

**Kingsborough Community College
Of
The City University of New York**

**Student Development: Career and Life Planning, SD-11 (1 cr)
Spring 2012 Syllabus**

Instructor:

Alexandra McDonald, CEC

Office: Career Development, C-102

Office Hours: By Appointment

Email: Alexandra.McDonald@kbcc.cuny.edu

- Use either or in subject line: Course D05D Section 2171 or Student Development 2171

Phone: (718) 368-5115

Section: D02C

Code: 2157

Classroom: T/7204

Schedule: Thursday 10:20-11:20pm

Text: No text books are required for this course. However, handouts and worksheets will be provided during class.

Course objectives:

- Identify and understand the life experiences, personal characteristics, values, interests, motives, and abilities that influence the students' occupational choice.
- Students will engage in a self-assessment process in which they will identify their own unique interests, abilities, values, strengths, and challenges pertaining to life and career planning.
- Students will create, modify, edit, and perfect a resume that is representative of their skills abilities, and experience.
- Students will demonstrate the acquisition of affective written communication skills by producing an effective cover letter.
- They will also demonstrate the acquisition of appropriate interview and networking skills utilizing effective career management and job seeking skills
- They will critically examine a variety of occupational areas and identify steps in the process of career exploration
- Students will explore major and career related to their personal characteristics
- Students will conduct research with regard to their career choices and develop a list of possible career choices

Service-Learning Component:

“Education without social action is a one-sided value because it has no true power potential. Social action without education is a weak expression of pure energy” – Martin Luther King Jr.

Often the deepest learning is accomplished through experience. The concept of service- learning connects teaching, learning, and research in a vital new way called active practice. This form of learning can provide you with insight into yourself and others as you explore your career or educational goals. In order to connect service learning with this curriculum, you will be asked to create a poster/collage that will be used to promote the job recruitment fair for the Career Development and Transfer Center (C-102) and will be assist you in your quest for career development.

If you pass this course and complete the service learning component you will be invited to attend the service learning ceremony and will be awarded a certificate and a trophy, as well as be given the opportunity to apply for a leadership award. However, if you excel in this course earning an A- or better, you will also receive another reward upon completion.

Attendance: Class is structured on consecutive acquisition of knowledge and failure to attend results in an inability to act successfully in following class. Participation and attendance account for a percentage of your grade in the course.

Failure to regularly arrive on time and to participate actively, or to have electronic devices **ON, will impact** your final grade in this course. Please arrive on time and with devices turned off, it will be expected of you when you are a professional in your desired career field. You are considered to be late 5 minutes after the starting time of the class.

When absent, an email or telephone call prior to class would be appreciated. Roll will be taken **each day** upon the start of the class; attendance may also be taken at the **end** of the class period.

You are **allowed one (one) non-excused absence** (no questions asked). After one unexcused absence your final grade will drop one letter grade for each additional unexcused absence. **More than 3 non-excused absences results in a WU** grade (an unofficial withdrawal).

If you are absent, it is your responsibility to contact the instructor to obtain handouts, materials, and assignments missed. You may email or call me prior to class to avoid being late with an assignment. No late assignments will be accepted unless **prior** arrangements have been made. Work made up may not receive full points.

Late Assignments: Students are responsible for turning in completed assignments at the **beginning of class** on the day they assignments are due. Work is considered late if it is handed in after the beginning of class. Late assignments handed/sent in after midnight on the due date **WILL NOT BE ACCEPTED!** Should you be absent, it is expected that you will email your assignment to me **on time**. Late work can be turned into the Career Center C-102 to be put in my mailbox as well.

Assignments:

*****Assignments guidelines will be on Black Board. If you are not able to look-up assignment guidelines online, I will always have hard copies to hand out in class**

Life Vision Essay	20
Strong Interest Inventory (SII)	10
Assessment Reaction Essay	10
Field Assessment Collage and Collage Presentation	20
Personal Assessment Essay	20
Resume	15
Cover Letter	15
Movie Career Essay	20
Mock Interview	15
Final Reflection Essay	15
Class attendance and participation	40

Life Vision Essay: Describing your ideal career and/or lifestyle (there is not wrong or right answer, and there are no boundaries to this answer). Focus on a career and explore your ideal work environment. Include an explanation as to why you feel you are suited for the life/career. **Expand on your answers and justify.**

SII: Instructions will be distributed during class on how to take the SII, you will be asked to write a short paper about the results). **The test results take roughly 3 days to generate** so keep that in mind in order to have it completed by the due date, the earlier you complete this assignment the better!

Assessment Reaction Essay: Explain your assessment results and express how you feel about your results, are the results coinciding with your feelings/beliefs? If you feel they are not correct in assessing your interests, what do you feel like

your top letters should be? (If you do not want to complete the essay, you can go to the Career Development Center in room C-102 and have a career counselor sit with you to go over the Assessment)

Field Assessment Collage: On a poster, create a collage of your career interest (i.e. skills, interests, concepts, etc). You can use anything from magazines and newspapers to cloth and accessories. After you have completed this collage, I will make copies of it so you can post it around campus to promote the job recruitment fair. (Service Learning activity)

Field Assessment Collage Presentation: You will be asked to give a presentation on your poster during class hours. Within this time frame, I would like you to touch on the different aspects within your poster and why you chose them. You can also take time to describe what you feel you left out or should have added, as well as what you have learned about field during this activity. (Service Learning activity)

Personal Assessment Essay: Express what you have learned about yourself during the first half of the semester. Discuss your values, interests, skills, and personality, focusing/applying them to your own career path. Have your career goals changed? **Explain in detail**, I do not want one sentence answers!

Resume/Cover Letter: You will be responsible for writing your own professional resume and cover letter that appropriately targets your career field. Utilize KCC job boards to find a job posting which you would like to apply for, **provide the posting print out** when submitting your resume and cover letter.

Movie Career Essay: Identify a career in a movie or TV show. Include what movie you are referencing and a description of the career. Once this is done, compare it to real research about the occupation using the occupational handbook at bls.gov/oco or any other online resource that can provide you with accurate information. (Include the following information: work responsibilities and conditions; necessary education or training background needed; qualifications and characteristics needed; salary/earnings (entry level and after an established career began); advancement opportunities; potential employment outlook for the future; advantages and disadvantages of position; obstacles you may face in achieving this career; and potential people you can contact who can give you information about the career (on or off campus).

Mock Interview: **Set up an appointment at the Career Center** (c-102, 718-368-5115) to schedule a mock interview with any Career Counselor, except me. When scheduling an appointment specify with the front desk staff that you are completing this assignment for Alexandra McDonald's class. Treat this as if it was real, dress appropriately and come with resume and cover letter in hand. * This can be scheduled for anytime before the due date. **HOWEVER! Appointments fill quickly so the sooner you get this done the better!**

Final Reflection Essay: Briefly describe your experience during the course of the semester. What did you like or not like? What did you learn about yourself, your major, your career path? Has your career choice changed?

** Papers must be typed in Times New Roman, size 12, double space, and stapled. Papers with any other alterations will be returned to the student to revise.

Extra Credit Opportunities (10 points each):

Career Event Assignment: Attend an event promoted by the Career Development and Transfer Center and write an essay (What event did you attend, the date you attended, where was it held; describe three (3) specific things –good or bad- that you learned from the event; if you did not feel that this event was helpful, explain why)

Optimal Resume Professional Portfolio (you will need the cover letter, resume, and

Professional Linked-In Profile (I would like you to print out the portfolio completion sheet (to verify you are at least 75% completed the profile)

***If you have further questions see me after class**

Assignment Due Date/Class Schedule:

Date	Topic	Assignment DUE
Session 1 (February 30 th)	Introduction to SD 11	
Session 2 (March 8 th)	The decision making process	Life Vision Essay
Session 3 (March 15 th)	Self Assessment: Interests, Values, and Abilities	Strong Interest Inventory
Session 4 (March 22 nd)	Courses, Majors, Transfers (KCC Resources	Assessment Reaction Essay
Session 5 (March 29 th)	Career Exploration, Evaluation, and Action	Field Assessment Collage/ Presentation
Session 6 (April 5 th)	Service Learning/Resume and Cover Letter	Field Assessment Collage/ Presentation
Spring Recess (April 12 th)		
Session 7 (April 19 th)	Resume and Cover Letter	Personal Assessment Essay
Session 8 (April 26 th)	Acing the Job Interview	Movie Career Essay
Session 9 (May 3 rd)	Getting the Job	Mock Interview
Session 10 (May 10 th)	Networking/Communication Skills	Resume/ Cover Letter
Session 11 (May 17 th)	Workplace Diversity/Workplace Etiquette	Final Reflection Essay
Session 12 (May 24 th)	Wrap Up	HAVE A GREAT SUMMER!

Grade Range: Your overall grade for this course will be based on your **total number of points earned**. This is based on your performance on assignments, class participation, and attendance (passing are A+ to D)

Point break down:

Attendance and Participation	40
Assignments	160

Total	200
Extra Credit	30

Grading Scale:

A+ (201-230) POINTS	C+ (154-161)
A (192-200) POINTS	C (148-153)
A- (182-191) POINTS	C- (142-147)
B+ (174-181) POINTS	D+ (134-141)
B (168-173) POINTS	D (128-133)
B- (162-167) POINTS	D- (122-127)

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