

**ECHD 3050: Career Development for Life Planning**  
**The University of Georgia**  
**Fall Semester 2003**  
**Thursdays, 9:30 am to 11:25 am**  
**Clark Howell Hall, Room B-1**

**Instructors:** Ryan Akers  
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**Course Description:**

This two (2) credit hour course offers an opportunity for receiving information and developing skills necessary for effective career decision-making. *It is not a course on resume writing!* 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.

**Course Objectives:**

1. Understand the process of self-assessment and how it relates to career planning.
2. Increase self-knowledge and personal goal setting.
3. Understand the process of career decision-making.
4. Become competent in executing the mechanics of the job search.
5. Evaluate realistic personal lifestyles after graduation.
6. Understand the world of work.
7. Develop clear verbal and written communication skills concerning issues and ideas related to the lessons and assignments of this course.

**Course Resources (in addition to class hand-outs and other course material provided):**

Optional Text: Izumo, G., Carter, C., Ozee, C. (2002). Keys to Career Success: How to Achieve your Goals (2<sup>nd</sup> Ed.) Columbus, OH: Prentice Hall.

Career Center Website: <http://www.uga.edu/career>

Office Hours of Instructors: By appointment

**Grading Scale:**

Total of 1100 points available – A (1100-990), B (989-880), C (879-770), D (769-660), F (659 or below)

*Class Assignments (50 points each)*

- DawgTrak Registration
- Jump Start, Advice from the Big Dawgs, Graduate School Information Day (choose 2, each worth 50 points)
- Informational Interview
- Exploring Graduate Schools & Professional Organizations
- Evaluating Job Offers

*Class Assignments (100 points each)*

- Career Goals Paper
- Career Fair Participation
- Resume & Cover Letter
- Mock Interview
- Research Project/Presentation
- Class Participation
- Final Exam

**Explanation of Evaluation:**

WARNING! ECHD 3050 is not a class in which you read the chapter and take multiple-choice tests. Instead, **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.** You will be treated as a fellow member in the workforce NOT a college student so to speak. The expectations focus not on looking for the one right answer, but instead on the job search process and how it impacts you. I want participation, feedback and preparedness.

**Attendance and Participation Expectations:**

Class Participation: It is important that you participate in the lab portion of the course by sharing your thoughts and reactions to activities and class discussions. The input of each student is valued and is valuable. Your attendance for the full class period is expected, and you are responsible for everything that is covered, distributed, or announced during class. If an absence is unavoidable, you should arrange with a classmate to receive handouts and announcements. Your attendance and participation directly affects your grade for this portion of the course.

In accordance with the focus on a work like environment, you will be provided with one (1) personal day and one (1) sick day during the semester. The personal day can be used for any absence, however there is one requirement: **YOU MUST LET THE INSTRUCTOR KNOW AHEAD OF TIME.** If you choose to use the sick day, you must **LET THE INSTRUCTOR KNOW THAT MORNING AND PRESENT A MEDICAL EXCUSE.** *For those students who miss beyond the allotted days, 5 points will be deducted from your final course grade for each miss. For students who attend all class meetings, I will add 5 points to your final grade.*

**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 get the assignment to me via email prior to the next class. *Deductions of one letter grade per class will be made for late assignments.*

**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.*

**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 Disability Services. You must be registered with Disability Services to receive academic accommodations.

**Activities and Assignments:****1. Career Goals Paper (3-5 typed pages) - Due Date: August 28**

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. It may be helpful to refer to the following questions as guidelines.

- What are your top three career goals and what is your plan to meet these?
- What career/job would you like after graduation? Why?
- What are some of the pros/cons of your career considerations?
- Where would you like to live/work? Why?
- Will this job meet your salary expectations/needs?
- Will this job allow you to pursue outside interests and activities?
- What type of education is required for this job?
- What is the outlook for the career you have in mind?

**2. DawgTrak Registration - Due Date: August 28**

Complete the Career Center registration process for DawgTrak. This registration will prepare you for on-campus interviewing and resume referral services. There are computer support personnel available for questions in the Career Center Computer Lab, 2<sup>nd</sup> Floor Clark Howell Hall. In order to receive full credit, you must show proof of registration to instructor.

**3. Resume and Cover Letter - 2<sup>nd</sup> Draft of Resume - Due Date: September 11; Cover Letter Draft - Due Date: September 11; Final Versions of Resume and Cover Letter - Due Date: October 2**

Write a rough draft and a final draft of a resume and cover letter. The rough draft should incorporate the instructions given in class and your text. The final draft should be flawless, with no mistakes and printed on 24lb linen or cotton paper. **Please submit both the rough draft and final draft on the final due date.** Also, you should include a cover letter, no more than one page, expressing an interest in an actual job. It is expected that you will find a position listing on DawgTrak or somewhere else and **attach this description to your cover letter.**

**4. Fall Career Fair Attendance and Reflection - Due Date: September 18**

Attend the Fall Career Fair on September 16 (between 12-5 pm) at the Classic Center in downtown Athens. At the Career Fair, you must sign in at the registration area to show attendance. To receive full credit for this assignment, you must talk with and receive business cards from at least 5 employers. After the fair, you should write a one-page reflection paper.

**5. Jump Start, Advice from the Big Dawgs, Graduate School Information Day Attendance - Due Date: Class Session immediately following event attended.**

You may choose two of the three events to attend. Sign in at the registration area to show proof of attendance. While there, you should interact with employers/graduate school representatives and write a one-page reflection paper following each event. The reflections are due the class period following the event.

**6. Exploring Graduate Programs and Professional Organizations - Due Date: October 23**

You will bring information on a graduate program of interest or a professional organization to discuss what benefit they may afford you in the future. We will discuss the various types of graduate programs, as well as the importance of being involved in your profession.

**7. Informational Interview Due: October 9**

You will be required to contact a professional who is in a career that interests you. You will develop your own questions to ask. *A list of these questions, along with the professional's answers and a one-page reflection paper will be required to receive full credit.*

**8. Evaluating Job Offers Due: November 6**

You will be asked to evaluate several job offers and provide a rationale for why you accepted the offer you did. We will discuss each job offer and its pros and cons as a class.

**9. Mock Interview: Must be completed by October 30**

Schedule and complete a mock interview. This interview will provide you with the experience of a "real" setting and an opportunity to receive valuable feedback. A sign-up sheet will be provided in class. Professional attire is required. You will be expected to have a clean final copy of your resume with you at the time of your scheduled interview. As with a real job interview, tardiness and/or absence are not acceptable. A thank you note should be submitted to the instructor at the class following your mock interview.

**10. Research Project Presentations: Dates will be assigned in class.****11. Final Paper (Exam): (3-5 types pages) Due: December 4**

Details will be given prior to the end of the semester.

AND FINALLY...

**12. Class Participation:** Ten percent of the grade is determined through class participation and contribution. Active participation is essential and will be evaluated in the following way:

*Excellent* - Proactive participation through leading, originating, informing, challenging contributions that reflect in-depth study, thought, and analysis of the topic under consideration. This does not mean dominating discussion or using a lot of words to say little. [90-100 points]

*Satisfactory* - Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation. [70-80 points]

*Minimally acceptable* - Passive participation including being present, awake, alert, attentive, but not actively involved. [50-60 points]

*Unsatisfactory* - Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion. [40 points or less]

| Date         | Topics  | Assignment(s) Due   |
|--------------|---|---|
| August 21    | Introduction<br>Review Syllabus<br>Career Center Highlights<br>Assessment/Values<br>Assessment Activity                           |   |
| August 28    | Resume Workshop, Cover Letter,<br>and Thank You Notes Workshop  | <b>*Career Goals Paper</b><br><b>*Proof of DawgTrak Registration</b><br>Bring working draft of resume                     |
| September 4  | Resume Workshop, Cover Letter,<br>and Thank You Notes Workshop,<br>Part II  | Bring working drafts of resume and<br>cover letter  |
| September 9  | JumpStart, 1:00 to 8:00 pm, Tate<br>Reception Hall  |   |
| September 11 | Resume Critiques, Networking, and<br>Career Fair Preparation  | <b>*JumpStart Reflection (if<br/>attended)</b><br><b>*2<sup>nd</sup> Draft of Resume</b><br><b>*Draft of Cover Letter</b> |
| September 15 | Advice from the BIG Dawgs and<br>Fall Career Fair Reception, 6:00 to<br>9:00 pm, Classic Center,<br>Downtown                      |   |
| September 16 | Fall Career Fair, Noon to 5:00 pm,<br>Classic Center, Downtown,<br>Attendance Required  |   |
| September 18 | Career Fair Follow-up   | <b>*Career Fair Reflection</b><br><b>*Advice from the BIG Dawgs<br/>Reflection (if attended)</b>                          |
| September 25 | Informational Interviewing, and<br>Job Searching Resources,<br>Interviewing   | <b>Sign Up for Mock Interviews</b>  |
| October 2    | Interviewing, Etiquette   | <b>Final Drafts of Resume and Cover<br/>Letter</b>  |
| October 9    | Transition from College to Work,<br>First Day on the Job, Filling out<br>Job Applications, Continuing<br>Education                | <b>Informational Interview</b>  |
| October 15   | <b>How to Make the Most of<br/>Graduate School Information<br/>Day, 6:00 pm to 8:00 pm, Tate<br/>Center, Room 141</b>             |   |
| October 16   | <b>NO CLASS – Graduate School<br/>Information Day, 10:00 am to<br/>2:00 pm, Tate Center – Georgia<br/>Hall and Reception Hall</b> |   |
| October 23   | Continuing Negotiating Offers,<br>Cost of Living/Relocation   | <b>*Graduate School and Professional<br/>Organization Research</b><br><b>*Graduate School Information</b>                 |

|             |  | <b>Day Reflection (if attended)</b>                 |
|-------------|--|---|
| October 30  | <b>NO CLASS – Fall Break</b>                                     | <b>Mock Interviews to be completed by this date</b> |
| November 6  | Budget, Taxes, and Investments,<br>The Mystery Activity          | <b>Evaluating Job Offers</b>                        |
| November 13 | Class Project Presentations,<br>The Mystery Activity continued   |   |
| November 20 | Class Project Presentations                                      |   |
| November 27 | <b>NO CLASS – Thanksgiving Holiday</b>                           |   |
| December 4  | Remaining Class Project Presentations, Wrap Up/Course Evaluation | <b>Final Paper (Exam)</b>                           |