**COUN 1000**

Career Orientation & Exploration

**Fall 2014**

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**Department of Special Education, Rehabilitation, Counseling/School Psychology**

**College of Education**

Instructor Information

**Tristen Hyatt, MS, NCC**

Office Hours

**To Be Announced & By Appointment**

**Location: Haley Center**

**Room 2060**



**AUBURN UNIVERSITY**

**SYLLABUS**

Course Number: COUN 1000

Course Title: Career Orientation & Exploration

Prerequisites: None

Credit Hours: 2 semester hours credits/Graded

Class Meeting Times: Tuesdays & Thursdays from 11:00-11:50

Class Location: Haley Center 2435

Instructor: Tristen Hyatt

Office: Haley 2060

Office Hours: Thursdays from 12-1

E-mail: tcw0018@auburn.edu

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| *The course syllabus is a general plan for the course.*  *Deviations may be necessary and will be communicated to the class in a timely manner.* |

**COURSE DESCRIPTION**:

This course offers an opportunity for receiving information and acquiring the skills necessary for academic and career planning. Processes of self-assessment and self-exploration are critical components of this course that contribute to your making educated academic and career decisions. In addition to traditional classroom activities, the content is presented in an experiential manner through interactive discussions, individual projects, and contact with campus resources.

## OBJECTIVES:

1. Students will explore interests, values, and personality in relation to academic and life planning.
2. Students will research a selected major and related career.
3. Students will increase their knowledge of the skills and experiences that are attractive to future employers.
4. Students will learn to utilize websites and other resources to begin making educated career choices.

**ASSIGNMENTS & READINGS:**

To make this class meaningful and useful, you must keep up with the readings and assignments as outlined in this syllabus. You will get out of this course exactly what you put into it; i.e., if you endeavor to learn about yourself, your unique interests and strengths, and the myriad opportunities available to you as a student at Auburn, you will be on track toward a successful academic career. The readings and assignments are designed intentionally to help you along that path; they are not designed to be “busy work.”

Please note that pop quizzes may be given on assigned reading material, and unannounced checks on the completion of assignments may be performed during the semester.

There will be additional material included in the lectures and powerpoints that is not from your assigned textbook. You will be responsible for this supplemental information.

**TEXTBOOK:**

1. Getting From College to Career: 90 Things to do Before You Join the Real World, Revised Edition, by Lindsey Pollak.

**ASSESSMENTS**:

Each student will be required to complete personal and career assessments during this course. These assessments are designed to foster insight into the career options that best match your unique interests and personality traits.

**COURSE POLICIES:**

1. Students are expected to attend all classes and to arrive on time (unless pre-approved by instructor. Attendance is vital to your success in this class; therefore,absences will be reflected in the participation portion of your grade.
2. Policies regarding excused absences (as per the criteria listed in the *AU Tiger Cub*) are as follows:
   1. If possible, students must notify instructor prior to absence and make arrangements to get assignments and/or projects due.
   2. Students must provide instructor with a written excused absence *within one week* after students have returned to class.
3. **All electronic devices including, but not limited to, cell phones, Ipod, mp3 players, IPad, laptop and tablets *must* be turned off before class starts. Please do not use any of these devices during class!**
4. Incomplete grades will be considered only for excused (Doctor’s excuse) medical reasons.
5. Written reports will be submitted to the instructor typed (size 12 font) and double-spaced via **Canvas**. All reading and assignments are due prior to the beginning of class as outlined on canvas.
6. Late assignments will not be accepted unless in extreme emergency situations and will be excused only with proper documentation.
7. **Students are responsible for initiating arrangements for missed work.**
8. **Accommodations:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).
9. **Honesty Code:** Auburn University expects students to pursue their academic work with honesty and integrity. Students are bound by the policies outlined in the Student Policy e-Handbook. You should become familiar with them if you are not already. They may be found here: [www.auburn.edu/studentpolicies](https://sn2prd0202.outlook.com/owa/redir.aspx?C=V5-5lfN_aUGOpxaYu9zxApfCOnZpCs8IwxHZ5CXw6SmVmISsC4PxOSZAIh7nY6_nrKbaVscmGow.&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies)
10. **Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behavior as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:
    1. Engage in responsible and ethical professional practices.
    2. Contribute to collaborative learning communities.
    3. Demonstrate a commitment to diversity.
    4. Model and nurture intellectual vitality.

1. At any time throughout this class, if you would like to meet with me about your career plans or issues/difficulties you are having regarding your career decision-making or job search, please feel free to visit me during my office hours or set up an individual appointment. Appointments to see the instructor may be made by e-mail.
2. **Participation:** You are expected to participate in class and contribute to group discussions.

**Class Calendar: Topics and Assignments**

*Because guest speakers will be invited into class periodically, the schedule below may necessarily change in accordance with the respective speaker’s availability. You will be given an updated calendar as necessary.*

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| **Date** | **Topic** | **Activities/Assignments** | **Assignment/**  **Readings Due** |
| **Class #**  **1**  **Aug. 19** | **Class Introduction** | Review Syllabus |  |
| **Class #**  **2**  **Aug. 21** | **Self-Assessment & Career Development** | Learn about self-assessments and stages of career development, Self-Assessment & Personality. “Career v. Job”  **Chapter 1** |  |
| **Class #**  **3**  **Aug. 26** | **Issues in the Working World Today** | Discuss topics in today’s working world. RAISEC-John Holland | **Working World Today Article Due** |
| **Class #**  **4**  **Aug. 28** | **Personality & Interests** | Assessing your personality and interests  **Chapter 2** | **Journal Entry 1 Due** |
| **Class #**  **5**  **Sep. 2** | **Personality & Career Choices** | How personality impacts career choices. Compile a list of values amongst groups.  **Chapter 7** |  |
| **Class #**  **6**  **Sep. 4** | **Values & Qualities** | How do your values and qualities impact your career development. “What do you think about yourself v. what others think about you” | **Journal Entry 2 Due** |
| **Class #**  **7**  **Sep. 9** | **Values, Career Decision & Satisfaction** | Values and career satisfaction. “Needs v wants”  **Chapter 3** |  |
| **Class #**  **8**  **Sep. 11** | **Skills & Interests** **Exploring & Analyzing Your World** | Assessing your skills and interests. Exploring and analyzing the world around you.  **Chapter 10** | **Journal Entry 3 Due** |
| **Class #**  **9**  **Sep. 16** | **What does Auburn have?** | Exploration of majors offered at Auburn; Explore the Career Center’s website and review the link of “What Can I Do With A Major In”  **Chapter 5** |  |
| **Class #**  **10**  **Sep. 18** | **Exploring & Researching Careers** | Using Occupational Outlook Handbook and ONET to learn about careers  **(Possible lab day)** | **Complete the MBTI & Strong assessments** |
| **Class #**  **11**  **Sep. 23** | **MBTI Interpretation** | Guest Speaker: Career Center |  |
| **Class #**  **12**  **Sep. 25** | **STRONG Interpretation** | Guest Speaker: Career Center | **Journal Entry 4 Due** |
| **Class #**  **13**  **Sep. 30** | **Major & Career Exploration** | Using assessment information to explore majors and careers; complete Assessment Exploration Activity.  **Chapter 6** | **Read the summaries on MBTI & Strong assessments & bring to class** |
| **Class #**  **14**  **Oct. 2** | **Networking & Personal Brand** | Networking in person, online, through the media and how to develop a personal brand.  **Chapter 4** |  |
| **Class #**  **15**  **Oct. 7** | **Preparing a Resume** | Building a resume: Start developing resume in class  **Chapter 7** | **Journal Entry 5 Due** |
| **Class #**  **16**  **Oct. 9** | **Interviewing Successfully** | Interviewing skill development; Interview Practice Activity in pairs and groups.  **Chapter 9** | **Academic Research Paper** |
| **Class #**  **17**  **Oct. 14** | **Practice Interviews** | Continue interview practice activity in pairs and groups. | **Rough Draft Resume &**  **Interview Worksheet** |
| **Class #**  **18**  **Oct. 21** | **Presentation** | Guest Speaker- TBD |  |
| **Class #**  **19**  **Oct.**  **23** | **Presentation** | Guest Speaker- TBD | **Journal Entry 6 Due** |
| **Class #**  **20**  **Oct. 28** | **TBD/Catch-up day** | Movie Day |  |
| **Class #**  **21**  **Oct. 30** | **What Does the Future Hold For Me** | Movie Day | **Final Resume** |
| **Class #**  **22**  **Nov. 4** | **Workforce Development** | Career Planning & Long Term Career Goals | **Financial Articles from Canvas** |
| **Class #**  **23**  **Nov. 6** | **Workforce Development ~** | Understanding Others in Career, Teamwork & Communication |  |
| **Class #**  **24**  **Nov. 11** | **Movie** | Handling Conflict & Becoming a Positive Leader  **Chapter 8** | **Journal Entry 7 Due** |
| **Class #**  **25**  **Nov. 13** | **Class discussion/article review** | Complete movie and discuss articles related to the movie |  |
| **Class #**  **26**  **Nov. 18** | **Career Research Presentations** | **Presentations** | **5 Year Plan** |
| **Class #**  **27**  **Dec. 2** | **Career Research Presentations** | **Presentations** | **Journal Entry 8 Due** |
| **Class #**  **28**  **Dec. 4** | **Career Research presentations** | **Last day of class** | **Career Research Project** |

**ASSIGNMENTS:**

1. **Working World Today Article**

Locate any article (newspaper, magazine, journal, online) pertaining to the world of work today. You are encouraged to locate an article pertaining to your area of interest within the working world; if you do not have an area pick an article on a general topic.

You are to read, print and bring the article to class and be prepared to discuss:

* 1. Key Factual information contained within the article
  2. The implications of that information for future employees

*Please submit the link to your article on Canvas, prior to coming to class.*

1. **Academic Research Paper**

You are to research an academic major at Auburn University. This may be a major of your choice that you are interested in. For this assignment, you must interview an advisor from the department that you are researching. You may not interview your academic counselor, your coach, a family member or friend.

Your paper should consist of 3 sections.

Section 1 Curriculum Research

What is the major?

What types of courses will you need to take?

Is there a minimum GPA requirement to be admitted or retained in the major/college?

Will you have to complete an internship or co-op?

What careers directly relate to this major?

Will you need to obtain a graduate degree for entry into the job market?

Section 2 Academic Advisor Interview

Begin with a brief description of the person you interviewed (name, position in the department, other interesting facts).

What did you learn from the interview?

Ask the person additional questions such as:

What do you wish you had known about your career at my age?

Do you have any advice for a freshman/sophomore starting out?

Section 3 Your Reflection

Describe why you are/were interested in this major?

What did you learn about the curriculum that surprised you?

Do the courses interest you?

How do you feel the interview went?

Are you still interested in this major/field?

1. **Interview Worksheet**

The Interview Worksheet will be posted on Canvas.

*There will be an alternate Interview Worksheet that includes bonus points. In order to earn bonus points, you must complete the entire worksheet using well-developed responses.* Please submit either the interview or alternative interview worksheet on canvas.

1. **Resume**

You are to develop a working resume.

Your resume should include the following information:

* + 1. Contact Information
    2. Objective Statement
    3. Education
    4. Experience
    5. Skills (optional)
    6. References

You may receive assistance with this assignment by making an appointment in the Learning Resource Center.

1. **5 Year Plan**
   1. You to create and develop a plan for yourself for the next 5 years. You may format this paper however you would like, just make sure to include all of the required information and explain your statements out. In other words justify the purpose of your goal and how you feel it will assist you in the future. As discussed in class, goals should be realistic, measurable, and achievable. They should also challenge you. The trick is to set the bar high enough to stretch you, but not so high that you think it will be impossible to reach.
   2. Your plan
      1. Employment/Volunteer aspirations
      2. Educational aspirations

Plan of Study

Expected Graduation date

* + 1. Possibility of graduate school *(where are you considering attending & what would you like to study)*
    2. Financial aspirations
    3. Personal aspirations *(family, goals)*
    4. Personal relationships *(friends, dating, how will you choose these individuals, what values do you want them to have)*
    5. Do you plan to do any community service?
    6. How you will attain your goals
    7. How your goals may assist you in being more successful in the future
    8. How your values and interests play into your plan
    9. A brief backup plan if things do not go the way you expect

1. **Reflective Journal**
   1. This is an on-going assignment throughout the semester where you are to reflect on what you are learning about yourself, career goals & aspirations and the working world. You are to pick 8 of the listed topics below to write about.
   2. Depending on the topic, you will need to write at least a one-page response. You may format this assignment how you want.
   3. Please submit your updated journal on designated days via Canvas.
   4. Topics:
      1. Advice From Others

Ask at least 3 people (1 must be your academic counselor, the other 2 are your selection) the following questions and then reflect upon their answers:

* + - 1. What do you wish you had known about your career when you were my age?
      2. What is the most useful information you learned? Can/will you apply this to your future?
    1. A Look Into the Crystal Ball

Answer and reflect on the following questions

* + - * 1. In the best of scenarios, what do you see as the perfect career for yourself?
        2. What is it about the career that is most appealing to you>
        3. Do you believe your ideal career to be a realistic choice?
        4. What short term educational goals should you set now to point you toward the achievement of your dream career?
    1. Money vs. Happiness

Which is more important to you? Which would you rather have if you could only one & why?

* + 1. Heroes

Identify at least 3 Career heroes - list people whose careers you admire or are intrigued by in some way (can be someone you know/don’t know, family, famous,

List at least 2 reasons why you listed each person. In 2 or 3 sentences describe their careers.

* + 1. Work Philosophy

What does work mean to you?

Is it a way of giving back? Self-expression? Achievement?

What do you believe about work?

What is your attitude towards working?

Do you live to work or do you work to live?

Should you do what you like or love…or does it even matter?

* + 1. MBTI Reflection

Overall, what did this assessment tell you about your personality, interests and preferred work settings?

How well did this assessment reflect your interest and personality?

What does this assessment say would be a good career or major match for you? How do you feel about this?

* + 1. Strong Reflection

Overall, what did this assessment tell you about your personality, interests and preferred work settings?

How well did this assessment reflect your interest and personality?

What does this assessment say would be a good career or major match for you? How do you feel about this?

* + 1. Guest Speaker

What did you learn about yourself while listening to the speaker?

What did you learn that you can apply to your life?

What did you learn that you can apply to your future?

Has this had an impact on a potential career choice?

Do you think this is a relevant speaker for future classes?

* + 1. Interview Stream Reflection

Complete the online Interview Stream activity on the Career Center’s website.

Send the link or confirmation to the instructor

Watch your interview and reflect.

How long did it take to complete?

Describe how it felt watching yourself.

What areas do you need to work on?

* + 1. Networking In the Field (Professor)

Schedule a time to meet with one of your current professors or with your favorite professor at Auburn. Ask questions about their career, interests and advice for you.

* + - * 1. What do you wish you had known about your career when you were my age?
        2. What is the most useful information you learned? Can/will you apply this to your future?
    1. Networking In the Field (Field You Are Interested In or Researching)

Schedule a time to interview an individual working in the field you are interested in or planning to present on. Ask questions about their career, interests and advice for you. Give them your elevator speech and ask for feedback.

* + - * 1. What do you wish you had known about your career when you were my age?
        2. What is the most useful information you learned? Can/will you apply this to your future?
    1. Movie Reflection

After watching the video in class, what do you think of the professional world depicted? Do you have a financial plan? Who are the people you trust to handle your money? Describe how you plan to handle your future salary.

* + 1. Financial Article Reflection

You are to reflect on at least 3 of the articles discussed in class. What did you learn from the articles? What did you like about the articles? What do you not like about the articles?

1. **Movie Day and Discussions**

Must attend both days to completely watch the movie and fully participate in discussion regarding the movie.

1. What role does motivation play v. aptitude
2. What role does personality play
3. Talk about limitations that people, yourself included, might have placed on your future (intentional or unintentional)
4. **Career Project**

You are to research 3 careers of interest to you. No more than 2 of the careers should be in the same field. You must use at least 2 different sources of information when gathering your information. At least one source must be from the Occupation Outlook Handbook: http://www.bls.gov/oco/ , print out the pdf information handout of each career you are researching and include it with your final presentation. You may also interview a professional from each career that you are researching as an additional source.

**Please** **note:** This assignment is directly related to your final presentation. For your presentation you will present 1 of the careers that you have researched.

For each of the 3 careers make sure to include:

* + 1. General Information about the career
    2. Significant points or facts about the career
    3. Nature of the work, what someone does in this field
    4. Working Conditions
    5. Earnings
    6. Advancement Opportunities
    7. List the skills, background, training and education needed
    8. Job Outlook: is it growing? Stable?
    9. Related occupations
    10. Benefits or advantages to that line of work
    11. In 2016, describe the kind of earnings you could expect to make starting out, as well as the overall average salary.
    12. Include other facts that you found interesting anything in your research that surprised you or inspired you to do further research).
    13. If you conducted an informational interview with a professional in the field: Describe the person you interviewed and some key points you learned through the interview.
    14. Discuss why you chose this field. Are you still interested in it after learning more about it?
    15. Does this career satisfy your work values? (from in class activities)

1. **Final Presentation**

You will have 5-7 minutes for your presentation which must include a digital visual aid (power point, prezi). You are welcome and encouraged to be creative!

This is a suggested outline for the content of the presentation; you may change the order around if you wish, just be sure to include the main points. For Canvas, submit your power point or prezi presentation.

***For this presentation, you must be dressed in Professional Business Attire!***

Content:

* + 1. Clearly describe the career field on which you are presenting.
    2. Describe what someone does in this field, that is, the nature of the work.
    3. Describe where the work typically takes place, that is, the working conditions.
    4. List the skills, background, training, and education needed to work in this field.
    5. Describe the job outlook for this field. Is it growing? Stable?
    6. In 2020, describe the kind of earnings you could expect to make starting out, as well as the overall average salary.
    7. Include other facts that you found interesting (including related occupations, benefits advantages to that line of work, anything in your research that surprised you or inspired you to do further research).
    8. If you conducted an informational interview with a professional in the field: Describe the person you interviewed and some key points you learned through the interview.
    9. Discuss why you chose this field. Are you still interested in it after learning more about it?
    10. Does this career satisfy your work values (from the work values activity in class?)

1. **Class Participation/Quizzes**

This course marks the beginning of your career development. Therefore, it is expected that everyone participate in class discussions and activities.

**GRADING**

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| **Assignments** | **Maximum Points** | **Earned Points** |
| Working World Today Article (Aug. 26) | 30 |  |
| Reflection Journal (throughout class) | 50 |  |
| Academic Research Paper (Oct. 9) | 35 |  |
| Interview Worksheet (Oct. 14) | 35 |  |
| Resume (Oct. 30, rough draft Oct. 14) | 50 |  |
| 5 Year Plan (Nov. 18) | 35 |  |
| Career Project (Dec. 4) | 60 |  |
| Movie Day and Discussions (Oct. 28-30) | 30 |  |
| In-Class Participation (throughout class) | 40 |  |
| Final Presentation (Nov. 18-Dec. 4) | 35 |  |

**Total: 400 Sub-total: \_\_\_\_\_\_\_**

**Bonus Points Earn + \_\_\_\_\_\_\_**

**Final Points:\_\_\_\_\_\_\_**

**Final Grade:­­­\_\_\_\_\_\_\_**

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| Bonus Points/Extra Credit will be discussed mid-way through the semester. | **Grading Scale:**  A: 360-400  B: 320-359  C: 280-319  D: 240-279  F: 239 and below |

**\*\*\*Some of the participation grade will come from completing the MBTI & Strong, Reviewing assessments, Rough Draft of Resume, and Financial Aid Articles being posted. In addition, to class participation.**