

Instructor: Simone Ostrander

Guidance 34: Career Awareness

Semester Units: 2

Fall, 1998, TTh 1:00-1:50, Room: LH 1

Last Day to drop this course: Friday, 10/16 (end of 9th wk)

MATERIALS: 1. Test Packet:

- Personality Mosaic
- Campbell Interest & Skills Inventory (CISS)
- Self-Directed Search
- Myers-Briggs (MBTI)

- 2. 3-ring binder for notes, handouts.
- 3. Calendar and Daily planner for appointments, assignments.
- 4. Student Education Plan from your counselor
- 5. Hole punch, stapler, highlighter, #2 pencil.

ATTENDANCE:

Since attendance is crucial to benefiting from this course, **5 points are subtracted for each absence.**
After 5 absences, you will be dropped. TARDIES: 3 tardies = 1 absence.

COURSE DESCRIPTION:

FIRST QUARTER: Student will learn to identify his/her personal career objectives after self-assessment of skills, aptitudes, interests, needs and values. Student will explore information about careers using the library and the Career Center.

SECOND QUARTER: Student will explore Job market trends and learn job search techniques. Student will contact and conduct a shadow/interview connection in the job world. Student will participate in a video-taped mock interview. Students will learn resume, cover letter, thank you note writing.

(Second part of syllabus to be distributed after midterm.)

ASSIGNMENTS:

FIRST QUARTER (CAREER AWARENESS): Assessment inventories, Journal response writings, 1 research paper, 1 oral report.

SECOND QUARTER (JOB PREPARATION): Job search techniques, telephone contact, filmed interview, shadowing, video-taped job interview, resume, cover letter, and thank you note writing.

GRADING POLICY: Grades in this course are based on points earned

Grade based on 200 points each quarter.

Points will be deducted for late work.

1. 6 written evaluations (1 page each)	60
2. Personality Mosaic	10
3. Values and Goals	10
4. Self-Directed Search	10
5. Campbell Interest & Skills	10
6. Myers-Briggs	10
7. SIGI Plus http://www.ets.org/sigi	20
8. RESEARCH PAPER on career	50
9. Notebook	20
10. Student Educational Plan	10
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	220

A=90%

C=70%

B=80%

D=60%

F=59%

COURSE OUTLINE FOR FIRST QUARTER

Introduction, Overview of course

8/18-20: PERSONALITY MOSAIC

Six Personality Types: Holland Hexagon personality category explanation

Assignments: Complete inventory

Written evaluation of Mosaic: "What are my personality components according to Holland Hexagon? What occupations interest me that fit my profile?"

1 page Paper, **Due: 8/25**

8/25: CAMPBELL INTEREST INVENTORY How your interests and skills match up with occupations. **(This inventory must be computer graded; thus there will be a 2-week wait for results.)**

8/27-9/1: VALUES INVENTORY ASSESSMENT

Assignments: Complete Inventory

Written evaluation of Values Inventory: "What are my 6 top values?"

1page Paper, **Due date: 9/3**

9/3-8: MYERS-BRIGGS TYPE INDICATOR Your personality preferences in light of career search.

Assignments: Complete inventory

Written evaluation of MB: "How do I see myself in relationship to others? How would this affect my career choices?"

1 page Paper, **Due: 9/10**

9/10-17: SIGI PLUS Your work-related skills and the skills employers want

Assignments: Complete computerized inventory

Written evaluation of Skills: "What are my educational and career plans?" 1
page Paper, **Due: 9/22**

9/22-24: SELF-DIRECTED SEARCH : Interests matched with career areas

Assignments: Complete inventory

Written evaluation of SDS: "How do results match up with my other inventories? What occupations does the SDS point out for me that I might like to look into?"

1 page Paper, **Due: 9/29**

9/29: Campbell Interest Inventory Interpretation

Assignment: Written evaluation of CISS: "How do my interests and skills in the CISS match up to the SDS and Personality Mosaic? In which career directions do my interests and skills seem to be pointing?"

1 page Paper, **Due: 10/1**

10/1: How to Write the Research Paper

10/6-8: Library Orientation **(Meet at Reedley Campus Library)**

Information on careers for research paper.

10/13: Guest Speaker: Carla Barnes, Labor Market Analyst, CA Employment Development Dept.

10/15: Midterm: RESEARCH PAPERS DUE. Sign up for oral presentation.

The second quarter syllabus will be issued at the midterm.