

Education 164 - Introduction to Career Planning

Winter Quarter 2007, Tuesday and Thursday - 12:30 - 1:45; Phelps 3505

Career Services Website - www.career.ucsb.edu

"This course is about teaching students to clarify what they want and need in an ideal career, helping them make positive declarative statements about what they want from the world of work and what they intend to do to make that happen."

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Office Hour, Thursday 4-5pm

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Text for class:

1. Get Clear on Your Career by Cooper, Maestas & Snyder
2. The Complete Job Search Handbook by Howard Figler
3. Unlimited Options - Reader purchased in class

Recommended Reading: Quarterlife Crisis: The Unique Challenges of Life in Your Twenties by Robbins & Wilner

Dates to remember:

- Feb. 13 - Papers due in class
- Feb. 27 - Informational Interview papers due to TA's
- Mar. 8 - Workbooks due to TAs in Discussion
- Mar. 13 - Review for final
- Mar. 15 - Final in class

How Grades will be assigned:

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|---------------------------|------------------|
| Major Assignment - 20% | Final Exam - 40% |
| Workbook & Homework - 20% | Discussion - 20% |

Major Assignment - Write a 7-page reflection paper typed, double-spaced and error free identifying your earliest memories of work as part of what adults did. What attitudes about work did you observe from the adults around you as a child? What do your parents do for a living and how do they feel about their working lives? What did they want to be when they grew up? Did they do it? Why not? If they could do anything what would it be? Why aren't they doing it? How did their working interfere with what you had in mind as a child? Identify other key career moments in your life. Include people who have influenced you in your thoughts about work. These influences can be either positive or negative. Include some of your own working experiences as well as your feelings and observations about the people, responsibilities and work environments you were in.

This paper is designed to help draw out from your life experiences where some of your attitudes about work come from and how they influence the choices you make now and in the future. Take this assignment quite seriously as I will consider it a major influence in grading. I want there to be evidence of

reflection, analysis and interpretation of experiences throughout your life not simply a stroll through your life so far. This will involve talking to your parents about their working lives and using the material and concepts covered in lecture and class readings to describe events from a career perspective. **Due Feb.13 to Professor Maestas.**

Information Interviews Reflection Paper - You will conduct two information interviews with two different individuals who work in career fields that interest you. To prepare for the interviews, read about the industry, organization, and even the individual if possible. You will be able to ask more informed questions and can often find information online or in the Career Resource room. It is best to arrange a mutually convenient time (about 30 minutes) to speak with each individual in person or on the phone. Information on how to conduct an Informational Interview and suggested questions to ask can be found on page 10 and 11 of the UCSB Career Manual. The Manual is available in the Career Resource room of Counseling & Career Services.

With your information, write a 2 page reflection paper, typed and double spaced. You can write about what you learned from the interviews and what you think and feel about those jobs and career fields. You can also write about how you felt doing this assignment. **Due Feb. 27 to your TAs.**

Class Schedule and Assignments:

It is important that you attend and participate in all class sessions, as you will be tested on the material in the assigned texts as well as the information shared in lecture. Discussions are not optional and roll will be taken at each meeting. **Homework and reading assigned in the syllabus will be due to your TA's the following discussion time.** Workbooks with all assignments completed will be collected on **Mar. 8 by TAs.**

Lecture topics and assignments:

Jan. 9 - Introduction to class/Review of syllabus/questions from you.

Lecture - Change and the Career Planning Process

Assignments:

- A) Go to the Career Services website - www.career.ucsb.edu - and register for Gaucholink. All students in ED164 must be registered to use Gaucholink in order to access material needed for this class.
- B) Bring \$15 to class Thursday, cash or check made out to Prosperity Press for reader.
- C) Read the Introduction and Part I of The Complete Job Search Handbook (pp. 1-86)

Jan. 11 - Lecture - The Professional Self Model

Assignments:

- A) Pick up this weeks issue of *Time* or *Newsweek* and read it from cover to cover. Bring the magazine to class next session. Does the magazine provide information that is similar to the categories in Part 2 of the PSM - Researching the Job Market? Be prepared to discuss.
- B) Exercises 1-2 and 4-6 in *Get Clear on your Career*.

Jan. 16 - Lecture - Becoming a Good Career Consumer/ Words to Set the Stage for Change

Assignments:

- A) Use the computers in the Career Resource Room in Career Services and open the CHOICES program on the desktop. Once that is done, complete the **Transferable**

Work Content Skills Checklist. If you need help to access this, please ask the Career Peers for help. Make a copy of the results. Bring to discussion.

- B) Read Unlimited Options reader.
- C) Complete Exercise 19 in *Get Clear on Your Career*

Jan. 18 - Discussion groups

You will be assigned discussion groups that will meet with every Thursday for the remainder of the quarter. Please note a portion of your grade will be assigned by your TA as a reflection of your active participation (or not) in your discussion group.

Jan. 23 - Lecture - Skills & Abilities - Self-confidence from A to Z

Interviewing Strategies - Tell me all about your self? Yikes!!!

Guest Lecturer - Ms. Laurie Pederson - Target Corporation/Talent Recruiter

Assignments:

- A) Complete exercise 11 in *Get Clear on Your Career*. At the bottom of page 39 make a list of 8 of data/information, people, and things skills you have identified in this exercise. Be prepared to talk about them in discussion.
- B) Complete Exercise 28 in *Get Clear on Your Career*. During the next discussion be prepared to answer any of the questions in this exercise as if you were in an interview.
- C) Read Part V in *The Complete Job Search Handbook* (pp. 225-265)

Jan. 25 - Discussion Group

Jan. 30 - Lecture - Interests - Using your Strong Interest Inventory to align your interests with careers.

Strong Interest Interpreter - Karen Iwasaka/Career Services

Assignments:

In the Career Resource room research three careers you identified in your Strong Interest Inventory using computer information and books that refer to your selected careers. If you don't know how to do this ask the Career Peers for help. Be prepared to discuss your choices and what you learned about them at discussion.

Hint: Using the Careers by Interest section of our web page www.career.ucsb.edu under the menu "Career Planning" will give you information regarding thousands of careers. If you don't know how to access this be sure to ask a career peer to show you how.

Feb. 1 - Discussion Group

Feb. 6 - Lecture - Your own personal style/Why We Do the Things We Do?

Myers-Briggs - Our personal preferences

Assignment

- A) Read handouts received in class today

Feb. 8 - Discussion Groups - **ATTENTION: Papers due in class next Tuesday.**

Feb. 13 - Lecture - Resumes/Cover Letters/Correspondence

Resumes - The employers "de-selection tool".

Assignments:

- A) Complete Exercise 26 in *Get Clear on Your Career*. Pick up **2006-2007 Career Manual** in the Career Resource Room of Career Services. Turn to pages 22-30 and use this as a guide to update or develop a new resume and cover letter. Take a sample of these to Discussion for review & critique.
- B) Complete Exercise 27 in *Get Clear on Your Career*.
Prepare one piece of correspondence that accepts a job offer from an employer and one piece of correspondence that requests information from the contact person (a query letter). See Correspondence chapter in reader.
- C) Read Part III in *The Complete Job Search Handbook* (pp. 145-181)

Feb. 15 - Discussion Groups

Feb. 20 - Lecture - Values - The emotional salary of work. What must I have at the job?
Negotiation Skills - The slow dance of job search.

Assignments:

- A) Read handouts received in class today.
- B) Read Part IV in *The Complete Job Search Handbook* (pp 185-221)
- C) Complete ex. 8 in *Get Clear on Your Career*

Feb. 22 - Discussion groups - **Information interviews reflection paper due today**

Feb. 27 - Lecture - Work/Family Balance

Assignments:

- A) Complete exercises 16, 17 and 18 in *Get Clear on Your Career*.

Mar. 1 - Discussion groups

Mar. 6 - Lecture - Researching the Job Market/Correspondence

Assignments:

- A) On the Internet and in the Career Resource room research industry information, organizational information and geographic information about the area in which you wish to work. **See page 19 in Career Manual for useful sites.** Identify three Professional Organizations that you could use to receive additional information about three of the careers you selected from the Strong Interest Inventory.
- B) Complete exercise 20 in *Get Clear on Your Career*
- C) Read Part II of *The Complete Job Search Handbook* (pp. 89-142)

Mar. 8 - Discussion Groups

Completed workbooks due to TA's today.

Mar. 13 - Review for final

Mar. 15 - Final in class