

**ECHD3050 CAREER DEVELOPMENT FOR LIFE PLANNING
FALL 2007 COURSE SYLLABUS**

Course: ECHD 3050: Career Development for Life Planning (2 Semester Hours)
Time: Mondays & Wednesdays: 2:30 – 3:20 pm
Location: Clark Howell Hall, B-1
Instructor: Holly Getchell
Telephone: 706-542-8426
E-mail: hfox@uga.edu
Office: 215 Clark Howell Hall
Office Hours: By Appointment. Call 706-542-3375 to schedule an appointment.
Text: 1) The University of Georgia Career Center Career Guide (provided in class)
 2) Career Center Handouts (provided in class)
 3) Job Choices Magazine (provided in class)

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

Course Description

This course offers an opportunity for receiving information and acquiring skills necessary for career development and life planning. Processes of self-assessment, occupational exploration and preparation for employment are discussed and investigated. In addition to traditional classroom activities, content is presented in an experiential manner through observation, role-play, simulations, individual projects, and contact with resource experts.
This is not a resume writing class!

Course Objectives

As a result of this course, students will:

1. Be able to articulate career choices based on assessment of interests, values, skills, personality traits.
2. Be able to create job search correspondence with clear evidence of related knowledge, skills, and accomplishments.
3. Understand how to take steps to conduct a job search, including preparation for career fairs.
4. Gain an understanding of the importance of conducting informational interviews and participating in networking activities.
5. Learn what types of skills and experiences are valued by employers.
6. Learn and practice effective interview techniques.
7. Learn how to evaluate and negotiate job offers.
8. Be able to set, articulate, and pursue personal, educational, and career goals.
9. Gain an understanding of appropriate professional conduct as it relates to the world of work.
10. Learn basic financial concepts that will prepare them for life after college.

Class Participation

You should actively participate in class discussions and activities both because it counts for a part of your grade and in order to take something away from the course. This class truly embodies the old adage “You get out of it what you put in.” That being said, sitting in the back of the room doing sudoku, crosswords, text messaging, reading the Red & Black or listening to your iPod DOES NOT count for active class participation. Remember, this is a small classroom and I can see if you are participating or not.

Acceptance of Late Work

Assignments are expected to be turned in **on the assigned due date prior to or at the start of class**. If you cannot be in class on a due date, you are expected to send the assignment to your instructors via email prior to the class. All assignments must be typed and submitted before or on the due date. Assignments submitted via e-mail during class time are considered late. **No assignment will be accepted after the due date unless it has been arranged with an instructor beforehand. NO EXCEPTIONS.**

Attendance

Attendance is **critical** to succeeding in this class. In accordance with our focus on a work like environment, you will be provided with 2 personal days during the semester. These 2 personal days include both “excused” and “unexcused” absences. Please keep in mind 3 points will be deducted from your **final course grade** (not the point total) for each day you miss beyond the allotted 2 days. i.e. This means that if you if your final grade was a 97, but you had missed three days, your grade would drop to a 94. Also keep in mind that we may need to make changes to assignments and/or due dates during the semester. It is important that you come to class or contact someone to find out what you missed.

Course Assignments

DAWGlink: This is due by the beginning of class Wednesday, August 29th. This will prepare you for on-campus interviewing and other job/career search resources. To receive credit for this assignment, you will need to log-in to DAWGlink and print out the Welcome screen that states your name.

Job Description: This is due by the beginning of class Wednesday, September 5th. Find a job description of a position that you would like to have either presently or following graduation. This job description can come from **any resource**: DAWGlink, a newspaper, website, or bulletin board. The description should include: 1) The Name of Employer, 2) Location of the job, 3) Description of Company, 4) Job responsibilities, and 5) Qualifications Desired. The description will be used to develop the resume and cover letter, and will be used as the basis of your mock interview later in the semester.

Fall Career Fair Attendance: This assignment must be completed on Wednesday, September 19th. Attend the Fall Career Fair on Wednesday, September 19th (between 12-5 pm) at the Classic Center in downtown Athens. **Professional Dress is Required.** At the Career Fair, you must scan your UGA ID Card at the registration area to show proof of attendance. To receive full credit for this assignment, you must obtain business cards from at least 3 DIFFERENT employers. These business cards should be turned in Monday, September 24th. Don't forget to write your name on the back of the cards.

Journal Entries: Journal entries need to be typed using Times New Roman 12 Point Font and at least one single spaced page in length. Each journal entry is worth 25 points for a total of 100 points.

Career Goals: This is due by the beginning of class Wednesday, August 29th. Describe your career plans and goals at the beginning of this course. It is not necessary to be sure about your career goals to complete this assignment successfully. If you are dealing with uncertainty, include that in your paper. What are some of the pros/cons of your career considerations? Use the points above as guidelines for explaining. Please respond to the following questions:

- What career/job title would you like after graduation?
- How did you decide on this career?
- Where would you like to live/work? Why?
- Will this job meet salary expectations/needs?
- Will this job allow you to pursue outside interest and activities?
- What are the three most important skills required in this job?
- What is your plan to meet your career goals?

Fall Career Fair Attendance Reflection: This is due by the beginning of class on Monday, September 24th. Please respond to the following questions:

- Address as many of the following questions as possible:
- What was your approach in speaking with them? What worked well? What did not?
- How did your dress compare to other job seekers?
- What was your approach to speaking with them?
- Did you find it difficult to talk to employers?
- Upon entering, what was your initial reaction?
- Which employers did you speak to?
- Of the employers you spoke with, which company would be the best fit for you?
- How would you rate your performance at the fair?

Assessment Reflection: This assignment is due by the beginning of class Wednesday, October 10th. Please respond to the following questions:

- What was your Typefocus code? Sigi 3? Focus?
- Were any of the results surprising? If so, what?
- Of the careers listed, which do you think match your interests most closely?
- What did you learn from the in-class discussions?
- How do your results on these assessments affect your career decision-making process?
- Which assessment did you like the best? The least?
- Which assessments is the most helpful to you? Why?

Action Plan: This assignment is due by the beginning of class Monday, December 3rd.

Write an entry describing your plans after graduation (career goals or graduate school plans). It is not necessary to be sure about your career goals to complete this assignment successfully. If you are dealing with uncertainty, include that in your paper. Please refer to the following questions as guidelines.

- What are your plans after graduation?
- What are some of the pros/cons of your plan?
- Background about career field of interest – including specific details on a variety of entry-level positions and organizations that you are considering.
- Plans to apply and attend graduate or professional school – what programs? What schools? Discuss the application process and your timeline if applicable.
- Where would you like to live/work? Please provide reasons.
- Cost of living and salary expectations for the location(s) you are seeking employment.
- How did you first become interested in this area? Where do you get most of your information regarding this career/graduate program?
- What values are important for you in your life and career?
- Who has been influential in your decision-making? In what way?

Resume and Cover Letter: This is due by the beginning of class on Monday, September 10th.

You are required to write both rough drafts and final versions of a resume and cover letter targeted toward the above chosen job description. The rough drafts should incorporate the instructions given in class.

You are required to have your resume and cover letter critiqued with a Career Center staff member. This can be completed one of the following three ways:

1. Through walk-ins with your Career Consultant. Call 706.542.3375 to determine when your Consultant has his or her walk-ins hours. If walk-in hours are not available, you may schedule a one-on-one appointment.
2. At your Career Consultant's satellite hours. These are posted on the Career Center's website. To find this, go to www.career.uga.edu, pull up the "Career Info by College" menu, and choose your academic college.

When submitting this assignment, be sure to turn in the following items:

- The final versions should attempt to have no mistakes.
- A resume and cover letter printed on resume or linen paper.
- A cover letter limited to one page and a resume limited to one page (unless it is a Federal resume)
- Your rough draft and/or the copy with Career Consultant comments. (Note: Resumes submitted via e-mail to a Career Consultant for critiquing WILL NOT be accepted as part of the assignment is to meet with them in person.)
- A copy of the job description you used to write your cover letter.

Mock Interview: This is due by the beginning of class on Monday, October 15th.

Schedule and complete a mock interview with the Career Center. It provides you with the experience of a "real" setting with an opportunity to receive feedback. Professional attire is required (Yes, this means wear a suit). Points will be deducted for tardiness, no-shows, and late interviews.

Schedule and complete a mock interview using 1 of 2 methods:

- A) Utilize Interview Stream technology provided by the Career Center. Interview Stream provides you with the experience of a "real" setting with an opportunity to receive feedback. After completing your Interview Stream mock interview, you must e-mail a copy of the mock interview and schedule a follow up appointment outside of class with Colleen White or Nikki Smith. You must still complete a thank you note and turn it in by the due date.

-OR-

B) Schedule a mock interview with a Career Consultant by calling 706.542.3375

If you choose to complete the mock interview assignment with a Career Consultant, please note that 3 things are required to receive full-credit for this assignment:

- 1) Take a copy of your resume and cover letter to the mock interview. Also, dress professionally.
- 2) Have an evaluation form filled out regarding your performance. You can pick up a copy of the mock interview evaluation form at the front desk of the UGA Career Center the day of your mock interview.
- 3) As you should after a professional interview, you will send a thank you note to the person who conducted your mock interview. If e-mailed, you must copy your instructors on the e-mail. If handwritten, a photocopy of the note must be made and turned in with the mock interview assignment.

TypeFocus Assessment: This is due by the beginning of class on Wednesday, October 3rd.

Two things are required to receive full-credit for this assignment:

- 1) Take the TypeFocus Assessment. You can find it online at: <http://careers.typefocus.com>. The Site Password is: uga4400
- 2) Bring a printed copy of your assessment results to class.

SIGI 3 Assessment: This is due by the beginning of class on Wednesday, October 3rd.

Two things are required to receive full-credit for this assignment:

- 1) Take the SIGI 3 assessment. You can find it online at: www.career.uga.edu, click "major/career exploration", click "assessments", then click "Click Here to Access SIGI 3". You will need the 810 number from your UGA Student ID card to access SIGI 3.
- 2) Bring a printed copy of your assessment results to class.

Focus Assessment: This is due by the beginning of class on Wednesday, October 3rd.

Two things are required to receive full-credit for this assignment:

- 1) Take the Focus assessment. You can find it online at: www.focuscareer.com/register/uga.cfm The Institution Keycode is: dawg34
- 2) Bring a printed copy of your assessment results to class.

Informational Interview: This is due by the beginning of class on Wednesday, October 31st.

Conduct 1 informational interview, either in-person or via telephone with a professional in your chosen career area of interest. YOU CAN NOT BE RELATED TO THE PERSON YOU ARE INTERVIEWING!! You will develop your own list of questions to ask, using the Career Guide.

Two things are required to receive full-credit for this assignment:

- 1) The list of questions you asked along with the professional's answers. Include the name, title and company of the person interviewed and the date of the interview. Also, please be sure to include the contact telephone number and e-mail address so that we can follow up with them as we grade your assignments.
- 2) Write a thank you note to the person you interviewed for your informational interview. This note should be sent to the person you interviewed. If e-mailed, you must copy your instructors on the e-mail. If handwritten, a photocopy of the note must be made and turned in with the informational interview assignment.

Career Lifeline Presentation: This is due by the beginning of the final exam. You will give your presentation during the final exam scheduled for Monday, December 10 between 3:30 – 6:30 pm. Please plan to stay the entire 3 hours.

Create a timeline of your life, focusing on various career goals and educational/work experiences that you have had. Please use the following list as a guideline for your timeline (but feel free to include additional information that you think is important):

- Parents' careers
- Childhood career goal
- Childhood hobbies/interest
- Awards/honors received
- Work and Volunteer experience
- Internships
- People who have influenced your goals
- College major
- Current career goal
- Future goals/plans

Timelines will be graded on the following criteria:

- Completion of project and adherence to guidelines listed above
- Creativity: The possibilities for presentation are endless! You may present your timeline as a song, a video, a skit, a scrapbook, or any other method that you choose. You are only limited by your own creativity!
- Presentation: You are expected to be well-prepared for your presentation and to remain within the allotted time frame.

During our final exam time, you will present your Career Life-Line to the class. Each presentation should last 5-8 minutes. Due to time constraints, you will not be allowed to go beyond your allotted time, so be sure that you will be able to complete your presentation in less than 8 minutes!

Academic Honesty and Integrity

All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers.

1. No student shall receive or attempt to receive assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as a part of a course or to be submitted in fulfillment of a University requirement. When direct quotations are used, they should be indicated, and when ideas of another are incorporated into a paper, they must be appropriately acknowledged.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in such preparation.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the University, excluding questions and answers from test previously administered.
4. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including test, examinations, grade change forms, grade rolls, roll books, laboratory equipment, etc.

Students found in violation of the University's academic honesty policies or codes of professional ethics are subject to review and possible permanent expulsion from the programs offered in the Department.

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>.

Special Learning Needs

If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact me as soon as possible. Necessary academic accommodations will be made for you based on the recommendations received from the Disability Resource Center. You must be registered with the Disability Resource Center to receive academic accommodations.

Extra Credit

You can earn 2 points extra credit for each Career Center Fall 2007 Event you attend. A list of these events can be found in the fall flyer and on the Career Center website (www.career.uga.edu). There is NO CAP on the amount of extra credit you can earn. Satellite hours, Walk-in hours, and individual appointments DO NOT count. If you are unsure if an event will count for extra credit, ask the instructor beforehand! Be sure to bring your student ID to the event. Your attendance will be tracked by the Career Center.

Lastly, you can earn .5 points extra credit for every thank you note e-mailed that you send in a timely fashion to guest speakers (i.e. up to 3 days after their class visit). All of their e-mail addresses have been provided or will be provided to you on the calendar of topics accompanying this syllabus or in class. When sending an e-mail thank you note, you MUST blind copy (BCC) me (hfox@uga.edu) on the e-mail. If you do not know how to Blind Carbon Copy someone on an e-mail, please ask. You CAN NOT send thank you e-mails to every guest speaker at the end of the semester at one time and expect to receive extra credit.

Evaluation

Job Description	10
Resume	50
Cover letter	50
DawgTRAK Registration	10
Fall Career Fair Attendance	50
Informational Interview	50
Mock Interview	50
TypeFocus	20
SIGI 3	20
FOCUS	20
Journals	100
Career Lifeline Presentation	50
Participation	20
Total Points	500

Grading Scale for ECHD 3050:

A = 94-100
A- = 90-93
B+ = 87-89
B = 84-86
B- = 80-83
C+ = 77-79
C = 74-76
C- = 70-73
D = 60-69
F = 59 and Below