

GUIDANCE STUDIES 34: CAREER AWARENESS - Spring 98

Kings River Community College

Instructor: Case Bos
Office: Counseling Office-Rm 15

E-mail: thebos@theworks.com
Telephone: 638-3641 ex. 364

COURSE MATERIALS:

1. Textbook: *Personal and Career Exploration* by George R Schmidt
2. Test Packet:
 - Personality Mosaic
 - Campbell Interest & Skills Inventory
 - Self-Directed Search
 - Myers-Briggs Type Indicator

COURSE DESCRIPTION:

This course will cover career planning and practical job search skills. The semester will be divided into two quarters to address these general areas.

FIRST QUARTER: Each student will identify his/her personal career objectives after self-assessment of values, interests, needs, aptitudes, and skills. The career center and library will be used to for the research project

SECOND QUARTER: job market trends will be explored and job search techniques will be introduced. (Second part of syllabus to be distributed after the midterm.)

ASSIGNMENTS:

FIRST QUARTER (CAREER AWARENESS) Assessment inventories, discussion writings, 1 research integration paper, and oral report.

SECOND QUARTER (JOB PREPARATION): Job search worksheet, telephone contact, filmed mock interview, resume, and cover letter writing.

ATTENDANCE:

Class attendance and participation is very important. You will be dropped from the class after 4 unexcused absences if accrued before the final drop date. Please sign the attendance sheet at the beginning of each class. It is your responsibility to sign it. You will lose 20 points for 3 unexcused absences and all 30 points after 5 unexcused absences.

Coming late to class or leaving before class is done will also influence your grade. Three tardies will equal one absence.

GRADING:

Grades are based on a total of ____ points. Late work will receive a penalty of 50% of total possible after one class period and 75% after 3 class periods.

First Quarter assigned points

1. Semester Calendar	10
2. Personal Data Sheet & Discussion paper #1*	15
3. Discussion paper #2*(Values)	15
4. Myers-Briggs and Discussion Paper #3*	15
5. Personality Mosaic and Discussion Paper #4*	15
6. Self-Directed Search and Discussion Paper #5*	15
7. Campbell Interest & Skills Survey (CIIS) & Discussion paper #6*	15
8. Skills Summary *	10
9. Career Center Worksheet	10
10. INTEGRATION AND RESEARCH PAPER on career	50
11. Class attendance and participation	30
12. Quizzes	20

*All papers must have a cover sheet with title, course, instructor's name and your name.

COURSE OUTLINE FOR FIRST QUARTER

1/12: Introduction, Course overview

Homework: 1. Read Text: Ch 11 - The Career Search Process - Due 1/14
2. Semester Calendar: include quizzes, exams, papers, activity and vacation plans, etc. - Due 1/21
3. Personal Data Sheet & Discussion paper #1 *What are my needs and goals? What does success mean to me? How do I get there?* -Due 1/21

1/14: Putting it all into perspective: Life Development

Homework: Read Text: Ch10 - Needs, Wants and Values and Ch 12 - Work Values - Due 1/21

1/21: Values Clarification (Semester Calendar & Personal Data Sheet & Discussion paper #1 due)

In class: Work Values Assessment

Homework: 1. Read Text: Ch 9 - Personality Characteristics - Due 1/28
2. Discussion paper#2: *What are my five life values and five highest work values? Why are these important to me?* -Due 1/28

1/26: In class: Campbell Interest and Skills Survey

1/28: Personality Characteristics - Jung's Theory (Discussion paper#2 due)

In class: Myers-Briggs Type Indicator

Homework: 1. Read Text: Ch 13 - Interests -Due 2/4
2. Career Center Worksheet: Myers-Briggs codes and Careers - Due 2/4
3. Myers-Briggs and Discussion Paper#3 *What is my Myers-Briggs profile? Do I agree with the description and why or why not? What careers match my MBPT code?* -Due 2/9

2/2: Personality Characteristics - Holland's Theory

In class: Personality Mosaic

Homework: 1. Read Text: Ch 14 - Career Information - Due 2/9
2. Career Center Worksheet: Hollands codes and Careers - Due - 2/11
3. Personality Mosaic and Discussion Paper#4: *What is my type from the Personality Mosaic? Do I agree with the description and why or why not? What careers match my Hollands code?* - Due 2/18

2/4: Interests (Career Center Worksheet - Myers-Briggs due)

In class: Self -Directed Search

Homework: Self-Directed Search and Discussion Paper#5: *What code did I fall under and how does it compare to the Personality Mosaic results* -Due 2/25

2/9: How to Write the Integration & Research Paper (Myers-Briggs and Discussion Paper#3 due)
Researching Career Information.

Homework: 1. Career Center Worksheet: OOH and COG - Due 2/23
2. Integration & Research Paper - p. 245-252 and p. 259-262 - Due 3/11,16,& 18

2/11: Career options of the 90's (Career Center Worksheet: Hollands codes and Careers due)

Homework: Career Center Worksheet: DOT and Eureka printout - Due 3/9

2/18: Campbell Interest Inventory interpretation (P.M. Results and Discussion Paper#4 due)

Homework: 1. Read Text: Ch 15 - Skills - Due 2/23
2. CIIS Summary & Discussion paper #6: *Do you agree with the codes and what careers do they seem to point to?* -Due 3/2

2/23: Skills (Career Center Worksheet: OOH and COG due)

In class: Skills Checklist

Homework: Skills Summary p. 277 and 278 - Due 3/4

2/25: Decision-making (Self-Directed Search and Discussion Paper#5 due)

3/2: Goal Setting (CIIS Summary & Discussion paper #6 due)

Homework: Read Text: Ch 19 - p.323 Informational Interviewing - Due 3/4

3/4: Informational Interviewing (Skills Summary due)

Homework: Informational Interview - Due 4/20

3/9: Research Day (Career Center Worksheet: DOT and Eureka printout due)

3/11, 16, 18: ORAL PRESENTATIONS - extra credit for 1st & 2nd day presentations
(Integration & Research Paper due)

Homework: Read Text: Ch 18 - Job Search - Due 3/23