

SAN CARLOS APACHE COLLEGE



Syllabus: STU 109 Career Exploration

Course Information

Course Prefix/Number: STU 109	Credit Hours: 2
Semester: Spring 2021	Course Title: Career Exploration
Class Days/Times: Online session	Room: Online

Instructor Information: Rachael Kenton rkenton@tocc.edu 928-475-2016	Office location: The main building M01 Office hours: By appointment
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Texts and Materials: College & Career Success Eighth Edition by Marsha Fralick, Chapters 1-4 (only)

Course Description:
Enhance learning about various occupations and their fit personality career preference the skills, interest, and values. Also, discover work fields, jobs, and college majors that interest you enough to want to learn more. Building your self-confidence, making a plan, figuring out where to start, and take action. The career planning process, self-assessment, majors, resumes, interview process help make the career decision upon your career interest. It also includes an examination of human diversity, values, perspectives as they relate to student success. You are exploring multiple intelligences, interests, values for planning your Education and Career.

Course Objectives:
During this course of this class, students will demonstrate knowledge of college success practicing skills on a personal, community, and global basis to include how to motivate self to be successful, build self-confidence, individual interest in college, majors career planning, resumes, interview process, helping to make a right decision with career explorations.

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Student Learning Outcomes (SLOs):

1. Develop and demonstrate self-knowledge of personal success strategies.
2. Summarize process for a successful Career Plan.
3. Develop several approaches to find your interest in majors, careers based on your learning style.
4. Identify communication skills, both verbal and nonverbal, to increase skills to help with the interview process,
5. Develop a resume development and communication in the workplace.
6. Identify career options interest by filling out an assessment.

Course Timeline:

Week 1

Course Purpose
Review the Syllabus
Student Introduction
Self-Assessment pages 23-27

What's the value of College Education?
short writing assignment #1
Choosing a major and career

Week 2

Personality Types
Choosing a Major that matches your talents/gifts
Personality and Career Choices
Factors in choosing a major
www.kendallhunt.com

Exploring Multiple Intelligences
Interest and Values
Holland Categories
Interest Profiler
Instructions for Research Paper (Famous Person's)

Week 3

Steps in Making Career Decisions
What's your generation?
short writing assignment #2
Career Trends 2020
Working Skills for 21 Century

Week 4

How to Research your career
short writing assignment #3
Sharing Resumes and Cover Letters
short writing assignment #4

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Week 5 Review for Final Post-Test
short writing assignment #5
Share examples of famous person's PowerPoint from previous classes
Prepare for Research/PowerPoint
Prepare for Career Planning Project

Week 6 Discussion Post about your famous person

Week 7 **Post Test/Research Paper due (Required to pass the course)**
All grades are due

Week 8 **Career Planning Project**
Cover Letter
Resumes

Your Career Planning Project Due Final Presentation Project Due September 17, 2020

Cultural Component: We all work together. Respect: all people and opinions, developing a tolerant attitude towards differences. Exploration is encouraged to discover the differences in our traditional culture with modern business and educational culture, recognizing where they compare and contrast while finding the personal balance between these two worlds.

Evaluation and Grading:

<u>Assignment</u>		<u>Points Possible</u>
Self-Assessment		5
Short Writing Assignments (5)	2 points each	10
Discussion Post (8)	5 points each	40
Post Test		100
Research Paper		45
Career Development Plan		100
Total points possible		300

Point Scale

240-300 pts = A

200-239 pts = B

120-199 pts = C

80-119 pts = D

Under 79 = F

Assignments: Self-Assessment, (8) Discussion Post, (5) Short Writing Assignment, Cover Letter, Resume, Famous Person Research Paper and Post Test.

Discussion post: Discussion is successful only when students make their first post on time, allowing others to read multiple posts and respond. Students are required to participate in ten discussions in Canvas. This course is online, requiring debate with other students to get

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the conversation started on the topic for the week. If we were in session, we would dedicate that time in class to reflect on learning.

Career Planning (final presentation): Career Planning Project. It will include your:

Cover Letter

Resume

Famous Individual Research Paper

Introduction

Childhood

Influences or Problems

Accomplishments and Achievements

Conclusion

This project is an individualized and personal plan and will include a **group discussion** to the class and a **3-page research paper** (double spaced, 12 pt font). Follow the MLA format style for the report.

- *Post-Test & Research paper & Career Development Planning is required to pass the course.*

Course Outline:

- I. Understanding Motivation
 - A. How to be Motivated
 - B. Choosing a Major and Career
 - C. Identify motivation and intention levels
 - D. Describe barriers to success
- II. Career Success
 - A. Create a career assessment
 - B. Linear and non-linear time management strategies
 - C. Develop an individualized time management plan
- III. Exploring Your Personality and Major
 - A. Understand Personality Types
 - B. Choose a Major that matches your gifts and talents
 - C. Personality and Career Choice
 - D. Staying motivated
- IV. Multiple Intelligences
 - A. Building your strengths
 - B. Exploring your interest
 - C. Making right decisions in Career Decision
 - D. Keys of Success: Act on your values
- V. Planning Your Career and Education
 - A. Keep your eyes on the future
 - B. Foundation and Thinking Skills in Workforce
 - C. How to research your career
 - D. Finding Employment: Cover letter, Resume, Personal Branding statement
 - E. The Job Interview
- VI. Communication Skills

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- A. Public speaking skills
- B. Thinking outside the box – developing critical thinking skills
- C. Non-verbal communication
 - 1. What are you saying with your body?
 - 2. What is your instructor saying?
 - 3. How to communicate with your instructor?
- V. Critical Thinking
 - A. Characteristics of a critical thinker
 - B. Aspects of critical thinking
 - C. Searching beyond right and wrong
 - D. The higher-order thinking process
- VI. Lifestyle and Wellness
 - A. Financial planning for college and beyond
 - B. Health/wellness
 - C. Managing stress
- VII. Career Choices and Decision Making
 - A. How to think about a career
 - B. How to make decisions
 - C. Moving forward with your life
- VIII. Career Master Plan
 - A. Changing values and perspectives
 - B. Developing your plan to incorporate new knowledge into lifelong skills

Policies and expectations:

(If late submission, points will be deducted from the assignment) or not be accepted. Late work accepted under severe circumstances is subject to a decrease of at least one letter grade.

Attendance: The bases of attendance in the online version of STU 100 are logging in to the course periodically and submitting required courses work on or before due dates. The instructor can monitor student activity in the studies by obtaining log-in/out times, pages viewed, activities completed, and work submitted. Students are encouraged to log in to the online course regularly to messages, announcements, or replay to a discussion post.

Student Handbook: Students will follow all the policies and procedures of the student handbook.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

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Outline: Famous Person Research Paper

I. Introduction

- A. Who is your Research about?
- B. What is the most important reason this person is famous?

II. Childhood

- A. When was this person born?
- B. What was one event that happened in the world when he/she was alive
- C. What is one experience he/she had a child?

III. Influences and or problems

- A. What was the most significant influence on him/her? (people, ideas, events)
- B. What is one problem he/she had in his/her life?
- C. How did he/she solve that problem?

IV. Accomplishments and Achievements

- A. What was one thing he/she did that was important
- B. How did he/she prepare for his/her success? (education, practice, never gave up)

V. Conclusion

- A. What is one way he/she affected or changed the world?
- B. How are you affected by this important person?