**AUBURN UNIVERSITY**

**SYLLABUS**

**Course Number:**  COUN 2970-005 (Spring 2011)

**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 1218

**Instructor:** Phyllis Bickers: bickepm@auburn.edu

**Co-Instructors:** Meghan Hunt & Sarah Leist

**Office:** Career Development Services Office, 303 Martin Hall

**Office Hours:** Available by appointment

**Phone:** (334) 844-4744

**E-mail:** Meghan Hunt: huntmeg@auburn.edu

 Sarah Leist: skl0006@auburn.edu

## 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.

**TEXTBOOK:** Williams, A. G. & Hall, K. J. (2008). *Creating Your Career Portfolio, 3rd Edition*. Indianapolis, IN: Learnovation, LLC.

**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.)

**MATERIALS REQUIRED:**

1. 3 ring binder preferably with zipper
2. Clear sheet protectors
3. Extra-wide 3 ring tabs with labels
4. See Chapter 1 and 9 for further details

**CLASS SCHEDULE AND ASSIGNMENTS – Subject To Change**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates:** | **Course Topic:** | **Reading Due:** | **Assignments Due:** |
| Tues. 1/11/11Canceled due to National Championship | Introductions / Syllabus review / Job Search Confidence Survey |  |  |
| Thurs. 1/13/11 | Share articles in class |  | Bring article on the “working world today” to share in class |
| Tues. 1/18/11 | Writing Resumes/Take 5: Resume Tips | Pages 11 - 25 in CDS Handbook and Chapter 3 in textbook  |  |
| **INTERNSHIP & SUMMER JOB FAIR – January 19th 10:00 – 2:00 STUDENT CENTER** |
| Thurs. 1/20/11 | Resumes critiqued/Take 5: Demystifying Career Fairs |  | Resume Draft |
| Tues. 1/25/11 | Share Career Fair articles/Career Expo who’s coming?/ Researching companies attending Career Expo |  | Edited Resume; Print “What Can I Do With a Major In?”; Prepare to share assigned research articles |
| Thurs. 1/27/11 | Tiger Recruiting Link / Turn-in resume/Elevator Speeches |  | 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.); Final draft of resume due |
| Tues. 2/1/11 | Practicing Elevator Speeches/Writing Thank You’s |  | Develop your elevator speech. Register in TRL and download resume. When you receive e-mail welcoming you to TRL, print email and bring to class |
| Thurs. 2/3/11 | Share articles | Read pgs. 9 & 10 in CDS Handbook.  | Find an article on effective ways to find job leads, how to network for a job, etc. Read |
| Tues. 2/8/11 | Work Values |  | Take the Strong Interest Inventory before Monday |
| **CAREER EXPO FOR ENGINEERING & NON-TECHNICAL –February 8th, 3 - 7 AU Hotel****CAREER EXPO FOR BUSINESS & NON-TECHNICAL- February 10th , 3 - 7 AU Hotel** |
| Thurs. 2/10/11 | Strong Interest Inventory Interpretation |  | Complete the Strong Interest Inventory section of Personal Assessment Summary |
|  |
| Tues. 2/15/11 | Type Focus |  | 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).  |
| Thurs. 2/17/11 | Review Career Expo experience / Temperaments |  | 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). CAREER EXPO RESEARCH & PREPARATION ASSIGNMENTS DUE IN CLASS |
| Tues. 2/22/11 | Researching occupation(s) / Informational Interviewing / Career Research Paper Outline distributed |  | Complete Temperaments section and the last section of the Personal Assessments & Summary |
| Thurs. 2/24/11 | Career Research in CDS Library and/or AU Library.  |  | 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). PERSONAL ASSESSMENTS & SUMMARY PAPER  |
| Tues. 3/1/11NO CLASS | Informational Interview  |  | Add additional information to your Career Research Paper |
| **EDUCATION INTERVIEW DAY- February 28th, 9 - 3 AU Hotel** |
| Thurs. 3/3/11 | Is Graduate School in your future? |  |  |
| Tues. 3/8/11 | Research Graduate Schools and admission requirements in CDS Library / have your personal statement reviewed in class | Read page 8 in CDS Handbook | Personal Statement draft due; CAREER RESEARCH PAPER & PACKET |
| Thurs. 3/10/11 | Creating your portfolio/ Watch “Take 5” clip on Skills Portfolio |  | Graduate School Research & Personal Statement  |
| Spring Break |
| Tues. 3/22/11 | Work Philosophy / Goals / Transferable Skills | Read Chapters 1 & 2 of Creating Your Career Portfolio | None |
| Thurs. 3/24/11 | Guest Speaker |  | Strength Assessment |
| Tues. 3/29/11 | Identifying your skills | Read pages 36-37  | Work Philosophy and your Goals Statement |
| Thurs. 3/31/11 | Proving your skills | 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 |
| Tues. 4/5/11 | Portfolio assembly and Peer Review | Read Chapter 5 & 8 | Collect “artifacts’ to support your skill areas;“Statement of Originality and Confidentiality”  |
| Thurs. 4/7/11 | Internet Etiquette |  | None |
| Tues. 4/12/11 | Cover Letters & References Page / Take 5: Cover Letters | Read pages 28 - 33 in CDS Handbook | None |
| Thurs. 4/14/11 | Take 5: Interviewing / Interviewing Tips | 36- 40 in CDS Handbook; Chapter 7 | Find a job listing for your field with contact information. Write a cover letter applying for the position, target your resume for the position, and create a references page drafts  |
| Tues. 4/19/11 | Interviewing Game / Using your Career Portfolio during an interview/InterviewStream |  | Practice interviewing using InterviewStream in TRL.  |
| Thurs. 4/21/11 | Juggling multiple job offers and negotiating salaries | 41-42 in CDS Handbook | SKILLS PORTFOLIO  |
| Tues. 4/26/11 | Departmental Class Evaluations Completed Application Packet Contest (5 BONUS POINTS)/ Job Search Confidence Survey |  | Locate current salary offers nationally and by AU Majors (if available) and include this information in your job search section. InterviewStream Reaction Paper; Application Packet |

**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. 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.
2. 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.**
3. Attendance is vital to your success in this class; **therefore 2 points will be deducted for every unexcused absence.**
4. Policies regarding excused absences (as per criteria listed in the 2009-10 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 two weeks after student has returned to class.
5. Students are expected to attend all classes and to arrive on time. Also, all electronic devices must be turned off before class starts
6. Incomplete grades will be considered only for bona fide medical reasons (see *Tiger Cub*).
7. Written reports will be submitted to the instructor typed (size 12 font) and double-spaced.
8. 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!)
9. Students are responsible for initiating arrangements for missed work.
10. **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).
11. **Honesty Code**: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.
12. **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
13. 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.**

**GRADING**

 **MAXIMUM EARNED**

**ASSIGNMENTS POINTS** **POINTS**

ARTICLES: Working World Today 2 \_\_\_\_\_\_

 Career Fair Topic 2 \_\_\_\_\_\_

 Networking/Finding Job Leads 2 \_\_\_\_\_\_

CAREER EXPO RESEARCH & PREPARATION 12 \_\_\_\_\_\_

(Includes Research on 3 Companies & Questions

for each, Elevator Speech, Resume, TRL registration,

and Copies of Thank You’s w/business cards)

PERSONAL ASSESSMENTS & SUMMARY 14 \_\_\_\_\_\_

(Includes Work Values Game, Strong Interest

Inventory Report, MBTI Report, Temperament
Information, and Personal Assessment Summary

CAREER RESEARCH 18 \_\_\_\_\_\_

(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)

GRADUATE SCHOOL PREPARATION 8 \_\_\_\_\_\_

(Includes personal statement & Grad School Research

Paper)

JOB APPLICATION & PERFECT INTERVIEW 14 \_\_\_\_\_\_

(Includes job listing, targeted resume, cover letter,

references, and Perfect Interview Reaction Paper)

SKILLS PORTFOLIO including: 28 \_\_\_\_\_\_

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

 **\_\_\_\_\_/100**

2 X \_\_\_\_ Workshops attended + \_\_\_ Application Packet Winner Bonus Points Earned: + \_\_\_\_\_\_

Unexcused Absences \_\_\_\_\_ X 2 -\_\_\_\_\_\_

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

 Final Grade: \_\_\_\_\_\_

Grading Scale: A: 90 – 100 B: 80 – 89 C: 70 – 79 D: 60 – 69 F: 59 and below