

NAME: _____

AUBURN UNIVERSITY
SYLLABUS

Course Number:	COUN 2970-005 (Spring 2010)
Course Title:	Career Success for Juniors & Seniors
Prerequisites:	None
Credit Hours:	2 semester hours credits/Graded
Class Meeting Times:	9:30 – 10:20 am/Tuesdays & Thursdays
Class Location:	Haley 3187
Instructor:	Phyllis Bickers
Office:	Career Development Services Office, 303 Martin Hall
Office Hours:	Monday – Friday (7:45 am – 4:45 pm)
Phone:	334-844-4744
e-mail:	bickepm@auburn.edu

"Conducting a successful job search isn't simple, nor does it begin when you suddenly find yourself in need of a job. The search requires ongoing preparation... and a lot of commitment, hard work, risk taking and luck. The trick isn't just to get a job, but to get a job that fits you. The job search isn't simply a matter of who will hire you now, but of what career path you'll pursue." - Christopher Pratt

COURSE DESCRIPTION: To prepare students for the job search process by identifying current knowledge, abilities, and background to match those needed in designated career direction through the use of a career portfolio and to develop skills in additional job search tools including resume writing, cover letters, and interviewing.

OBJECTIVES:

1. Students will explore career directions based on their major and/or minor, skills, interests, and personality.
2. Students will research selected occupation and job market for that career choice and develop a skills portfolio designed to demonstrate acquired skills, experience, and attributes.
3. Students will learn to aggressively market themselves through networking and other job search tactics.
4. Students will enhance their self-confidence by polishing their job search skills including resume writing, interviewing, and business etiquette.
5. Students will be involved in various on-campus Career Development Services and learn to utilize websites and other resources to develop their competitive edge in the job market.

PHILOSOPHY OF ASSIGNMENTS & READINGS: In order for this class to be meaningful and useful to you, it is important that you keep up with the readings and assignments as outlined in this syllabus. The course is designed to quickly move you through the job search process starting with learning about the job market and your field, self-assessment, networking, developing a skills portfolio and your job search skills, and then applying it to your own job search when you are ready.

TEXTBOOK: Creating Your Career Portfolio, 3rd Edition by Anna Graf Williams, Ph.D. and Karen J. Hall. The reading and other activities will be assigned throughout the semester. These are important, therefore, **pop quizzes may be given on assigned reading material and unannounced checks of completion of assignments and portfolio progress may be performed during the semester.** Incomplete assignments will result in a one-point reduction for each.

CAREER ASSESSMENTS: Each student will be required to take TypeFocus and the Strong Interest Inventory at \$30 which can be charged to your Bursar Account. If you have taken the Strong Interest Inventory within the last year, those results may be used. (Note: Special instructions will be provided for taking the Strong Interest Inventory so please wait for these instructions as they are different from the regular on-line instructions.)

COURSE ORGANIZATION & MATERIALS REQUIRED: Use a 3-ring binder (preferably zippered) to organize your course assignments & career portfolio. See Chapter 1, "What Supplies Do I Need to Get Started?" or Chapter 9, Resource Guide for supplies list. You'll definitely need sheet protectors and extra-wide 3-ring tabs with labels. Organize your notebook with tabs in the following order (it's a good idea to have the class assignments in one color of the 3-ring tabs and your skills portfolio in another color):

CLASS ASSIGNMENTS & PORTFOLIO NOTEBOOK ORGANIZATION:

SYLLABUS

ARTICLES

CAREER EXPO RESEARCH & PREPARATION

PERSONAL ASSESSMENTS & SUMMARY

CAREER RESEARCH

GRADUATE SCHOOL RESEARCH & PERSONAL STATEMENT

JOB APPLICATION & PERFECT INTERVIEW

SKILLS PORTFOLIO:

STATEMENT OF ORIGINALITY & CONFIDENTIALITY

WORK PHILOSOPHY

CAREER GOALS

RESUME

SKILL AREAS (*2 – 4 skills with supporting artifacts for each including work samples, skill sets, community service/volunteer activities, applicable certifications/recognition directly related to the skill, and/or works in progress*)

AWARDS & RECOGNITION (*Optional*)

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT (*Optional*)

REFERENCE MATERIALS:

ACADEMIC PLAN OF STUDY/TRANSCRIPT

FACULTY & EMPLOYERS BIO (*Optional*)

REFERENCES.

COURSE POLICIES:

1. Attendance is vital to your success in this class; **therefore 2 points will be deducted for every unexcused absence.**
2. Policies regarding excused absences (as per criteria listed in the 2009-10 AU Tiger Cub) are as follows:

- a. If possible, students must notify instructor prior to absence and make arrangements to get assignments and/or projects due.
 - b. Students must provide instructor with a written excused absence within two weeks after student has returned to class.
3. Students are expected to attend all classes and to arrive on time. Also, all electronic devices must be turned off before class starts
4. Incomplete grades will be considered only for bona fide medical reasons (see *Tiger Cub*).
5. Written reports will be submitted to the instructor typed (size 12 font) and double-spaced.
6. Late assignments will result in a **1-point reduction** per each class period for that assignment. (Hint: don't skip class just because you don't have the assignment that is due that day as that will result in a 3 point reduction instead!)
7. Students are responsible for initiating arrangements for missed work.
8. **Accommodations:** Students who need accommodations are asked to arrange a meeting during office hours of the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours or location (due to accessibility), an alternate time or location can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).
9. **Honesty Code:** The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.
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:
 - a. Engage in responsible and ethical professional practices
 - b. Contribute to collaborative learning communities
 - c. Demonstrate a commitment to diversity
 - d. Model and nurture intellectual vitality
11. 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 set up an individual appointment with me for this purpose. Appointments to see the instructor may be made by e-mail or by phone (844-4744).

NOTE: This class is the beginning of your development from being a college student to a new professional. The unprofessional approach of "throwing together" your assignments right before they are due will be obvious and detrimental to your grade.

THIS CLASS IS A DRAMA FREE ZONE

You will also be expected to curb the tendency to give excuses – something no supervisor in the workplace wants to hear. Either you have the work done on time or you don't, either you are in class on time or you're not, etc. It's that simple.

(Exception: If you have a medical or serious personal issue, please do not hesitate to let me know!)

CLASS SCHEDULE AND ASSIGNMENTS:

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|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday 1/12 | Introductions / Syllabus review / Job Search Confidence Survey
Assignment: Find & read an article on the “working world today” and bring it to next class prepared to share w/class |
| Thursday 1/14 | Share articles in class
Assignment: Read pages 10 - 24 in CDS Handbook and Chapter 3 in textbook |
| Tuesday 1/19 | Writing Resumes/Take 5: Resume Tips
Assignment: Prepare a current resume in Word (avoid templates) and bring to next class |

INTERNSHIP & SUMMER JOB FAIR (WED. 1/20 10:00 – 2:00 STUDENT CENTER)

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|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Thursday 1/21 | Resumes critiqued/Take 5: Demystifying Career Fairs
Assignments: <ol style="list-style-type: none">1. Make recommended resume changes and bring to class2. Go to www.auburn.edu/career, Students, Choosing a Major/Career, Under Research a Major/Career select “What Can I Do With a Major In?”, find your major (or closest to it) in the middle column and printout the information.3. Research article topic as assigned in class and bring to class prepared to share |
| Tuesday 1/26 | Share Career Fair articles/Career Expo ..who's coming?/Researching companies attending Career Expo
Assignments: Find at least three companies attending the Career Expo, research companies (printout results), and develop at least three questions for each (where the answers can't be found on website.) Polish resume and print-out to bring next class |
| Thursday 1/28 | Tiger Recruiting Link / Turn-in resume/Elevator Speeches |

Assignment: Develop your elevator speech. Register in TRL and download resume. When you receive e-mail welcoming you to TRL, forward it to bickepm@auburn.edu for credit.

Tuesday 2/2 Practicing Elevator Speeches/Writing Thank You's
Assignments: Read pgs. 7 & 8 in CDS Handbook. Make any additional changes needed to resume, print out to bring to next class. Find an article on effective ways to find job leads, how to network for a job, etc. Read and bring to next class

Thursday 2/4 Share articles.
Assignment: Take the Strong Interest Inventory before 2/8

Tuesday, 2/9 Work Values
Assignment: Take TypeFocus and printout 4-letter code results. Complete the "Work Values" portion of Personal Assessment Summary.

CAREER EXPO FOR ENGINEERING & NON-TECHNICAL (TUES 2/9, 3 - 7 AU Hotel)

Thursday 2/11 Strong Interest Inventory Interpretation*
Assignment: Complete the Strong Interest Inventory section of Personal Assessment Summary.

***IMPORTANT!** If you miss class on 2/11, you must register to attend a CDS Group Interpretation in order to obtain your results from the Strong Interest Inventory. Go to https://web8.duc.auburn.edu/career_services/cppformreschedule.php to register for the group date and time you plan to attend.

CAREER EXPO FOR BUSINESS & TECHNICAL (TUES 2/11, 3 - 7 AU Hotel)

Tuesday 2/16 Type Focus
Assignments: Complete the TypeFocus section of the Personal Assessment Summary. Write thank you e-mails or letters to employers of interest from either career expo. Save copies of e-mails and attach business card(s).

Thursday 2/18 Review Career Expo experience/CAREER EXPO RESEARCH & PREPARATION ASSIGNMENTS DUE IN CLASS/ Temperaments
Assignments: Complete Temperaments section and the last section of the Personal Assessments & Summary.

Tuesday 2/23 Researching occupation(s) / Informational Interviewing / Career Research Paper Outline distributed
Assignments: Google the Department of Labor's Occupational Outlook Handbook and use the search to obtain information on the career you are considering. Print out the report. Use the information in your Career Research Paper. Contact a professional in your field of interest and schedule a 30 minute interview (allow an hour).

Thursday 2/25 PERSONAL ASSESSMENTS & SUMMARY PAPER DUE IN CLASS /Career Research in CDS Library and/or AU Library. (Find one to three

resources on the occupation you are researching and include new information in your paper as well as documenting these additional resources.)

Assignment: Add additional information to your Career Research Paper.

Tuesday 3/2

Informational Interview (no class)

Assignment: Ask for their business card, write a thank you letter or e-mail, make a copy and attach their card to your copy. Send the thank you! Complete this section of Career Research Paper and finish the rest of the paper at this point.

EDUCATION INTERVIEW DAY (TUES 3/2 9 - 3 AU Hotel)

Thursday 3/4

Is Graduate School in your future?

Assignment: Read page 9 in CDS Handbook. Work on Personal Statement and bring draft to next class

Tuesday 3/9

CAREER RESEARCH PAPER & PACKET DUE IN CLASS/Research Graduate Schools and admission requirements in CDS Library / have your personal statement reviewed in class

Assignments: Complete the Graduate School Research & Personal Statement.

Thursday 3/11

GRADUATE SCHOOL PREPARATION PACKET DUE IN CLASS/
Creating your portfolio/ Watch "Take 5" clip on Skills Portfolio

Assignment: Read Chapters 1 & 2 of Creating Your Career Portfolio

3/15 – 3/20

Spring Break

Tuesday 3/23

Work Philosophy / Goals / Transferable Skills

Assignments: Write your Work Philosophy and your Goals Statement

Thursday 3/25

Identifying your skills

Assignments: Read Chapter 4. Using the Skills List on pages 144 – 147, make a list of which skills are necessary for your career field. Make tabs for the most critical skills. Then decide which two to four you currently have out of the list – ones where you have documentation or proof to support that skill. Put these at the front of your skills section. The other tabs are there to remind you to work toward developing these other skills in the future.

Tuesday 3/30

Proving your skills

Assignments: Collect "artifacts" to support your skill areas and bring to next class. Read Chapter 5

Thursday 4/1

Portfolio assembly (in class)

Assignments: Read Chapter 8. Continue to assemble and personalize portfolio including creating your "Statement of Originality and Confidentiality"

Tuesday 4/6

Portfolio "Show & Tell" class critiques.

	<p>Assignments: Use suggestions obtained in class to continue polishing portfolio.</p>
Thursday 4/8	<p>Bring updated Portfolio from Tuesday's "Show & Tell" for class critiques</p> <p>Assignments: Continue polishing portfolio. Read pages 28 - 35 in CDS Handbook</p>
Tuesday 4/13	<p>Cover Letters & References Page / Take 5: Cover Letters</p> <p>Assignments: Find a job listing for your field with contact information. Write a <u>cover letter</u> applying for the position, <u>target your resume</u> for the position, and create a <u>references page</u>. All three drafts due in class on 4/15</p>
Thursday 4/15	<p>Take 5: Interviewing / Interviewing Tips / Drafts w/job listing due in class</p> <p>Assignments: Read pages 36 - 44 in CDS Handbook and Chapter 7 in textbook. Put finishing touches on Portfolio (due in class on 4/22)</p>
Tuesday 4/20	<p>Interviewing Game / Using your Career Portfolio during an interview/InterviewStream</p> <p>Assignments: Practice interviewing using InterviewStream in TRL. Complete InterviewStream Reaction Paper</p>
Thursday 4/22	<p>Juggling multiple job offers and negotiating salaries / SKILLS PORTFOLIO DUE IN CLASS</p> <p>Assignments: Locate current salary offers nationally and by AU Majors (if available) and include this information in your job search section. Work on application packet (cover letter, resume, and/or reference page)</p>
Tuesday 4/27	<p>Application packet reviewed and returned / InterviewStream Reaction Paper due in class / Departmental Class Evaluations Completed</p> <p>Assignments: Perfect your application packet to be entered into contest on 4/29</p>
Tuesday 4/29	<p>Application Packet Contest (5 BONUS POINTS)/ Job Search Confidence Survey</p>

GRADING

ASSIGNMENTS	MAXIMUM POINTS	EARNED POINTS
ARTICLES: Working World Today (due 1/8)	2	_____
Career Fair Topic (due 1/22)	2	_____
Networking/Finding Job Leads (due 2/3)	2	_____
CAREER EXPO RESEARCH & PREPARATION (due 2/17) (Includes Research on 3 Companies & Questions for each, Elevator Speech, Resume, TRL registration, and Copies of Thank You's w/business cards)	12	_____
PERSONAL ASSESSMENTS & SUMMARY (due 2/24) (Includes Work Values Game, Strong Interest Inventory Report, MBTI Report, Temperament Information, and Personal Assessment Summary)	14	_____
CAREER RESEARCH (due 3/5) (Includes What Can I Do W/a Major In?, Occupational Outlook Handbook printout, Additional notes from CDS Library, Copy of Thank You w/business card attached, Career Research Paper)	18	_____
GRADUATE SCHOOL PREPARATION (due 3/12) (Includes personal statement & Grad School Research Paper)	8	_____
JOB APPLICATION & PERFECT INTERVIEW (due 4/23) (Includes job listing, targeted resume, cover letter, references, and Perfect Interview Reaction Paper)	14	_____
SKILLS PORTFOLIO including: (due 4/23) STATEMENT OF ORIGINALITY & CONFIDENTIALITY WORK PHILOSOPHY CAREER GOALS RESUME SKILL AREAS (2 – 4 skills with supporting artifacts for each including work samples, skill sets, community service/volunteer activities, applicable certifications/recognition directly related to the skill, and/or works in progress) AWARDS & RECOGNITION (Optional) PROFESSIONAL MEMBERSHIPS & DEVELOPMENT (Optional) REFERENCE MATERIALS: ACADEMIC PLAN OF STUDY/TRANSCRIPT FACULTY & EMPLOYERS BIO (Optional) REFERENCES PAGE	28	_____
Total: 100		_____
Bonus Points Earned: 2 X _____ Workshops attended	_____ Application Packet Winner	+ _____
Unexcused Absences _____ X 2		- _____
Grading Scale: A: 90 – 100 D: 60 - 69		Final Points. _____
B: 80 – 89 F: 59 and below		Final Grade _____
C: 70 - 79		