

**ECHD 3050 - Career and Life Planning
Spring Semester 2008 – Charles Perry
The University of Georgia**

"It is from numberless diverse acts of courage and belief that human history is shaped. Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and crossing each other from a million different centers of energy and daring those ripples build a current which can sweep down the mightiest walls of oppression and resistance." Robert Kennedy

Course: ECHD 3050: Career and Life Planning (2 Semester Hours)
Time: TTh 11:00-11:50 AM; Location: Clark Howell Hall, B-I
Instructor: Charles Perry; 247 A, ceperry@uga.edu (706) 542-7271
Appointments: Made through reception desk, 542-3375.

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 developing skills necessary for effective career and life decision-making. *It is a study in empowerment.* Processes of self-assessment, occupational exploration, and preparation for employment are explored. In addition to traditional classroom activities, content is presented in an experiential manner through observations, role-playing, and simulations, individualized projects, and contact with resource experts. Because this class will seek to provide personalized attention to each person's career and graduate school plans, at the discretion of the instructor, *there may be some individual variation in assignments.* Each student is responsible for maintaining a record of instructor contacts.

- Each student is responsible for acquiring a syllabus and being aware of all deadlines. Deadlines will be observed.
- **IMMEDIATELY SCHEDULE FIRST APPOINTMENT WITH INSTRUCTOR, FOR A.S.A.P., AT THE CAREER CENTER RECEPTION DESK**
- 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. **Plagiarism on PowerPoint presentations or writing of any sort will be prosecuted in the Honor Court, as will signing role for someone else, and may result in denial of degree.** The link to more detailed information about academic honesty can be found at: <<http://www.uga.edu/ovpi/honesty/acadhon.htm>>

TWO MANDATORY PROGRAMS:

1 Career Fair Business Dining & Etiquette T.O.P. Dog Program, Jan 29, 5-8, Free -*To attend you must RSVP at the Career Center and pay a \$10 refundable registration fee*

2 Fall Career Fair, Jan 30; 12 noon - 5:00 pm; Classic Center, Athens - Shuttles from campus: 11:30 am - 5:00 pm (*Besides speaking with 2 Organizational reps, you will seek me out for a brief chat about the experience*)

Course Goals and Objectives

Goals:

The instructor, students and guests will present information and methods for developing excellent career materials and to help develop and inculcate habits for continual updating of job search skills: interviewing, networking, and professional development. The presentations will include methods of self and career evaluation, personal management and continual growth. The class may be personalized to allow each student the freedom to connect with their top choice career

Objectives:

Students will:

1. understand the value of career choices based on assessment of interests, values, skills, personality traits.
2. set, articulate, and pursue appropriate personal, educational, and career goals
2. create job search correspondence with clear evidence of related knowledge, skills, and accomplishments.
3. conduct an interest interview, a job search, participate in networking activities and prepare for a career fair.
5. learn the skills, experiences and professional conduct valued by employers & practice effective interview techniques.
6. learn basic financial and budgeting concepts for life, and how to evaluate and negotiate job offers.

Course Requirements:

DawgLink: Complete the Career Center Registration process, including uploading of resume - verification required. This is mandatory for On-campus Interviewing and Referral Service.

Resume Cover Letter and Thank You Letters:

You will develop an excellent resume, and sample of a cover letter and thank you letter. Final version must be presentation quality. Cover letter should be directed to actual employer or Interest Interview Professional. (See Interest Interview below)

Mandatory, FALL CAREER FAIR, 2:00 pm – 5:00 pm, Classic Center (*shuttle from campus: 11:30 am - 5:30 pm*)

Presentation & Discussion: Each student is responsible for developing a presentation and leading a discussion on a selected topic. Students may utilize handouts, PowerPoint Presentations, media, Presentation must be 20 minutes in length, Discussion must be 25 minutes in length. All students will be responsible for asking questions and maintaining discussion. Select topic and day a.s.a.p.

Career Goals Paper: (2 page paper) Describe your career plans and goals at outset of course. This is an extremely forthright assignment. The explicit questions to address are listed below. (This paper should reflect current thinking, uncertainties, questions and a weighing of your options.)

Respond or include information pertaining to:

- * What career /job title do you expect after college?
- * How did you make this decision?
- * Will the career fit your goals?
- * The 3 most important personal values & life
- * What are your "Career" goals?
- * Expected salary & growth for family & retirement
- * Where do you intend to live, why?
- * Relationship of career goals and life plans

Occupational Analysis: (2 typed pages) this is another extremely forthright assignment. Give the requirements and characteristics of the occupation you are currently evaluating. One of the sources of information is the Occupational Outlook Handbook, which you can access on-line. It will give you an idea of what to put in your analysis: predicted need for career field, salary, special considerations, etc. Footnote the analysis. Use at least one resource from the Career Resources Library in the Career Center.

Interest Interviews: (2 pages) this person must be someone you do not know and an interview that you set up outside the bounds of your current network. It should be someone in a top position, with years of experience and with acknowledged prestige. **You must consult with instructor about appropriate choice for (in-person) interview. Done correctly, this is an exciting, lifetime process so it requires fresh, personal outreach.**

Name, Title- and organization	Short history of their career
Requirements, training, for the position	Summary of responses to your questions
Your reaction to the information	Actions and goals resulting from interview

(1 required; 1 extra credit)

Reflections Journal: Maintain a journal of reflections alongside class notes on all assignments and the presentations of other students.

Portfolio: (To complete the course, each student must make arrangements to pick-up the portfolio after grading.) The portfolio will professionally organized & presentation quality, to include a table of contents, notes and reflections, resume, cover letters and thank you letters, career goals paper, occupational analysis, interest interview, class presentation, any handouts from presentations.

Class Expectation & Assignments:

Must be totally professional in approach to class. On-time attendance required. **Due** means it must be on time to count.

Instructor Consultations:

2 Required meetings with Instructor: 1st meeting near the beginning of course, make appointment with receptionist during 1st several week of class. 2nd meeting during March, make this appointment now also.

(This class can be extremely personalized, so students are invited to schedule as many appointments as would be helpful.)

Presentation/Discussion Topics (You may suggest a topic; discuss your final choice with instructor)

1. Community Service Opportunities
2. Issues Influencing Civic Life
3. Environmental Issues
4. Issues of Diversity
5. Veterans Benefits and Care
6. Issues Involving Care for Elders
7. Political Activism
8. Careers in Public Service
9. Careers in Health
10. Winning Office Politics
11. Personal Budgeting
12. Issues Involving Persons with Disabilities
13. Savings & Investing
14. Home Buying
15. Costs of Raising a Family
16. Balancing Lifestyle and Career
17. Effects of the Global Economy
18. Issues Related to the National Debt
19. Issues of Poverty & Homelessness
20. Your First Day on the Job
21. Evaluating Benefits and Job Offers
22. How to Develop Your Career
23. Preparing for Your Next Job
24. Mentors and Mentoring
25. The 7 Habits of Highly Effective People, Stephan Covey
26. The 8th Habit, Stephan Covey
27. Time Management
28. Group Leadership
29. How to be a Successful Manager
30. Major Management Theories
31. How to Enjoy a Career and Develop Peace of Mind
32. Six Sigma
33. Dale Carnegie
34. Napoleon Hill
35. Learned Optimism
36. Peter Drucker
37. Pareto Principle, Laekin's Rule,
38. Workplace Legal Issues

Evaluation

1 Class Participation, interaction, cooperation	55
2 DawgLink Registration, Resume, Cover Letter, Thank You Letter	55
3 Class Participation	20
4 Career Goals Paper	20
5 Occupational Analysis	20
6 Class Presentation	40
7 Interest Interview	40
8 Reflections Journal: notes & reflections on class material	20
9 Comprehensive post school budget	20
9 Discretionary programs or instructor assignments (5 pts.)	10
10 Mid-Term & Final Portfolio: Journal & copies of completed work	Pass/Fail
11 Final Exam	Pass/Fail
& 2 Consultant meetings	mandatory
(Schedule this meeting a.s.a.p.)	

285-300 A; 270-284 A-; 258-269 B+; 246-257 B; 234-245 B-; 223-233 C+; 212-222 C; 201-211 C-; 190-200 D; below 189 F (**Exam is required of all students**)

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

1. All assignments must be presentation quality: grammatically and typographically perfect.
2. All assignments must be on time
3. Topics may be added or deleted by instructor
4. 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.

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