

**THE UNIVERSITY OF GEORGIA
FALL SEMESTER 2007
COURSE SYLLABUS**

Course: ECHD 3050: Career Development for Life Planning (2 Semester Hours)
Time: Mon & Wed: 11:15-12:05 **Location:** Clark Howell Hall, B-1

Instructors:	Mrs. Christie W. Sanders	Mr. Ken E. Hansing
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Office Hours:	By Appointment	By Appointment

Career Center Website: www.career.uga.edu

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)

Course Description

This course offers an opportunity for receiving information and developing skills necessary for effective career decision-making. Self-assessment, occupational exploration, and preparation for employment are explored through classroom activities and contact with resource experts. **This is NOT just a resume class!**

Course Objectives

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

Course Requirements

Career Goals Paper: (2-3 typed pages) Describe your career plans and goals at the beginning of this course.

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?

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.

Resume, Cover Letter, and Thank You Note:

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 will be used to develop the resume and cover letter.

You are required to write a rough draft and final resume and cover letter targeted toward the chosen job description. The rough drafts should incorporate the instructions given in class. The finals should be perfect: no mistakes, ***printed on good quality paper***, and include all corrections made on the rough draft. The cover letter should be turned in with your resume and be limited to one page.

Write a **thank you note** to the person you interview for your ***informational interview***. This note should be sent to the person you interviewed and turned in with the informational interview assignment.

Informational Interview: (3-4 typed pages) ***Conduct 2 informational interviews***, in-person, with a professional in your chosen career area of interest. Address the following:

- The name, title, company of the person you interviewed
- Requirements for the position
- Length of time the person worked for the company
- Summary of the responses to your questions
- What you learned from the interview
- How what you learned impacts your job search and or decision about this career
- Overall reaction to the assignment
- Include the list of interview questions you asked on a separate page

DAWGlink: Complete the Career Center registration process for DAWGlink. Visit the Career Center website at www.career.uga.edu. This registration will prepare you for on-campus interviewing and resume referral services.

Mock Interview: Schedule and complete a mock interview with an instructor. It provides you with the experience of a “real” setting with an opportunity to receive feedback. Professional attire is required. You will receive a copy of the evaluation form on the interview date. Points will be deducted for tardiness, no-shows, and late interviews. Block 30 minutes for the interview. **These are to be done by Fall Break – Last Date – Oct. 24.**

FINAL EXAM

Write a 3-4 page paper 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. It may be helpful to 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?

Presentation:

Create a PowerPoint presentation summarizing your career goals (minimum of 7 slides). You will be required to give a 6 minute PowerPoint presentation to the class. You will be graded on content and presentation skills.

*Please remember to cite resources used in your paper and PowerPoint presentation.

Explanation of Evaluation

- ECHD 3050 is a class in which you will be asked to experience the job search first hand by attending recruiting events, speaking with people in the workforce, preparing career related artifacts, and reflecting on the process as a whole. The key to success in this class is participation, feedback and preparedness!
- The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- 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.
- Special Learning Needs - If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact us 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.

Attendance

You will be allowed **3 absences** during the semester. Please keep in mind **5 points** will be deducted from your **final course grade for each day you miss beyond the allotted 3 days**. Also keep in mind that I 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.

Acceptance of Late Work

Assignments are expected to be turned in on the assigned due date. If you cannot be in class on a due date, you are expected to send the assignment to us via email (khansing@uga.edu, clws@uga.edu), prior to the class.

Late work will not be accepted.

Assignment	Point Value
Career Goals Paper	35
Informational Interview 1	50
Informational Interview 2	50
Mock Interview	50
Resume	30
Cover letter	30
Thank-You Note	30
DAWGlink Registration	20
Final Exam Paper	50
Final Exam Presentation	50
Total Points	365

Final Exam

Mon, Dec 10, 12:00 - 3:00 pm

Explanation of Evaluation Plus/Minus Grading Scale

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

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 in the Department of Counseling and Human Development Services 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>.