

# The University of Georgia

Fall Semester 2005

Syllabus

## ECHD 2050: Academic and Career Planning

Time:	Monday, 1:25-3:20 pm	Section: 02-522
Class Location:	Russell Hall Academic Center	Room 395
Instructor:	Kimber Shelton, M.S.	E-Mail: <a href="mailto:kimleigh@uga.edu">kimleigh@uga.edu</a>
Office Location:	Aderhold Hall RM 411	Office hours: Tues., 10:30-12:30 pm

### Course Description

This course will review decision-making models for selecting academic majors and exploring career options. It will focus on self-exploration, assessment of career and academic interests, and gaining an understanding of the world of work compatible with students' personality styles, skills, abilities, and values. The course will consist of lectures, discussions and group work.

### Text

Luzzo, D. A. (2002). *Making career decisions that count*. Columbus, OH: Prentice Hall.

### Assessment Fee

A \$25.00 fee will be collected 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 3, and TypeFocus. Please bring a check made payable to the UGA Career Center, money order or cash. **This fee must be paid in order to receive a grade for the course. Also, if you miss the assessment administration day, you will need to drop the course.**

### Objectives

Upon completion of this course, you will be able to:

- Understand the basic principles in career decision-making.
- Set attainable short-term and long-term career and academic goals.
- Identify personal and professional values, skills, interest, and needs.
- Make informed academic and professional choices.
- Identify occupational choices that match your personality style.
- Identify barriers to career choices and develop solutions.

### Assignments

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 receive full credit. There will be a 5 point deduction per day on late assignments.

## **Journaling**

Each class you will be given time to journal academic and career thoughts, ideas, and reflections in a journal you will provide for the class. Entries made in the journal may be of use to you when completing your Vocational Autobiography.

## **Reflections** (20 pts each= 40 pts)

You will attend both the Career Fair and Career Center Assessment day and type a reflection describing the activities attended, significance of the activities and a summarized feedback that is 1-2 pages in length.

## **Resume** (20 pts)

From class lectures, use of the Career Center and personal studies, you will develop a professional resume in which you may choose to include, but are not limited to, the following areas: Educational background, Employment history, Related Experience, Volunteer Work, Computer Skills, Relevant Courses, and Honors/Activities.

## **Attendance and Class Participation** (80 pts)

Attendance is required for this course. Students have 1 unexcused absence without penalization. Further unexcused absences will result in a 5 point attendance reduction. Active engagement in this course is required for you to receive the full benefits. You will be working in groups on particular assignments and will be encouraged to join the discussions in class. To receive maximum participation points (5 pts per class), you are expected to contribute to each class. Lack of class involvement will result in point deduction. **Students cannot miss Career Assessment Day. Failure to attend Assessment Day will result in an automatic drop from the course.**

## **Self-Evaluation** (20 pts)

Your contributions and perceptions are respected in this course and therefore you will also evaluate yourself on class participation.

## **Website Assignment** (20 pts)

You are responsible for evaluating 2 websites, O\*NET, <http://online.onetcenter.org/> and a website you choose (must be a career, employment, or educational/academic website in nature).

A typed paper will cover the following areas:

General Description of Website	Cost
Target Population	Current/Updated
Validity of Website	Variety of Topics
Relate Links Found on Site	Contact Information
Clarity/Graphics/Aesthetics	Disability Friendly
Usefulness of Content	Rate the Website (1 low- 10 high)
Time Efficiency	

### **Midterm and Final Examination** (50 pts each= 100 pts)

The midterm and final examinations will cover your textbook readings, in-class discussions, and attended activities. The exams will consist of multiple choice questions and short answers. Exams must be taken at the scheduled time. Make-up exams will only be given in the event of a documented medical emergency.

### **Vocational Autobiography** (100 pts)

Using material gained from assessments, journal writings, in-class assignments, homework, textbook, and personal studies, you will complete a vocational autobiography covering the following areas:

- Personal Information- Age, Gender, Ethnicity, Education and Occupation of Mother, Education and Occupation of Father, Education and Occupation of Siblings, Family Work Values and Expectations.
- Educational History- High School Education, Most Liked and Disliked Classes, Academic Achievements, Extra-Curricular Activities, Internship Experiences, College Education, Current Major and Why Selected.
- Occupational History- List jobs in chronological order, 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
- Assessments- Summarize your results from 2 of the assessments taken (SIGI 3 , Strong Interest Inventory, TypeFocus, and CDM). Give your reaction/perception of the results.
- Integrate background history and assessment results- Describe how your background and assessments are congruent (or incongruent) with your current educational pursuit and your expectations for the future.
- Describe a possible future occupation using O\*NET including: The O\*NET Code, 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.

### **Vocational Autobiography Presentation** (20 pts)

You will individually present to the class your vocational autobiography and reflection of class assignments that will be 5 minutes in length. You will be notified in advance of how presentation grade will be determined.

## **Grading**

Your grade will be based on the completion of the following:

Career Fair Reflection	20 pts
Career Center Reflection	20 pts
Resume	20 pts
Website Assignment	20 pts
Attendance/Participation	80 pts
Self-Evaluation	20 pts
Midterm Exam	50 pts
Final Exam	50 pts
Vocational Autobiography	100 pts
Final Presentation	20 pts
<b>Total Points</b>	<b>400 pts</b>

### Class Schedule

Aug. 22      Introductions  
                   Go over syllabus

**Bring \$25.00 Assessment Fee \***

Aug. 29      Chapters 1, 2

Sept. 5      Student Holiday- Labor Day

**Bring \$25.00 Assessment Fee \***

Sept. 12     Class meeting at Career Center  
                   Career Assessment Day

Sept. 19     Class reserved for Career Fair

Sept. 26     Holland Party, Career Decision Making System, Chapters 3, 4  
**Career Center and Career Fair Reflections due**

Oct. 3        Review Assessments, Factors Influencing Workers and Their Careers,  
                   Chapter 5

Oct. 10      Midterm Review, Anxiety Management

Oct. 17      **Midterm Exam**

Oct. 24      Conducting Career and Academic Searches, Chapter 6

- Oct. 31        Issues Affecting College Success, Resumes, Chapter 7
- Nov. 7         Alternative Training Programs, Career Counseling, Chapters 8, 9  
**Website Assignment due**
- Nov. 14        Interviewing, Chapter 10
- Nov. 21        **Resumes due**
- Nov. 28        Diversity in the Workplace, Trends
- Dec. 5         **Final Vocational Presentations**  
**Vocational Autobiographies due**
- Final Exam**    As per UGA final exam schedule.

### 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.

More detailed information about academic honesty can be found at:

<http://www.uga.edu/ovpi/honesty/acadhon.htm>

### Disability Policy

Help for students with disabilities is available from the Disability Services/Learning Disabilities Center. If accommodations are desired please notify me and the Office for Disability Services within the first 2 weeks of class. More information is available at:

<http://www.uga.edu/stuact/handbook/stuaffairs/disability.html>

Phone: 542-8719 or 542-8778 (TTY)

Students needing mental health assistance such as counseling or psychiatric and psychological assessments should contact Counseling and Psychological Services (CAPS), a unit of the University Health Center (UHC).

Phone: 542-CARE (2273), after hour emergencies call 706-542-2200.

**The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.**