

EXP-0018-AF: Personal Career Development
Fall 2014
Jackson Hall 006

INSTRUCTORS

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COURSE DESCRIPTION

This course is for SOPHOMORES. Based on an examination of selected career development theories, student will apply key concepts to their own career development process, focusing on thoughtful self-reflection, major and career exploration, and the value of internships as a tool in the exploration and decision-making process. Through reading assignments, analysis, and writing, students will discover more about themselves and the world of work. This course is ideally suited to sophomores who are beginning the career planning and decision-making process.

REQUIREMENTS

- Weekly attendance is required. No shows are unacceptable. One excused absence will be allowed; contact instructor by 12pm on day of class in order to be excused or if you are ill.
- Class participation is required.
- Timely completion of all assignments is required to pass this course. Assignments should be submitted to the instructor's email account.
- Laptop/tablet policy: Surfing the web is not permitted during class. A laptop/tablet is permitted during class when the syllabus calls for it. Instructor may ask students to close laptops during class.
- Cell phone policy: Texting and emailing are not permitted during class. Please have phone shut off or on silent and put away during class.

SYLLABUS

SECTION 1: SELF ASSESSMENT

CLASS #1 (9/2/14): Objective: Students will become familiar with course syllabus and requirements, and will also gain familiarity with selected career development theories

- Introductions and icebreaker
- Overview of course and syllabus, resources, and assignments/projects
- Overview theories of career development (which will be incorporated into exercises throughout semester; theories include Holland's Theory of Occupational Choice, Chaos Theory of Careers, and Happenstance Learning Theory)
- Introduction of web-based assessment tool, FOCUS2

Homework Assignments Due Next Week:

- Register online for FOCUS2
- Complete *Work Interests*, *Leisure Interests* and *Skills* sections of Focus 2
- Select 2 Career Center Fall programs to attend and submit choices to instructor; a one-paragraph personal reflection will be due the week after you attend each event

CLASS #2 (9/9/14): Objective: Students will discuss/engage in self-assessment as part of the career development process, including interests, skills, personality, values, family influences, and the effects of role models (to continue over next several weeks)

- Explore interests through in-class activity (The Party Game) incorporating Holland's Theory of Occupational Choice
- Discuss results of *Work Interests*, *Leisure Interests*, and *Skills* sections of Focus 2
- Participate in skills/accomplishments activity

Homework Assignments Due Next Week:

- Complete personal reflection on *Work Interests*, *Leisure Interests* and *Skills* sections of Focus 2
- Complete *Personality* section of Focus 2

CLASS #3 (9/16/14): Objective: Students will continue discussion of self-assessment and the career development process

- Discuss results of *Personality* section of Focus 2; explore personality through in-class activity
- Begin Family and Culture exercise in class

Homework Assignments Due Next Week:

- Finish Family and Culture exercise
- Complete *Values* section of Focus 2

CLASS #4 (9/23/14): Objective: Students will continue discussion of self-assessment and the career development process

- Discuss Family and Culture and *Values* exercises
- Values auction and small group activities

Homework Assignments Due Next Week:

- Complete personal reflection of Family and Culture and *Values* exercises
- Complete *Academic Strengths* section of Focus 2
- Schedule check-in appointment during month of October with Instructor

SECTION 2: CONNECTING MAJORS & CAREERS

CLASS #5 (9/30/14): Objective: Students will be able to evaluate and apply the results of their career assessments; *Guest speakers: Advising Deans and Curriculum Transition Advisors*

- Dean and CTA will discuss the mechanics of the choosing a major process
- Discuss *Academic Strengths* exercise
- Complete “Educational Accomplishments” exercise in *Your Work Experiences and Educational Accomplishments* section of Focus 2
- Submit date and time of meeting with instructor in October

Homework Assignments Due Next Week:

- Complete personal reflection of *Academic Strengths* and *Educational Accomplishments* exercises and the Dean’s discussion
- Complete *What Can You Do With a Major In . . . at Tufts University?* section of Focus 2

CLASS #6 (10/7/14): Objective: Students will be able to summarize and integrate personal self-assessment data and identify 1-2 majors to research further; students will be able to use informational interviewing to explore majors

- Discuss results of *What Can You Do With a Major In . . . at Tufts University?* section of Focus 2
- Introduction of Informational Interviewing to choose a major
- Review Tufts Career Center web resources including Tufts Career Advisory Network, Tufts Internship Profiles (TIP), Class of 2013 Destination Survey, and What Can I Do With This Major?

Homework Assignments Due Next Week:

- Identify 2 majors to explore based on personal interest and activities and conduct 2 informational interviews with current students in those majors; complete activity reports for each interview; **first due on 10/14/14 and second due on 10/21/14**

CLASS #7 (10/14/14): Objective: Students will be able to summarize and integrate personal self-assessment data and identify career fields to research; students will learn how to use selected online resources to explore career fields

- Complete *Explore Options Related to any Major Area of Study* section of Focus 2
- Identify and research 2 careers to explore further; discussion of careers/occupations vs. industries
- Overview of online resources such as O*Net and Spotlight on Careers

Homework Assignments Due Next Week:

- Complete *Compare Two Occupations Side by Side* section of Focus 2
- Begin the *Build Your Action Plan* section of Focus 2
- Complete worksheets for the 2 careers you decided to explore further based on completion of the *Explore Options Related to any Major Area of Study* and *Compare Two Occupations Side by Side* sections of Focus 2

SECTION 3: INTERNSHIP SEARCH & NETWORKING

CLASS #8 (10/21/14): Objective: Students will learn effective internship search strategies and how to make the most of your internship

- Student and Employer Internship Panel (COMBINE CLASSES THIS WEEK, Dowling 745)
- Present internship search strategies and resources

Homework Assignments Due Next Week:

- Create Jumbo Jobs account and update profile
- Review Career Center resume handouts and start draft of resume
- Complete *Your Work Experiences* section of Focus 2

CLASS #9 (10/29/14): Objective: Students will be able to create/update their resume and understand the components of a cover letter as a marketing document

- Resume and cover letter presentation
- Participate in resume review activity

Homework Assignments Due Next Week:

- Complete draft of your resume, have it critiqued in the Career Center and submit to instructor through email

CLASS #10 (11/4/14): Objective: Students will be able to use networking and informational interviewing to explore careers and search for internships

- Discuss networking and informational interviewing for career exploration and internship search
- Create and deliver 30 second introduction
- Explore alumni profiles in the Tufts Career Advisory Network and LinkedIn

Homework Assignments Due Next Week:

- Do 1 informational interview and complete activity report (**due on 11/25/14**); identify interview target subject and email name to instructor by 11/11/14
- Create a username and password for LinkedIn at www.linkedin.com

NO CLASS ON 11/11/14: Veterans Day, U.S. Holiday

CLASS #11 (11/18/14): Objective: Students will be able to use LinkedIn to research careers and network; students will learn about the use of Social Media in personal branding, career exploration and the internship search

- Presentation on use of LinkedIn and use of Social Media in personal branding, career exploration and the internship search

Homework Assignments Due Next Week:

- Informational Interview **due 11/25/14**
- Read Career Center interview handout

CLASS #12 (11/25/14): Objective: Students will be able to understand and practice effective interview techniques/strategies; Employer Co-Presenter

- Interview presentation: the importance of storytelling in an interview
- Practice interview questions in class
- Informational Interview report due today

Homework Assignments Due Next Week:

- Complete *Build Your Action Plan* section of Focus 2

CLASS #13 (12/2/14): Wrap-up & Course Evaluation

- Discuss “next steps” as sophomores; how to make the most of winter break
- Evaluation
- Wrap Up