

**ECHD 3050**  
**The University of Georgia**  
**Spring 2005**

**Course:** ECHD 3050 Career Development for Life Planning  
**Course Credit:** 2 hour class  
**Meeting Time:** Tuesdays, 9:30am – 11:30am  
**Instructor:** Amy Raphael  
araphael@uga.edu  
**Office Hours:** By appointment  
**Career Center website:** [www.uga.edu/career](http://www.uga.edu/career)

**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.  
*\*You will receive handouts and other materials in class. If you prefer to have a book that offers multiple examples of various aspects of the job search, this book is recommended.*

**Course Description**

This 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.

**Grading Scale**

**Class Assignments – 200 points total**

**10 points each**

- DawgTrak Registration
- Attendance at 1 event in *in addition to* the Career Fair
- Exploring Graduate Schools & Professional Organizations
- Evaluating Job Offers

**20 points each**

- Career Goals Paper
- Career Fair Participation & Reflection (10 points each)
- Resume & Cover Letter (10 points each)
- Informational Interview
- Mock Interview & Thank you letter (75/25%)
- Individual 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. 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**

Woody Allen says, "Seventy percent of success in life is just showing up." I argue that it may be more because we can only learn from each other when we are present. Like any professional work environment, you are allotted a specified number of absences before you lose pay and eventually get fired. In this class, **you may miss TWO classes without penalty, and you must let me know before class that you will be absent.** For any additional class missed, five points will be deducted from your Total Points at the end of the semester.

***\*\*While job interviews are important, they are not an excused absence.\*\****

**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 or by bringing it to the Career Center **prior to the class that you are missing.** *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.

## Assignments/Activities

### **1. Personal Reflections/Career Goals Paper: (3-5 typed pages) Due January 18**

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. You may write this paper in any style, but it should be clear, concise, and grammatically correct. 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 do you NOT want to do?
- What career/job would you like after graduation?
- What are some of the pros/cons of your career considerations?
- What are the three most important elements in a job for you?
- Where would you like to live/work?
- 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?
- How did you first become interested in this area? Where do you get most of your information regarding this career?
- What values are important for you in your life and career?
- Who has been influential in your decision-making? In what way?
- How do friends/family describe you, and what have they suggested as a fit for you? Your reaction?

### **2. DawgTrak Registration: Due January 18**

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. **Once you have registered, print one page of your profile as proof of registration. If you are already registered on Dawgtrak, print one page within your profile to hand in.**

### **3. Resume and Cover Letter:**

#### **Resume Draft Due: January 25**

Write a rough draft and a final draft of a resume. The rough draft should incorporate the instructions given in class. The final draft should be flawless and printed on resume-grade paper. Please submit both the rough draft and final draft on the final due date. Examples will be handed out in class and are in the Career Guide.

#### **Cover Letter Draft Due: February 8**

Write a one-page cover letter expressing interest in an actual job. Examples will be given in class. You will be graded on appearance (no grammar/spelling errors, printed on resume-grade paper) and quality of content, which will be discussed in class. **It is expected that you will find a position listing on DawgTrak or somewhere else and attach this description to your cover letter.**

### **FINAL VERSIONS OF RESUME AND COVER LETTER DUE: February 22**

**Please submit both the rough draft and final draft on the final due date.**

**4. Spring Career Fair Attendance and Reflection: Due February 8**

Attend the Spring Career Fair on *February 1 (between 12-5 pm)* at the Classic Center in downtown Athens. At the Career Fair, you must scan your ID at the registration area to show proof of attendance. ***To receive full credit for this assignment, you must talk with at least 5 employers. After the fair, you should write a 1-2 page reflection paper. In this paper, you must discuss which employers you spoke with and what you learned from the overall experience.***

**5. Additional Career Event Attendance: Due Class Session immediately following event attended.**

Choose one event *IN ADDITION TO THE SPRING CAREER FAIR* to attend. Scan your ID at the registration area to show proof of attendance. While there, you should interact with employers/representatives and write a 1-2 page reflection paper following the event.

**6. Exploring Graduate Programs and Professional Organizations Due: March 29**

You will research information on a graduate program of interest or a professional that may afford you in the future. You will turn in a one-page summary of the program or organization you find. We will discuss the various types of graduate programs, as well as the importance of being involved in your profession.

**7. Informational Interview Due: March 8**

You will be required to contact a professional who is in a career that interests you. You will develop your own list of at least 10 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.*

Begin the paper by referencing the person and the date of the interview. Within the body of the paper, discuss what you learned. This is not a list of the answers you received. Rather, it is a reflection of the conversation. The paper should be clear, concise and grammatically correct. It may help to refer to the following questions as guidelines:

- What was confirmed during the interview, based on your previous knowledge and the research you conducted?
- 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?

**8. Evaluating Job Offers Due: March 1**

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. More details of this assignment will be given at a later date.

**9. Mock Interview: Must be completed by March 29**

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. **If you "no-show" for your mock interview, it will not be rescheduled.** A thank you note should be submitted to the instructor at the class following your mock interview. **This assignment is graded 75% on the interview, and 25% on the thank you note.**

**10. Individual Presentations: April 12, 19, 26**

You will develop a career action plan to present to the class. Each presentation will be 15 minutes in length. Information to be addressed in this presentation includes:

- Background about career field of interest – including specific details on a variety of entry-level positions and organizations that you are considering.
- Cost of living and salary expectations for the location(s) you are seeking employment.
- Plans to apply and attend graduate or professional school – what programs? What schools? Discuss the application process and your timeline if applicable.
- What specific steps will you take (or have you taken) to begin your career planning?

**11. Final Paper: (3-5 types pages) Due: Thursday May 5, 8AM**

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

**12. 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]

**Class Calendar – Spring 2005**

\*\*\*Career center events are listed within this calendar. Note the assignments due on the right in bold. Not all events that are listed are required. See above for details.

Date	Topics	Assignment(s) Due
January 11	Introduction Review Syllabus Career Center Highlights Resume Introduction	
January 18	Resume Workshop/Critiques	<b>*Personal Reflection/Career Goals Paper</b> <b>*Proof of DawgTrak Registration</b>
January 25	Cover Letters Thank You Notes Career Fair Preparation	<b>Draft of Resume (to hand in)</b>
<i>January 25</i>	<i>Careers in Pharmaceutical &amp; Consumer Sales</i> <i>6pm-8pm, 150 SLC</i>	
<i>January 26</i>	<i>Employer Resume Critiques</i> <i>1-4pm, Tate Center Rec. Hall</i>	
<i>January 26</i>	<i>DawgTRAK/Interview Training</i> <i>10-11am, 1-2pm, 3-4pm</i>	
<i>January 31</i>	<i>T.O.P Dog Business Dining &amp; Etiquette</i> <i>5-8pm, GA Center</i>	
February 1	<b>SPRING CAREER FAIR</b> <b>ATTENDANCE REQUIRED</b> <b>Classic Center, 12pm – 5pm</b>	
February 1	NO CLASS: See Career Fair Requirement	
<i>February 3</i>	<i>Summer Employment Fair</i> <i>10am-3pm, Tate Center, GA Hall</i>	
<i>February 8</i>	<i>Careers in Ministry</i> <i>3-5pm, 248 SLC</i>	
February 8	Informational Interviewing Job Searching Resources Networking Career Fair Follow-up	<b>Cover Letter Draft (to hand in)</b> <b>Career Fair Reflection Paper</b> <b>Sign up for Mock Interview</b>
February 15	Interviewing	
<i>February 16</i>	<i>Non-Profit Career Expo</i> <i>10am-3pm, Tate Center, GA and Rec. Halls</i>	

February 22	Negotiating Offers Cost of Living/Relocation	<b>Final Versions: Resume and Cover Letter</b>
<i>February 22</i>	<i>Careers in Engineering 6-8pm, 101 Driftmer</i>	
March 1	Filling out Job Applications First Day on the Job Transition from College to Work	<b>Evaluating Job Offers</b>
<i>March 1</i>	<i>South Campus Career Expo 10am-3pm, Stegman Coliseum</i>	
<i>March 2</i>	<i>Teacher/Administration Recruitment Day 10am-1pm, Classic Center</i>	
March 8	Business Ethics	<b>Informational Interview</b>
March 15	NO CLASS: SPRING BREAK	
March 22	Graduate/Professional School <i>Guest Speaker: Melissa Ziegler</i>	
March 29	Etiquette Presentation Skills	<b>*Grad School &amp; Professional Organization Research *Mock Interview to be completed by this date</b>
<i>March 29</i>	<i>Careers in Information Technology 6-8pm, 150 SLC</i>	
April 5	<b>NO CLASS: Use time to work on individual presentations</b>	
April 12	<b>Individual Presentations</b>	
April 19	<b>Individual Presentations</b>	
April 26	<b>Individual Presentations</b> End of Semester Wrap Up Course Evaluations	
Thursday, May 5		<b>FINAL PAPER DUE, VIA EMAIL, BY 8AM</b>

\*This syllabus is subject to change throughout the semester based on availability of guest speakers, student interest in specific topics, and time allotted.