values Assessments

Identifying your Skills

Complete skills assessment and discuss results

Majors Checklist Discussion Group

Assignments Due:

Career Research Sheet

CDM Flap Answers

Majors Checklist Results and Extra Credit Assignment (if you decided to complete it)

Assignment: Read Chapter 3 in the Luzzo Text.

Week 4 (Friday, September 10)

Taking Stock: Self-Assessment

Class this week will meet at the Career Center Computer Lab on the second floor of Clark-Howell. Please be on time as we have 3 on-line assessments (TypeFocus, SIGIPlus, and Strong Interest Inventory) to complete this day. In addition, you will get registered with DawgTRAK, the UGA on-line career information system.

YOU MUST ATTEND CLASS THIS DAY AND HAVE PAID YOUR ASSESSMENT FEE OR DROP THE COURSE.

Week 5 (Friday, September 17)

Personality Assessment

Lecture on personality types

Interpretation of TypeFocus

Explanation of journal assignment

Assignments:

1. Go in to www.personalitypage.com.
2. Print your Type information and highlight the information that best describes you. Use this information, the “Do What You Are” handout, TypeFocus information, your readings, class discussion, and Chapter 3 to write your 1st Journal assignment.
3. Read Chapter 5 in the Luzzo text.

Week 6 (Friday, September 24)

Strong Interest Inventory

Lecture on Holland (Types and Environments)

Discuss SII results

Assignment Due:

Turn in 1st Journal assignment

Assignments: Bring ALL assessment results (material) to class next week!!

Week 7 (Friday, October 1)**Integrating your Career Information**

Complete Assessment Integration sheet to focus on career/major

Discussion of results

Job Rating Chart/Career Integration Sheet

Explanation and instructions for career presentation and integrative paper requirements

Assignment:

Read chapters 7 and 8 in the Luzzo text

Week 8 (Friday, October 8)**Introduction to Decision-Making**

Decision-Making Styles and Skills

Barriers

Artificial Heart Group Decision-Making Activity

Assignment:

Read chapters 6, 9 and 10 in the Luzzo text

Study for Midterm Exam

Week 9 (Friday, October 15)**Midterm Exam****The World of Work and You**

Explore Career Options: Discussion on internships, job shadowing, study abroad, etc.

“The Journey” film clip

Imagining exercise

Assignments:

Career Center Event Journal Reaction (due next class)

Week 10 (Friday, October 22)

Job Preparation – Resume writing, Interviewing skills and Networking

Assignment Due: Career Center Event Journal Reaction

Assignment: Conduct Mock Interview with Career Center professional, taking CD of interview with you. Then, watch your interview and write a one page critique for your 3rd journal reaction.

Week 11 (Friday, October 29)

No Class – Fall Break

Week 12 (Friday, November 5)**Putting It All Together!!**

Presentations - Career Searches

Assignment Due: Mock Interview Journal Reaction

Week 13 (Friday, November 12)**Putting It All Together!!**

Presentations - Career Searches

Week 14 (Friday, November 19)

Putting It All Together!!

Presentations - Career Searches

Assignment: Complete Final Integrative Paper

Week 15 (Friday, November 26)

No Class – Thanksgiving Holiday

Week 16 (Friday, December 3)**Putting It All Together!!**

Presentations - Career Searches

Assignment Due:**Final Integrative Paper**

Final Exam = UGA Exam Schedule