

Principles of career and life planning assignment

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Review of theories of decision-making career development, occupational choice, and job satisfaction. Additional topics include vocational measurement and assessment, evaluation and use of occupational information, and strategies of life-span planning. Course Objectives:

Develop a conceptual framework of how careers begin and evolve
Develop an understanding of the factors affecting your career development and planning
Research, evaluate, and use occupational information from a variety of resources
Develop communication skills in order to facilitate self-reflection and enhance the ability to market yourself in a career
This course meets the Information Literacy and the Oral Discourse requirement for the University at Albany. Required Books and Materials: 1 . Sukiennik, D. , Raufman, L. , & Bendat, W. (2013). The career fitness program: exercising your options (10th ed.). Boston, MA: Pearson.

ISBN: 978-0132762335 2. A \$35 materials fee will be due in class for the following assessment materials: Strong Interest Inventory (S²) and the Myers-Briggs Type Indicator (MBTI) CASH ONLY! Recommended Texts: 1 . Bolles, R. N. (2012). What color is your parachute? (40th ed.). Berkeley, CA: Ten Speed Press. 2. American Psychological Association (APA). (2009). Publication manual, 6th edition. Washington, DC. ISBN: 978-1433805615 Attendance/Participation: Because this course is intended to benefit your career development, you will be time; thus, regular attendance, punctuality, and participation are essential and will be reflected in your grade.

You are responsible for all readings and assignments listed in the syllabus, as well as any extra readings distributed in class, and should come to class

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prepared for discussions and activities. If you are absent from class: You are responsible for any missed lecture notes or materials. It is not the responsibility of the instructor to inform you of what you missed in class. Some assignments may be made-up at the instructor's discretion only if the instructor is made aware of the absence beforehand. Exceptions may be made in extreme cases (e. g. death in the family) at the instructor's discretion. Attendance will be taken EVERY class period. A total of 60 points can be earned if you attend class regularly. Each student is allowed three "free" absences. More than three absences throughout the semester will be reflected in your final grade. For each class missed beyond the three allowed, 10 points will be deducted from your total score. Any exceptions to this policy will be made at the instructor's discretion and only in extreme situations. Please note that your UAlbany email account is considered an official form of communication.

Thus, you will need to check this address regularly to receive class announcements and changes in the schedule. Classroom Decorum: Students are expected to arrive to class on time and actively participate in classroom activities. If students arrive late to the class period, it is their responsibility to check in with the instructor at the end of the class period to ensure that they were counted as present. It is expected that students will conduct themselves in a mature and professional manner. This course provides a unique opportunity for growth and self- exploration.

Please be respectful of your classmates, remain attentive during class, and keep an open mind to others' ideas and views. All electronic devices (e. g. , cell phones) must be turned OFF during class. The use of laptops for

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anything other than note taking is considered disruptive and not permitted. Disruptive behavior during class time will not be tolerated. If you are having difficulty following expected classroom behavior, you will be asked to leave, an unexcused absence will be recorded, and you will not receive credit for any work completed during class that day.

If the disruptive behavior persists, it will be brought to the attention of the Office of Conflict Resolution and Civic Responsibility; and you may be asked to leave the class permanently. Academic Integrity: A student's work for this class should reflect the highest standards of academic integrity. Academic dishonesty will not be tolerated. Examples include, but are not limited to plagiarism, multiple submissions, cheating, and falsification. Submitting work completed by anyone other than yourself or resubmitting your own work from a prior class is unacceptable.

Consequences may include failure of the assignment, Responsibility. If you have any questions, consult the instructor or contact the Office of Conflict Resolution and Civic Responsibility, or refer to the Community Rights and Responsibilities Booklet. Writing Requirements: All assignments must be submitted on time via Blackboard. Assignments submitted via disk, email, or paper form will not be accepted unless in an extreme circumstance, which is left to the discretion of the instructor. All assignments are to be typed, proofread, properly formatted in the most current APA style (e. g. 2 point Time New Roman font, double spaced with 1 inch margins). Students are expected to use the writing and referencing guidelines as published in the Publication Manual of the American Psychological Association (6th ed.), a recommended text. The manual is available in the reference section of the <https://assignbuster.com/principles-of-career-and-life-planning-assignment/>

University, Science, and Dewey libraries. For additional referencing guides visit: <http://owl.english.purdue.edu/owl/resource/560/01/> <http://library.albany.edu/usered/cite/apaw-header.pdf> Late assignment policy:

Assignments are to be submitted online at the beginning of the class period for which they are due.

Submissions after the start time of the class are considered late and 5 points will be deducted for each day the assignment is late. Late assignments will not be accepted after 5 days (including non-class days and weekends) and will result in a grade of " O" for that assignment. Exceptions will only be made at the discretion of the instructor in extreme situations.

Accommodations for Students with Disabilities: Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities.

Any student who has a documented disability through the Disability Resource Center (Campus Center 137, 442-5490) and is in need of academic accommodations should notify the instructor of this course. Accommodations are individualized and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. If you believe you have a disability requiring accommodation in this class, please visit the Director of Disabled Student Services.

Grading Distribution and Points: Assignment Point Breakdown: Introduction Blackboard Post 15 Inventories 30 (2 x 15 points each) Registration with Career Services Occupational Report Resume and Cover Letter: First Draft and Peer Review Final Draft 5 55 20 Mock Career Interview Informational

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Interview Career Topic Presentation 50 35 Final Paper Attendance 75 Total
Possible Points Grade distribution: A = 465-500 (93-100%) A- = 450-464 (90-92%) + = 434-449 (87-89%) B = 413-433 (83-86%) B- = 400-412 (80-82%) C+ = 385-399 (77-79%) c = 365-384 (73-76%) c- 350-364 (70-72%) = 335-349 (67-69%) D = 315-334 (63-66%) D- = 300-314 (6M2%) E = 0-299 (less than 60%) * Incompletes are only given under extraordinary circumstances, at the discretion of the instructor.

Assignments and Exams Introduction
Blackboard Post: To facilitate classmates and the instructor in getting to know one another, students will create an introductory post to the Blackboard discussion board started by the instructor. Posts should be 1 - 3 paragraphs in length and should address the following things: 1- Tell us a little about yourself (hometown, favorite hobbies, etc. ; 2- What is your status as a student (year in college)? ; 3- What is your intended major? Or, if unsure of major, what is one of your areas of academic interest? ; 4- When you were in elementary school and people asked you " what do you want to be when you grow up," what did you tell them? ; 5- What are your career aspirations at this time? In other words, what do you want to be when you " grow up? "; 6- What do you hope to get out of this course? If possible, include a photo of yourself with your discussion board post.

Inventories: As part of the course requirements, you must purchase and complete the Strong Interest Inventory (S²) and the Myers-Briggs Type Indicator (MBTI). 35 will be collected by the instructor in the beginning of the semester for these exams and will be returned by the specified due date to be sent off for scoring. If the money or the inventories are not turned in on their respective due dates, you may lose points or receive a zero for this project. Because the information from the inventories will be used in the final paper, incomplete

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inventories may also result in additional loss of points on the final paper.

Registration with Career Services: You will receive 5 points for registering with IJAlbanys Career Services. The purpose of registering is to become familiar with the resources at the Career Center and have access to future career events, Job fairs, internships, and Job listings.

To register go to: <http://www.albany.edu/career/index.shtml> (title page and references) on an occupation. The purpose of this report is to give you the opportunity to explore and write about an occupation that is of interest to you. You will need to use at least TWO outside sources of information other than the required texts for the course. The paper must be in APA style with proper citations and a reference page. More details will be provided in class.

Resume and Cover Letter: You will prepare a professional resume and cover letter. You will receive 20 points for the completion of the first draft and participating in the peer revision during class time.

Students that do not bring copies of their first drafts to class on the day of the peer revision will not be able to participate in the peer revision process AND will not receive the 20 points. The final draft of the resume and cover letter you will submit via Blackboard. The final draft is worth a total of 40 points, and will be graded by your instructor. By the completion of this assignment, you should have a resume and cover letter worthy of submitting to potential employers. The content and style should be professional, concise, and comprehensive of your abilities and goals. **Midterm:** A multiple-choice and/or short answer exam designed to test your knowledge of the course material up to the date of the exam. Materials tested will include readings, lectures, presentation information, and classroom exercises.

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Makeup exams are based on the discretion of the instructor. Mock Career Interview: Students work in pairs to prepare and present 10-minute mock career interviews in front of the class. Each student will have the opportunity to be both the interviewer and interviewee within the 10-minutes. The mock interview will give you a chance to gain interviewing experience in your field of interest. Students will be expected to dress in interview attire for this presentation. A zero may be given on this assignment if students fail to show up on their assigned presentation day. Interviews will be rescheduled only in extreme circumstances at the discretion of the instructor.

Informational Interview: Each student will arrange an interview with someone who is currently working in the field he or she is interested in. Worksheets will be provided to help you formulate questions and evaluate the information you receive. You will then be asked to share some of the information you learned from the interview in class. Additional information will be provided in class. Career Topic Presentation: You will be preparing and conducting a 10-minute presentation on a special topic of your choice related to career development and/or the world of work. For the presentation, you will be informing the class about the contents of an article or book chapter related to your topic that you have read.

Students must seek approval of their resources at least 2 weeks prior to their presentation. Additional information will be provided in class. A zero may be given on Presentations will be rescheduled only in extreme circumstances at the discretion of Final Paper: You will submit via Blackboard a 5-7 page (not including title page and references) self-reflective paper that integrates what you have learned in the course with your own ideas about career and life

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planning. This should include information you learned from your SII and MBTI inventories, as well as what you have learned from the informational and mock interviews. At least 5 sources should be used and referenced in APA style. More details will be provided in class.

EXTRA Credit: Two assignments can be completed for a maximum of 20 extra credit points. They are to be completed and turned in before or on the last day of class. Career Services Events Write-up (10 pts each): You can attend one Career Services Event for 10 points or you can attend 2 different events for a total of 20 points that will count as extra credit. For each event attended you must provide a 1-page summary of the even and what you have learned from it. In addition, you will need to complete the extra credit even form (attached). The list of events and dates can be found at <http://www.albany.edu/career>. Likewise, once you register with Career Services you will receive email announcements for events.

Please ask the instructor for approval if an event is not sponsored by Career Services. Career Article (10 pts): Find an article related to social media and its relevance on career development, networking and write a 1-2 page review of the article. Research Participation (1 Opts): Students will have the opportunity to earn up to 10 points extra credit for participating in research opportunities announced in class. ONLY the opportunities announced in class will count towards your grade. Tentative Class Schedule Date Day Topic Reading Assignment Due Aug. 27 Tuesday Course Overview and Syllabus Aug. 29 Introduction to career theories and development CFP Chapter 1 sept. Values in the Workplace CFP Chapters 2 CFP Chapter 3 sept. 5 Thursday No Class??” Rosh Hashanah sept. 10 Career Services Guest Speaker \$35 Cash <https://assignbuster.com/principles-of-career-and-life-planning-assignment/>

Due (Exact change please! sept. 12 Work Interests and Personality CFP
Chapter 4 (Boiles p. 189-229) sept. 17 Aptitudes, Abilities, and Skills CFP
Chapter 5 (Boiles p. 230-250) sept. 19 Tour of the University Library: Meet in
the Lobby & MBTI Due sept. 24 APA Style and Plagiarism sept. 26 CFP
Chapter 7 (Boiles p. 252-269) oct. 1 Making Career Decisions CFP Chapter 8
oct. 3 Job Search/Leads CFP Chapter 9 (Bolles Chapter 5) oct. 8 Career
Services Resume Workshop oct. 10 Midterm Review oct. 15 Midterm Exam
oct. 7 Resume/Cover Letter Peer Feedback Session CFP Chapter 10 1st Draft
Cover Letter/Resume Due ct. 22 Presentations oct. 29 Final Draft
Resume/Cover Letter Due oct. 31 NOV. 5 NOV. 7 SII & MBTI Interpretation
NOV. 12 Career Services Guest Speaker (Social Networking) (Bolles Chapter
6) Occupational Research Report Due NOV. 14 Issues in the Working World
CFP Chapter 6 NOV. 19 Interviewing for Jobs and Into the World of Work CFP
Chapter 11 (Bolles Chapter 8) NOV. 21 Mock Interviews NOV. 26 NOV. 28 No
Class??” Thanksgiving Dec. 3 Dec. 5 Dec. 10 Last Day of Class/Wrap Up All
Extra Credit Assignments Dec. 12 Submit Final Paper via Blackboard Final
Paper Due: 5pm