



HDP 98: Career Development & Exploration
Career Services Center (CSC) - Horizon Room
Spring 2011, Fridays 12 noon- 1:50pm

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Course Description

Are you wondering what career path might be right for you? Through this interactive, hands-on course students are guided in exploring their interests, values, skills, and personality and how it relates to the career search. Through class lectures on career development concepts, guest speakers, practice sessions, and assignments, students will conduct research on various careers; receive professional development training; as well as practice and gain confidence in networking and other job search strategies. The course concludes with a career action plan to help the student move forward in their career.

Assignment Details:

Self-Assessments -10 points

Complete both the FOCUS (Interest, Values and Skills) and MBTI (Personality) online career assessment tools. For credit, printout all required reports and bring them with you for use in class interpretation. (Instructions provided in class prior)

Occupational Research – 10 points

Utilizing resources on Career Services Center website, the Career & Internship Resource Library, and UC San Diego library research no less than three careers and complete a career research form for each. At least one of the three should be identified on your assessment results. (Forms provided by instructor)

Resume/Cover Letter Critique – 15 points

Locate a full time job or internship posting on Port Triton. Prepare a resume and cover letter tailored for that particular position. Have your resume and cover letter reviewed and signed by a Career Services Center Advisor. Then update your resume and cover letter to reflect some of those suggestions. For credit please submit all of the following: 1) a copy of the job posting; 2) a critiqued and signed resume & cover letter; and 3) a (corrected) final draft of your resume & cover letter.

Professional Informational Interviewing & Summary Report – 20 points

After conducting an informational interview with a professional in your field of interest, complete a summary form highlighting your goals in meeting with that particular professional, what you learned about the career field and your reaction to it as a possible career choice. (Form provided by instructor)

Interview Practice & Review – 10 points

Complete an InterviewStream Recording & self-rating sheet. Email recording to TA email address and turn in self-reporting sheet. Instructor & TA will review all recordings and provide feedback on the self-reporting sheets.

Comprehensive Career Action Plan -25 points

A detailed action plan with specific steps and a timeline for achieving your career and life goals will be written as part of your final project. Turn in the Comprehensive Career Action Plan and all other assignments in career binder. Instructor & TA will review all action plans and provide feedback.

Career Binder – 10 points

Career Binder Assignment instructions will be covered in class. The Final Career Binder will include all assigned self-reflections, class notes, major assignment results & class handouts. Instructor & TA will review all career binders and provide feedback.

Requirements

This course is offered for Pass/No Pass. To receive a passing grade, students must:

- Attend class meetings. Any absence will result in a 5 point reduction to overall grade
- Read the assignments and come to class prepared to participate actively in discussions
- Complete project assignments as described above and each will be graded Pass/No Pass with the Pass standard being a C or higher. Assignments are due at the beginning of each class. This is so that students will have reflected on the topic of the week and be ready to participate in discussions, and ask informed questions of guest speakers.
- All assignments must be turned in as part of the career binder to pass the course

Academic Integrity

"Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind." Please see UCSD Policy on Integrity of Scholarship at <http://www-senate.ucsd.edu/manual/appendices/app2.htm> - UC San Diego Academic Integrity Office

Assignment Schedule

	<u>Date Due</u>
Self-Assessments	Apr 8/15
Occupational Research	Apr 22
Resume/Cover Letter Critique	May 27
Interview <i>Practice</i> & Review	May 27
Professional <i>Informational</i> Interview & Summary Report	Jun 03
Comprehensive Career Action Plan	Jun 03
Career Binder	Jun 03

EXTRA CREDIT/FOR PRACTICE ACTIVITIES – 5 points MAX

1. Attend any **one** of the following events: Pre-research employers/attendees; interact with a recruiter or panelist; collect their business card or contact information and write them a thank you letter.

Triton Spring Job and Internship Fair (4/6)

Health Professional School Fair (4/13)

Industry Plaza Fest: Green Careers (4/20)

Career Talk with Branding Expert Meg Garlinghouse, LinkedIn (4/14)

Peace Corps 50th Anniversary Celebration & Speaker (4/15)

Coffee Break with a Professional (see calendar of events of dates and fields)

Employer Information Session (see Port Triton for dates)

For extra credit: Submit a brief one-page reaction paper that describes your experience and what you learned. Specifically: What you learned from the pre-research on the organization and event; what you learned from attending the event/interaction with contacts; and how this exercise may fit with your career goals. Also, include a copy of a thank you note you sent to the contact & their contact information. **(5 points max)**

2. Complete your Career Portfolio, including the Skills Matrix section available on TritonLink. For extra credit: Turn in a print out of the completed Skills Matrix and make the Portfolio temporally viewable to instructor & TA. **(5 points)**