

**THE UNIVERSITY OF GEORGIA
SPRING SEMESTER 2008
COURSE SYLLABUS**

Course: ECHD 3050: Career Development for Life Planning (2 Semester Hours)
Time: Mondays & Wednesdays: 1:25-2:15 pm **Location:** Clark Howell Hall, B-1

Instructors: Jimmy Richardson
Telephone: 706.542.8430
E-mail: jimcr@uga.edu
Office: 268 Clark Howell
Office Hours: Tuesday, 2:30-4:30pm or by appointment

To schedule an appointment call 706.542.3375

Career Center Website: www.career.uga.edu

Texts: 1. The University of Georgia Career Center Career Guide (provided in class)
2. *Job Choices* Magazine (provided in class)
3. Articles related to the topic (web-based and print articles provided in class)

*The course syllabus is a tentative 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 just a resume class!

Course Objectives

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.

Course Assignments

Reflection Papers: Please write a typed, 1-2 page reflection on each of the following topics.

1. Career Goals: *DUE WEDNESDAY, JANUARY 9TH*

Describe your career plans and goals at the beginning of this course. Please discuss what job you would like after graduation, and how you decided on this particular career. What things appeal to you about the job? Why do you think this job is a good fit for you? Also discuss your plans for obtaining this job after graduation. If you are not certain about your career plans/goals, discuss various careers that you are considering.

2. Assessment Reflection: *DUE WEDNESDAY, FEBRUARY 6TH*

Summarize your results on the Focus assessment, and describe your reaction to the results. Were you surprised by the results, or did they confirm things you already knew about yourself? How can you see your results affecting your career decision-making process? You may also want to include an overview of what you learned from the in-class discussion.

3. Genogram Reflection: *DUE WEDNESDAY, MARCH 5TH*

Describe how your family has or has not impacted your career plans after graduation (career, graduate school, etc.). Please be as specific as possible, including information about family members positions, organizations, or education background has played into what you are doing or plan to do. You may want to identify what types of things are most important to your family with regard to your career. You may also want to discuss various personal factors that have influenced your post-grad plans, including any personal experiences that are/are not connected to your family.

Focus Assessment: *DUE MONDAY, JANUARY 14TH*

To receive full credit for the assignment, please bring your printed results from Part 1 and Part 2 AND Pages 2 and 6 to class.

Steps for taking the assessment:

- To take the Focus assessment, go to www.focuscareer.com/register/uga.cfm. The Institution Keycode is: dawg34
- After logging in, your main screen will have a box on the left that reads, “Self Exploration Assessments.” Complete Part 1: Assessing Your Interests and Part 2: Exploring Occupations.
- After completing these sections, return to the Main Menu. On the right side, in the middle box, select “Print Your Results” and choose “Your Interest Profile.”
- On the bottom right of the page, find and open “Focus Portfolio.” Complete and print pages 2 and 6 only, and bring those to class with you.

DAWGlink: *DUE WEDNESDAY, JANUARY 16TH*

Register/create an account with DAWGlink, UGA’s online job and internship posting database. To create your account, simply go to: **www.career.uga.edu**. Under the DAWGlink icon, enter your UGA e-mail address for your user name. Your password is the 810 number found on your UGA Student ID card. To receive credit for this assignment, you will need to log-in to DAWGlink and print out the Welcome screen that states your name. Registering with DAWGlink will prepare you for on-campus interviewing and other job/career search resources

Job Description: *DUE WEDNESDAY, JANUARY 16TH*

Find a job description of a position that you would like to have either now or following graduation. It’s *very* important that you choose a job that aligns with your career goals since the description will be used to develop both your resume and cover letter, and be used as the basis of your mock interview later in the semester. If you need help finding a job description that aligns contact me before your assignment is due.

Resume and Cover Letter: *ROUGH DRAFT DUE WEDNESDAY, JANUARY 16TH; FINAL DUE MONDAY, JANUARY 28TH*

Write a resume and cover letter targeted toward your chosen job description and have it critiqued by a Career Consultant in the Career Center.

There are 2 ways in which you can have your resume critiqued:

- Through an individual scheduled appointment with your Career Consultant. Call 706.542.3375 to schedule an appointment.
- At your Career Consultant's satellite hours. For a listing of satellite hours by college, go to www.career.uga.edu, pull up the "Career Info by College" menu, and choose your academic college.

To receive full credit on this assignment, you must turn in all of the following items:

- A final 1-page resume with minimal mistakes, printed on resume or linen paper.
- A final 1-page cover letter with minimal mistakes, printed on resume or linen paper.
- Rough draft of resume, with Career Consultant comments.
- Rough draft of cover letter, with Career Consultant comments.
- A copy of the job description you used to write your resume and cover letter.

Elevator Pitch: *DUE MONDAY, JANUARY 28TH*

Based on the information provided at <http://www.businessknowhow.com/money/elevator.htm> and <http://www.wikihow.com/Develop-Your-Personal-Elevator-Pitch>, write your 30-second elevator pitch.

Spring Career Fair Attendance: ATTEND FAIR ON WEDNESDAY, JANUARY 30TH; RETURN BUSINESS CARDS ON MONDAY, FEBRUARY 4TH.

Attend the Spring Career Fair on *Wednesday, January 31 (between 12-4 pm)* at the Classic Center in downtown Athens. To receive credit for attending the Career Fair, you must...

- Scan your UGA ID Card at the registration area
- Obtain business cards from at least 2 DIFFERENT companies and write your name on the back of each card. You cannot collect business cards from 2 recruiters with the same company.

Government and Non-Profit Fair: ATTEND FAIR ON WEDNESDAY, FEBRUARY 20TH; RETURN BUSINESS CARDS ON MONDAY, FEBRUARY 25TH.

Attend the Government and Non-Profit Career Fair on *Wednesday, February 20 (11am-3pm)* at the Classic Center in downtown Athens. To receive credit for attending the event, you must...

- Scan your UGA ID Card at the registration area
- Obtain business cards from at least 2 DIFFERENT companies and write your name on the back of each card. You cannot collect business cards from 2 recruiters with the same company.

Genogram: *DUE MONDAY, FEBRUARY 25TH*

A genogram is a pictorial representation of family relationships across several generations. This tool is useful in helping you to explore your family's work history and to identify familial values. A genogram can also help you understand the origin of your personal and work values and provide an understanding of your career interest. You will be responsible for creating a genogram and writing a reflection paper. You will receive instructions in-class on how to complete this assignment.

Mock Interview: *DUE WEDNESDAY, FEBRUARY 27TH*

- Schedule and complete a mock interview using InterviewStream at the Career Center.
- Call the Career Center to schedule an appointment to use InterviewStream. Please note the interview will last 30 minutes.
- When you arrive at the Career Center for your InterviewStream appointment, check-in with your UGA ID card at the reception desk (Clark Howell Hall, 2nd Floor). The receptionist will direct you to the InterviewStream room.

- InterviewStream will already be on the computer screen when you arrive. Click “Get Started” to begin. You will be prompted to “Sign Up” by completing a brief profile.
- Once you have signed up, you can gain access to the student “Dashboard” that provides several options. You can click “Conduct Interview” to select questions and begin the interview. You can click “Watch Interview” after you complete your interview. You can also learn more about interviewing by viewing the Interview Webinar or Interview Suite.
- You can customize your own interview or select general (questions will be randomly selected for you). If you customize your interview, you will need to drag and drop questions into the “My Interview” column on the left side of the screen. If you are practicing for a specific type of interview (entrance to medical school, etc.) you may want to select your own questions so the interview will be better tailored to your needs.
- An interviewer will ask you a question, and then you will be given a chance to respond. When you finish answering, click the mouse button, and recording will stop. If you wish to review your answer before you move on to the next question, click the “Review” button. If you are satisfied with your response, click “OK”, and the interviewer will move on to the next question. If you are not satisfied, you may re-record your answers
- When the interview is over, you will have the option to review your interview. Click on each question you would like to review.
- Once you are finished, email your interview to Jimmy at jimcr@uga.edu.

Informational Interview: WEDNESDAY, MARCH 5TH

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

To receive full credit for this assignment, you must turn in...

- 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 to confirm the interview as we grade your assignments
- A copy of the thank-you note you wrote to the person you interviewed. You can send the thank-you note via email or “snail mail”. If e-mailed, you must Blind Carbon Copy (BCC) your instructors on the e-mail. If handwritten, a photocopy of the note must be made and turned in with the informational interview assignment.

Credit Report: *DUE WEDNESDAY, MARCH 26TH*

Perform a personal credit report. You are allowed three free credit reports per year, one through each of the three major credit reporting agencies. If you have already run three personal credit reports this year, please see the instructor for an altered assignment. This activity should be FREE! Make sure to follow the directions below to ensure that you are using a reputable source.

- Visit **www.annualcreditreport.com**
- Select your home state.
- Fill out personal information and select the credit reporting bureau you wish to use (any of the three are acceptable).
- Once you have chosen your reporting agency, your identity will need to be confirmed. To complete this process, you may need credit card numbers, past addresses, account numbers, and various other personal information – be ready with this information when you log in.

Once your credit report has been generated, print out the first page with your name and confirmation/report number on it and bring it to class. You may choose to black out any information you do not wish for your instructor to see. Additionally, if you would prefer not to complete this process online, you can call (877) 322-8228.

TypeFocus Assessment: DUE MONDAY, APRIL 14TH

To receive full credit for this assignment, please...

- Take the TypeFocus Assessment. You can find it online at <http://careers.typefocus.com>.
- Click on the button that says "Click to Register"
- Create your own "Username" and "Password"
- The "***Site Password***" is uga4400
- Scroll down to "Start Here" and choose "Personality Questionnaire"
- Answer the 66 questions
- Confirm whether or not your personality type represents you
- You will be taken to the homepage of TypeFocus. Under "Reports," click on "Self Awareness."
- Next to "Step 1: Your Personality Strengths Results," click on the small box so a check appears.
- Scroll to the bottom of the page and choose "web report." This will print your results. Bring these to class.
- Click on the United States version of "Step 2: Careers that Fit Your Strengths."
- Write down the (3) career clusters that attract your type in rank order on the back of your results.

Career Life-Line Presentation: DUE WEDNESDAY, APRIL 30TH

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! 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 as a guideline for your timeline (but feel free to include additional info you think is important):

- Birth
- Childhood hobbies/interests
- Childhood career goal
- High school activities
- Parents' careers
- Awards/honors you have received
- College major
- Work/internship/volunteer experience
- Current career goals
- People who have influenced your career goals/plans
- Future goals/plans

Lifelines 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.

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. Therefore, after class has started 5 points will be deducted from your participation grade if you are exhibiting non-participatory behavior such as these.

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 get the assignment to your instructors prior to the class. Assignments submitted via e-mail during normal class time are considered late. **No assignment will be accepted after the due date unless it has been arranged with an instructor beforehand.**

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>.

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.

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. You are responsible for contacting someone to get important information that you miss in class.

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.

Extra Credit

1. You can earn 3 points extra credit for each Career Center Spring 2008 Event you attend. There is NO CAP on the amount of extra credit you can earn. Satellite hours, Career Center walk-in hours, individual appointments, etc. DO NOT count. **Only events sponsored by the Career Center will count for extra class credit.** For example, you may attend a “Careers in...” panel, a Career Fair (other than the Spring Career Fair or Non-Profit/Government Career Fair), or any other workshop. Check out the Career Center website at www.career.uga.edu for a list of events.

If you are unsure if an event will count for extra credit, ask Jimmy beforehand! Your attendance will be tracked by the Career Center. Therefore, be sure to bring your student id and check in with the Career Center staff before you enter. After attending the event, you must also turn in a short paragraph of what you learned from the event (5-7 Sentences).

2. Lastly, you can earn ½ point 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 carbon copy (BCC) Jimmy (jimcr@uga.edu) on the e-mail. If you do not know how to BCC someone on an e-mail, please ask.

Evaluation

Reflection Papers (3)	90
FOCUS	30
DAWGlink Registration	20
Job Description	20
Resume	50
Cover letter	50
Elevator Pitch	20
Spring Career Fair Business Cards	20
Non-Profit/Govt. Fair Business Cards	20
Genogram	20
Mock Interview	60
Informational Interview	60
Credit Report	20
TypeFocus	30
Career Lifeline Paper & Presentation	100
Daily Quizzes (8)	40
Participation	50
Total Points	700

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