

# SAN CARLOS APACHE COLLEGE



## **Syllabus: STU 109 Career Exploration**

<b>Course Information</b>	
<u>Course Prefix/Number:</u> STU 109	<u>Credit Hours:</u> 2
<u>Semester:</u> Summer 2022	<u>Course Title:</u> Career Exploration
<u>Class Days/Times:</u> 05/23/22 to 07/18/22 Tue & Th: 9:30 - 11:05am	<u>Room:</u> SCAC School of Business and Economic Studies Bldg, <b>Room 1</b> (next to Health and Human Services and across the street from the Tribal Admin Building)

<u>Instructor Information:</u> Mike Kim <a href="mailto:mike@apachecollege.org">mike@apachecollege.org</a> (408)771-4282 (message)	<u>Office Location:</u> WIOA Building <u>Office Hours:</u> By appointment
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**Texts and Materials:** *College & Career Success (Ninth Edition)* by Marsha Fralick, Chapters 1-4

**Course Description:**  
This course exists to provide insight and teach skills necessary for students to make wise career choices. Topics covered include values clarification, skills identification, interest recognition, personality identification, adult developmental issues, career research, developing a plan of action, self-assessment inventory, advanced career research, job search preparation, interviewing, decision making, and developing an educational/career plan.

**Course Objectives:**  
During this course, students will demonstrate acquired knowledge and practical skills necessary to personally succeed in the workplace and affect change in one's surrounding community. Each student will improve self-motivation and self-confidence; sharpen personal focus/drive; develop grit/resilience; learn to choose an appropriate individualized path in college, college majors, or career; create a

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resume; and gain experience in the job interview process. The end goal is a student who is ready to run forward in career explorations.

## **Student Learning Outcomes (SLOs):**

1. Develop self-knowledge through various self-assessments.
2. Create a process for a personal success strategy and a successful career plan.
3. Develop several approaches to find personalized major and career choices based on a student's unique learning style.
4. Learn and develop verbal and nonverbal communication skills to excel at the interview process and navigate workplace relationships.
5. Create a professional resume and cover letter.
6. Identify potential career matches through various assessments.

## **Course Timeline:**

- Week 1**  
(05/23/22) Course Purpose and Syllabus Review  
[www.kendallhunt.com/hes](http://www.kendallhunt.com/hes)  
Introductions  
**The Value of a College Education**  
Read Ch.1, pp.4-28  
Self-Assessment (Ch.1) – pp. 31-34a
- Choosing a Major and Career**  
Motivation Factors for Success  
Cultivating Grit  
Reflection Journal 1
- Week 2**  
(05/30/22) **What's Your Generation?**  
Trends Affecting Future Careers and Career Trends Beyond 2020  
Reflection Journal 2  
Read Ch.4, pp.97-102
- Working Skills for the 21<sup>st</sup> Century  
Read Ch.2, pp.37-59
- Week 3**  
(06/06/22) **Choosing a Major that Matches Your Talents/Gifts**  
Personality-Assessment (Ch.2) – pp. 40-48 or online  
Personality Types and Career Choices  
Factors in Choosing a Major  
Read Ch.3, pp.65-73
- Exploring Multiple Intelligences**  
Intelligence Assessment (Ch.3) – pp.67-73 or online  
Read Ch.3, pp.74-80
- Week 4**  
(06/13/22) **Interests-Based Career Choosing**  
Holland's Categories of Career Interest

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Interests Assessment (Ch.4) – pp. 77-80 or O\*Net Interest Profiler online  
(<https://www.mynextmove.org/explore/ip?client=careerlinklehighvall>)  
Read Ch.3, pp.81-86

**Values-Based Career Choosing**  
Values Assessment (Ch.4) – pp. 81-83  
School and Work History Research  
Read Ch.4, pp.103-115

**Week 5**      **How to Research Your Career**  
(06/20/22)    Finding Employment  
**Career Planning Project: Resumes and Cover Letters 101**  
Sample Resumes and Cover Letters

Resume and Cover Letter Work

**Week 6**      Resume and Cover Letter Work  
(06/27/22)

**Week 7**      **Interviewing 101**  
(07/04/22)    Non-Verbal Communication

Mock Interview Practice  
**Mock Interviews**

**Week 8**      Career Development Planning Projects Finalization Work  
(07/11/22)    **Career Planning Projects Due 07/14/22 (Required to Pass the Course)**

Course Feedback

**Cultural Component:** We are all on the life transformation journey together. In this journey, we will respect all people and opinions. We will grow in our tolerance of others who differ from the way we look, what we believe/value, or the way we choose to live. We encourage students to compare and contrast the differences in our traditional culture from contemporary business and educational cultures. While exploring those differences, we encourage each student to draw their own lines and find the balance that feels best beneath their feet.

## **Evaluation and Grading:**

<u>Assignment</u>	<u>Points Possible</u>
Completion of All Assessments (4 – 10 pts each)	40
Journal Reflection Entries (2 – 15 pts each)	30
Mock Interview	100

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Career Development Plan (Includes Resumes & Cover Letter)	100
Attendance	30
<b>Total Points Possible</b>	<b>300</b>

## Point Scale

240-300 pts = A

200-239 pts = B

120-199 pts = C

80-119 pts = D

Under 79 = F

**Assignments:** Assessments, Discussion/Participation, Journal Entries, Mock Interview, Career Development Plan

**Discussion/Participation:** Discussion is an important part of group learning. Ideas shared, feedback given, and questions asked are all part of a student's contribution to class learning and the student's individual grade.

**Career Development Plan:** The Career Planning Project will include your Cover Letter, Resume, your plan of potential careers, rationale for why you want to pursue them, and five year plan for how you will pursue them. The why and the how behind your career pursuit should reflect your course learning from the assessments, textbook, and classroom teaching. This plan (along with Cover Letter and Resume samples) will be submitted online or in person.

Grading breakdown will go as follows:

- **Resume - 50 points**
- **Cover Letter - 10 points**
- **Plan of potential career (what), rationale for pursuing them (why), and 5 year plan for how you will pursue them - 40 points**

*Completion of Post-Test, Mock Interview, and Career Plan are required to pass the course.*

## Course Outline:

- I. Understanding Motivation
  - A. How to be Motivated
  - B. Choosing a Major and Career
  - C. Identifying Motivation and Intention Levels
  - D. Describing Barriers to Success
- II. Career Success
  - A. Creating a Career Assessment

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- B. Linear and Non-Linear Time Management Strategies
- C. Developing an Individualized Time Management Plan
- III. Exploring Your Personality and Major
  - A. Understanding Personality Types
  - B. Choosing 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 Interests
  - C. Making Right Decisions in a Career Decision
  - D. Keys to Success: Acting on Your Values
- V. Planning Your Career and Education
  - A. Keeping Your Eyes on the Future
  - B. Foundation and Thinking Skills in the Workforce
  - C. How to Research Your Career
  - D. Finding Employment: Cover letter, Resume, and Job Interview
- VI. Communication Skills
  - A. Public Speaking Skills
  - B. Non-Verbal Communication: 7 Key Non-Verbal Factors to Know
  - C. Conflict Resolution Techniques
- 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 a submission is late, points will be deducted from the assignment. Late work accepted under severe circumstances is subject to a decrease of at least one letter grade, depending on the delay and circumstances. All such grading decisions are subject to the instructor's discretion.

**Attendance:** The bases of attendance are 1.) the student's on-time, continuing presence in class and 2.) the student's verbal and non-verbal participation in class discussion. Students are encouraged to show up early, regularly, and ready to engage in each class.

**Student Handbook:** Students must follow all the policies and procedures in the student handbook.

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