

**THE UNIVERSITY OF GEORGIA
FALL SEMESTER 2007
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:	Tracey Dowling	Janna Pennington
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Office:	251 Clark Howell Hall	257 Clark Howell Hall
Office Hours:	By Appointment	By Appointment

To schedule an appointment with either Janna or Tracey, call (706) 542-3375 and the front desk receptionist will schedule an appointment at a time convenient for you.

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)
4) Articles related to the topic (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 *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

DAWGlink: This is due by the beginning of class Wednesday, August 29th.

You will need to 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: 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 must come from DAWGlink. 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.

Resume and Cover Letter: This is due by the beginning of class Wednesday, September 12th. 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 two ways:

1. Through an individual scheduled appointment with your Career Consultant. To schedule an appointment, simply call 706.542.3375.
2. At your Career Consultant's satellite hours. These are posted on the college-specific pages of 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.
- A resume limited to one page.
- 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 was to meet with them in person.)
- A copy of the job description you used to write your cover letter.

Elevator Pitch: This is due by the beginning of class on Monday, September 17th. Based on the information provided in class during September 10th, utilize the information to create and write your 30-second elevator pitch. For a refresher, see a description of a business elevator speech at: <http://www.businessknowhow.com/money/elevator.htm>
A description of the personal elevator pitch at: <http://www.wikihow.com/Develop-Your-Personal-Elevator-Pitch>

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. 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 2 DIFFERENT recruiters from 2 different companies. This means you cannot collect business cards from 2 recruiters with the same company. These business cards should be turned in Monday, September 24th. Don't forget to write your name on the back of the cards.

TypeFocus Assessment: This is due by the beginning of class 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.

Graduate School Information Day: This assignment must be completed on Tuesday, October 16th. Attend the Fall Career Fair on *Tuesday, October 16th (between 10am-2pm)* at the Tate Center, Georgia Hall. At the event, 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 information sheets or brochures from at least 3 DIFFERENT graduate school programs. This means you cannot collect information on 3 different programs from the same school. These information sheets/brochures should be turned in Monday, October 22nd. Don't forget to write your name on the information.

Mock Interview: This is due by the beginning of class Monday, October 29th.

Schedule and complete a mock interview:

- A) Schedule a mock interview with Janna or Tracey by calling 706.542.3375

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

- 1) Take a copy of your resume, cover letter, and job description to the mock interview.
- 2) Dress professionally as you would for a “real” interview.
- 3) 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.

SIGI 3 Assessment: This is due by the beginning of class Monday, November 5th.

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 Monday, November 5th.

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 Monday, November 12th.

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 to confirm the interview 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 Blind Carbon Copy (BCC) your instructors on the e-mail. If you do not know how to Blind Carbon Copy someone on an e-mail, please ask. If handwritten, a photocopy of the note must be made and turned in with the informational interview assignment.

Credit Report: This is due by the beginning of class Monday, November 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.

1. Visit www.annualcreditreport.com
2. Select your home state.
3. Fill out personal information and select the credit reporting bureau you wish to use (any of the three are acceptable).
4. 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.

A Career Lifeline Presentation: This is due by the beginning of the final exam. You will give your presentation during the final exam scheduled for Friday, December 14 between 12-3 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):

- Birth
- Parents' careers
- Childhood career goal
- Childhood hobby/interest
- Awards and honors that you have received
- Work experience (including internships and volunteer experience, if applicable)
- High school activities
- People who have influenced your career goals/plans
- 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!

Journals: Each journal entry is worth 20 points for a total of 160 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.

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.

- **Fall Career Fair Attendance Reflection:** This assignment is due by the beginning of class Monday, September 24th. In this entry, you must discuss which employers you spoke with and what you learned from the overall experience. Please respond to the following questions:
 - Upon entering, what was your initial reaction?
 - What did you bring with you?
 - What employers did you speak to?
 - Of the employers you spoke with, which company would be the best fit for you?
 - Did you find it difficult to talk to employers?
 - What do you wish you would have known before you went?
 - If you redo the experience, what would you have done differently?
 - How did your dress compare to other job seekers?
 - What did you not have that you wished you did?
 - What was your approach to speaking with them?
 - How would you rate your performance at the fair?
- **Graduate School Information Day Attendance Reflection:** This assignment is due by the beginning of class Monday, October 22nd. In this entry, you must discuss which employers you spoke with and what you learned from the overall experience. Please respond to the following questions:

- Upon entering, what was your initial reaction?
- What did you bring with you?
- What schools did you speak to?
- Of the schools you spoke with, which program would be the best fit for you?
- Did you find it difficult to talk to schools?
- What do you wish you would have known before you went?
- If you redo the experience, what would you have done differently?
- How did your dress compare to other attendees?
- What did you not have that you wished you did?
- What was your approach to speaking with them?
- How would you rate your performance at the fair?

- **Mock Interview Reflection:** This assignment is due by the beginning of class Monday, October 29th.

Please answer the following questions:

- Where are you in the interviewing process? i.e. Was this your first interview? One of many, etc.
- What was the most difficult question for you to answer?
- What surprised you about the mock interview?
- What helpful advice/tips did you receive that you weren't expecting?
- What would you do differently if you could do the interview over?
- Did you feel that you interviewed better or worse than expected? Why?

- **Assessment Reflection:** This assignment is due by the beginning of class Wednesday, November 7th.

- 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?

- **Informational Interview Reflection:** This assignment is due by the beginning of class Monday, November 12th. Discuss what you learned. This is not a list of the answers you received. Rather, it is a reflection of the conversation. Please refer to the following questions as guidelines:

- What was confirmed during the interview, based on your previous knowledge?
- What new information were you given that surprised you?
- Did you learn anything that strengthened your interest in the field or turned you away?
- Are there any questions that you still have?
- What are your next steps toward pursuing this career?
- What can you do now to further prepare for the career?

- **Credit Score Reflection:** This assignment is due by the beginning of class Monday, November 26th. Discuss what it was like to check your credit score. Please refer to the following questions as guidelines:

- Was this the first time you had checked your credit score?
- Was there anything on your credit history that was surprising?

- **Action Plan:** This assignment is due by the beginning of class Wednesday, December 5th. 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?

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 there are 2 instructors. We 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.**

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.

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.

Extra Credit

You can earn 2 points extra credit for each Career Center Fall 2007 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 Fall Career Fair), or any other workshop. You have been supplied a brochure detailing Career Center Fall 2007 events. In addition, you may want to check the Career Center website at www.career.uga.edu , click on “Career Fairs & Events” at the bottom of the page for additional events that are posted as the semester unfolds.

If you are unsure if an event will count for extra credit, ask one of the instructors beforehand!!
Your attendance will be tracked by the Career Center. We will check to see if you actually attended the event.

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) Janna (jannadp@uga.edu) on the e-mail. If you do not know how to Blind Carbon Copy someone on an e-mail, please ask.

READ: You CANNOT 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

DAWGlink Registration	10
Job Description	10
Resume	30
Cover letter	20
Elevator Pitch	10
Fall Career Fair Business Cards	10
TypeFocus	10
Grad School Info Day Brochures	10
Mock Interview	30
SIGI 3	10
FOCUS	10
Informational Interview	40
Credit Report	25
Career Lifeline Paper & Presentation	60
Journals	160
Pop Quizzes	15
Participation	<u>20</u>
Total Points	480

Grading Scale for ECHD 2050:

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

Diversity- 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.