

Student Development (SD) 125, Career Planning #3600

Fall 2013 Syllabus and Class Overview

Class Length: 8 weeks (Classes are offered as first and second 8 week class)

Time and Location: **Mondays, 4:40-6:45 pm, Beginning: 10/28/13-12/16/13** (Second 8 weeks) **Room SF 107 & Career Center** (San Rafael Building, 2nd Floor)

Assistant Professor: Denise A. Leong-Brattain, M.A., Career/Academic Counselor

Office Hours and Phone: Call or drop by the Career Center (2nd Floor, San Rafael Bldg)

Make an appointment Monday-Thursday (day or evening) ***Note: I do not schedule my own appointments.** To schedule an appointment you must call the Career Center at **(818) 240-1000, ext. 5407/5408**, email: **dleong@glendale.edu**

Required Textbook: “The Career Fitness Program” by Sukiennik, Bendat, and Raufman, (Current Edition) **Available for use in the Career Center or the GCC Library Reserves Free of Charge.**

Career Assessments used in Course include: Strong College P Interest Inventory, Myers Briggs Type Indicator Form-M, and Skills Scan paper version.

Fees: Students are required to pay a mandatory \$23.00 “material fee” for career assessments at the time of registration. Fees may be paid either online or in person at the Student Fees Office located in the Administration Building. Students also have an option to purchase the licensed Career Assessments listed on the course syllabus from a licensed vendor on their own. Students will be required to present their receipt for the material fee to the Career Center staff prior to the second class meeting in order to take the Strong College P computer version, MBTI-Form M computer version, and Skills Scan paper version career assessment inventories.

Course Objectives: This course provides students with an opportunity to learn more about themselves and the world of work. Students will explore the decision-making process to have a greater understanding of appropriate career choices, and will start planning their academic paths and vocational directions. Students will learn more about career assessments and surveys in order to investigate, analyze, and research various vocational and professional areas of work. The student will be made aware of the importance of their abilities, personal attributes, interests, skills, values, and vocational environments specific to various job clusters and occupational choices.

The class structure provides for lecture, small group discussions, and individual lab time to guide the student through the career decision making process. At the end of the class, the student will have a greater understanding and focus on how their personal attributes relate to the world of work.

Student Learning Outcomes (SLO'S)

1. Student will be able to identify important Values, Aptitudes, Skills, and Interests.
2. Student will be able to demonstrate understanding of temperament/personality type and characteristics and how they relate to occupational choice.
3. Student will be able to utilize the Career Center resources available for research

Grading: 1 unit of CSU Transferable Credit Pass/No Pass Grading. The student **must take all inventories, turn in all assignments, participate** in class discussion, **miss NO MORE than 2 class meetings**, and ***Turn in a Final Essay following instructor's format (on the day of the final class) and schedule a half an hour appt with instructor*** in order to receive "Credit" for the class.

ATTENDANCE: **After 2 class absences**, the student **will be dropped** from the class unless arrangements have been made with the instructor. Emergency situations (illness, accidents, jury duty, etc.) will be considered, if an Email is made to the instructor. Please be on time to class. (3 tardies are equal to 1 absence).

Prerequisite: None. (Students **should be able to read and understand college level material and have a command of the English language** (ESL Level 3 completion or higher) that would allow them to take standardized inventories at a high school reading level.)

Exam/Test Make-Up Policy: All inventories/assessments are part of the class format. Every assigned assessment must be made up in order to get the full benefit of the class content. Students can take any inventory in the Career Center. Students must make a 1 hour appointment with the instructor or any Career Center Counselor to go over the results of the inventories.

Academic Dishonesty Policy: Students are required to do their own work, write their own papers, and take their own inventories/assessments. All forms of cheating and plagiarism are absolutely forbidden. When a student engages in academic dishonesty, faculty have the option of requiring the student to see a counselor, assigning a lower or failing (F) final grade in the course. Violations of this policy will be reported to the Vice President of Instruction and will become part of the Glendale College Cheating Incident file. See entire policy and details in your GCC Catalog under "Academic Honesty."

Class Grading: 20% of the grade is based on ***class attendance & ½ hour appt. with instructor***, 15% on ***class participation***, 65% ***taking all inventories/assessments assigned, completing all homework assignments/readings and completing a Final Essay according to instructor's instructions to be turned in during the final class***. Students are encouraged to keep a file or notebook with all assessments, assignments, and inventories. **Bring all materials to class and appointments with instructor/counselor.** (The purpose of the appointment with the instructor/counselor will provide an opportunity to review, ask questions, synthesize the materials and/or get help with guided research).

****CLASS RULES:** Turn **ALL** Cell Phones, IPADS, Lap tops, and Blackberries or Text Devices **Off** before beginning of Class. No TALKING or Speaking while the Instructor or other students are speaking. **NO TEXTING, FACE BOOK (SOCIAL MEDIA), SEARCHING THE INTERNET, CHECKING EMAIL WHILE IN CLASS.** Failure to abide by ALL CLASS RULES will result in being referred to the Dean of Student Activities for further disciplinary action.

Note: "All students with disabilities requiring accommodations are responsible for making arrangements through the Center for Students with Disabilities." If you feel that you are having problems understanding material in a class, or that it takes you longer to take tests or write papers than most students you might have a learning impairment. The Disabled Student Center (818) 240 -1000, ext. 5905 building (SR 238-1) might have resources to assist you.

Note: The Learning Center, located in AD 232, provides registered GCC students with a variety of free materials and services, including tutoring, electronic and print exercises, handouts, workshops, and instructional videos. Please remember that the goal of tutoring is to enable students to work independently – not to complete, correct, or proofread their work. Please ask your instructor or counselor for a referral to the Learning Center if you would like tutoring

assistance for this course. If you have any questions, please call the Learning Center at (818) 240-1000, extension 5333.

***Professor has the right to modify syllabus as needed for additional content and/or movement of assignments, reading, and/or career assessments/interpretation.**

Weekly Schedule

Week

Class Topics and Activities

1. **10/28/13:** Class Overview. **Homework Assignment:** “Dream Job” handout. Read Chap 1 & 2 in Career Fitness Text. **Take Skills Scan Inventory in the Career Center on your own time. (Allow for an Hour) Needs to be done before week #5**
2. **11/4/13:** MBTI and Strong Assessments. *We will be taking the Myers-Briggs Type Indicator Assessment and the Strong Interest Inventory during class time.* Discussion of Informational Interviews and Networking if time permits. **Homework Assignment:** **Values Check-List AND** Read Informational Interview handouts. **Take Skills Scan Inventory in the Career Center on your own time. (Allow for an Hour) Needs to be done before week #5**
3. **11/11/13:** VETERANS DAY HOLIDAY NO CLASS
4. **11/18/13:** Class discussion of “**Dream Job**” handout in small groups. Class lecture and discussion of “**Values How we Got Them.**” Small group discussion of values from the “Values Checklist” homework assignment. Second hour of class: **Take Skills Scan Inventory in the Career Center. Homework:** Read Chapters 3 & 4. **Bring a highlighter to class.**
5. **11/25/13:** *Interpretation of the Myers-Briggs Type Indicator* in class. **Discuss Skills Scan Inventory. Homework Assignment:** Make sure to read **ALL MBTI** material and supplemental handouts. **Start Researching** Majors and Careers online using ***ONET and the Occupational Outlook Handbook on line.*** Read Chapters 5 & 6.
6. **12/2/13:** *Strong Interest Inventory Interpretation.* **Put all the Pieces of the Class together. Career Center Tour of Eureka and Vocational Biographies.** Pass out requirements for Final Career Essay. **Homework Assignment:** Read all material on the Strong Interest Inventory and Handouts. **Start Researching Majors and Careers through *ONET, Occupational Outlook Handbook & Eureka.***
7. **12/09/13:** **Resume Discussion:** How to write **the proper** college level Resume. **Cover Letters:** Why are they important and How to write one? **Homework:** **Work on your Final Essay.**
8. **12/16/13:** **Turn in Final Essay.** **Discussion of** how to find an Internship, Interviewing, and Job Search Strategies.

***Each student is responsible to bring all materials, handouts, assessments, and syllabus to class each week. He/She is also responsible to check their email weekly for any class changes or modifications and make up all missed assignments and career assessments.**