

COUN 3000-001: Career Success

TR 11:00 AM

Instructor: Addye Buckley-Burnell, NCC, LPC

Email: AddyeBB@auburn.edu

Office Location: Martin Hall 303

2 Credit Hour Course

Class Location: Haley 2438

Office Phone: (334) 844-4744

Office Hours: TR 10:00 AM

COUN 3000: Career Success assists students who have selected an academic major and who are beginning internship or full-time job searches, or who are making decisions on graduate and professional school. The course is designed to help students in developing a career plan and investigating the work world in terms of the students' career/life goals. Students will learn the dynamics of decision-making, the importance of gaining experience in their field of interest, and job search skills. They will engage in career research, resume writing, portfolio development, interviewing, networking and other career development practices. The transition from college student to professional will be discussed including first year on the job advice, finances, relocations, and adjustment.

OBJECTIVES

- Students will create useful career-related documents, including resumes, cover letters/inquiry letters, statements of purpose, ePortfolios, etc.
- Students will better understand their role in the job search and career planning.
- Students will learn about and engage in the creation of effective methods of connecting with employers and/or graduate schools about opportunities.
- Students will learn to find sources of information including salaries, job benefits, employer annual reports, trade journals, and salary negotiation tools using the library's databases, periodicals/newspapers, and internet.
- Students will learn to find and utilize sources of information about job openings.
- Students will learn how to create and utilize a professional network to facilitate a job search.
- Students will learn to market themselves effectively in person, online, and through correspondence.
- Students will learn how to be effective in panel interviews, individual interviews, telephone interviews, interviews over food, and video interviews.
- Students will learn the basics of effectively transitioning into the work world including budgeting/finances, housing, relocating, etc.

REQUIRED BOOK OR TECHNOLOGY

There is no textbook required for this online course but access to technology is required including -

- Canvas- <https://auburn.instructure.com/login>
- Career Center Handbook- <http://www.auburn.edu/career/students/handbook.pdf>
- Tiger Recruiting Link Account- <http://jobs.auburn.edu/>

*there is no cost for these programs

ATTENDANCE POLICY:

Attendance is taken at the beginning of each class period. The student is expected to attend all classes, except in the case of a University-approved excused absence (see the Student Policy eHandbook: www.auburn.edu/studentpolicies). In the case of an *expected* absence, advance notice should be provided to the instructor as soon as such absence is known. Except in the case of a University-excused absence, it is the instructor's prerogative to deem an absence excused or unexcused. In the case of a University-excused absence, all assignments will be due at the beginning of the next class attended.

- **ONE UNEXCUSED ABSENCE WILL BE ALLOWED. EACH ADDITIONAL ABSENCE MAY RESULT IN A LETTER GRADE REDUCTION (from the final grade) PER ABSENCE.**
- **Each instance of tardiness may count as one-half of an unexcused absence.**

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).

ACADEMIC HONESTY:

Auburn University expects students to pursue their academic work with honesty and integrity. The Academic Honesty Code is available in the Student Policy eHandbook (www.auburn.edu/studentpolicies) and contains a list of those actions that are considered cheating and the possible consequences they carry. Violations of the Academic Honesty Code will NOT be tolerated in this course.

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Date	Topic	Assignment	Due Date	Points
Thursday, January 15	Introductions Review Syllabus	<ul style="list-style-type: none"> Post introduction on Canvas with photo 	Jan 20	10
Tuesday, January 20	Career vs. Job Transferable skills	<ul style="list-style-type: none"> Skills sheet showing and how you can demonstrate them 	Jan 22	10
Thursday, January 22	Motivation/Influences Values	<ul style="list-style-type: none"> Create a master list of your résumé using very basic formatting and lists for class on January 26 	Jan 27	
Tuesday, January 27	Résumé Writing <ul style="list-style-type: none"> Bring master list to class 	<ul style="list-style-type: none"> Create a résumé using correct formatting and condense to 1 page if possible 	Jan 29	10
Thursday, January 29	Résumé Writing 2 <ul style="list-style-type: none"> Bring resume to class 	<ul style="list-style-type: none"> Final drafts of résumé 	Feb 3	20
Tuesday, February 3	Career Fair Preparation 30 second commercials	<ul style="list-style-type: none"> Write out draft of 30 second commercial 	Feb 5	10
Thursday, February 5	Thank You Following-up	<ul style="list-style-type: none"> Create a thank you letter 	Feb 10	10
Tuesday, February 10	What to do with your major Staying flexible Decision-making	Decision-making worksheet: <ul style="list-style-type: none"> Research different possible careers using your major. Create list of 5 compare and contrast the positions 	Feb 12	10
Engineering and Technical Career Expo Tuesday, February 10 3:00-7:00 AUHotel and Dixon Conference Center		Extra Credit: <ul style="list-style-type: none"> Check-in to event dressed in business professional attire 		
Thursday, February 12	Job Search Strategies Job Search resources	<ul style="list-style-type: none"> Create list of all web and print resources available to use for your search 	Feb 19	10

Tuesday, February 17	Job Descriptions Government Jobs Application process	<ul style="list-style-type: none"> • set conference appointment with Addye 	April 1 or 2	10
Thursday, February 19	Networking Social Media Networking Informational Interviews	<ul style="list-style-type: none"> • Fill out networking handout • Create LinkedIn Profile and connect with Addye • Conduct an informational interview or job shadow and write 1-2 page reflection paper 	Feb 26 Apr 9	10 100
Tuesday, February 24	ePortfolios and online presence	<ul style="list-style-type: none"> • Create an ePortfolio and send link to Addye 	Rough draft Mar 31	10
Thursday, February 26	Writing Cover letters Inquiry Letters	<ul style="list-style-type: none"> • Draft either a cover letter or letter of inquiry based on a job description 	Mar 3	20
Tuesday, March 3	Graduate School Search Personal Statements	<ul style="list-style-type: none"> • Reaction paper to 2 separate blog postings on Student Branding Blog 	Mar 10	10
Thursday, March 5	Panel Discussion	<ul style="list-style-type: none"> • Write a thank you letter to each person on the panel 	Mar 10	15
Tuesday, March 10	Road Trip Nation	<ul style="list-style-type: none"> • Revise draft of cover letter 	Mar 17	20
Thursday, March 12	Panel of alumni	<ul style="list-style-type: none"> • Write a thank you letter to each person on the panel 	Mar 17	15
Tuesday, March 17	Interviewing/ Behavioral Interviewing	<ul style="list-style-type: none"> • Answer 5 common interview questions and one of the behavioral questions on InterviewStream • complete mock interview 	Mar 19 By Apr 16	10 50
Thursday, March 19	Employer Expectations Dress for Success			
Tuesday, March 24 & Thursday, March 26	Spring Break			
Tuesday, March 31	Accepting/Declining offers Salary Negotiations Benefits Basics	<ul style="list-style-type: none"> • Write a draft of an acceptance or rejection letter 	Apr 7	20

Thursday, April 2	No Class- conferences			
Tuesday, April 7	SMART Goal Setting First year on the job	<ul style="list-style-type: none"> • Create list of 2 short-term SMART goals for your first year on the job and 2 long-term SMART goals 	Apr 9	10
All Majors Career Expo Tuesday, April 7 3:00-7:00 AU Hotel and Dixon Conference Center		Extra Credit: <ul style="list-style-type: none"> • Check-in to event dressed in business professional attire 		
Thursday, April 9	Positive visualization Relaxation day!	Take TypeFocus and bring results to class on April 13		
Tuesday, April 14	Working with others: Generational differences	<ul style="list-style-type: none"> • TypeFocus reflection 	Apr 21	40
Thursday, April 16	Multicultural/International Awareness Gratitude	<ul style="list-style-type: none"> • Thank you letter to someone who has impacted your life Sealed within an addressed and stamped envelope 	Apr 21	10
Tuesday, April 21	Budgeting	<ul style="list-style-type: none"> • Fill out budget worksheet 	Apr 23	10
Thursday, April 23	Transitioning from college to career			
Wednesday, May 6 noon	Final	ePortfolio Due		50

Point Values of Activities/Assignments

Assignment	Due Date	Point Value	Points Earned
Introduction Post on Canvas	January 20	10	
Skills sheet	January 22	10	
Résumé/CV Draft	January 29	10	
Résumé/CV Final Draft	February 3	20	
30 Second Commercial	February 5	10	
Sample Thank you letter	February 10	10	
Decision Making worksheet	February 12	10	
List of Resources	February 19	10	
LinkedIn Profile	February 26	10	
ePortfolio- rough version	March 31	20	
Cover Letter/Letter of Inquiry Draft 1	March 3	10	
Thank you letter to each person on panel 1	March 10	15	
Student Branding Blog Response	March 10	10	
Cover letter/ Letter of Inquiry Final	March 17	20	
Thank you letter to each person on panel 2	March 17	15	
Interview Questions/Answers	March 19	10	
Conference with Addye	April 1 or 2	10	
Acceptance/Rejection letter	April 7	20	
SMART goals for first year on the job	April 9	10	
Informational Interview	April 9	100	
Mock Interview	April 16	50	
TypeFocus Reflection	April 21	40	
Letter of gratitude	April 21	10	
Budget Worksheet	April 23	10	
ePortfolio for Job Search (Final)	May 6	50	
Total*		500	

GRADING SCALE: A= 90%-100%

B= 80%-89%

C= 70%-79%

D= 60%-69%

F= <=59