

## UNIV 120 Career and Major Exploration – Fall 2012

Williamsburg Room • Webb Center 2231

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**\*Office Hours:** Available by appointment and following class in 2202 Webb Center

**Please turn off cell phones/electronic devices during class**

### PURPOSE

The course provides opportunities and resources for students to seek career information related to academic and occupational interest patterns, which form the foundation for sound career decision-making. Students are guided through individual and group exercises that assist in identifying needs, values, wants, interest, and abilities. The goal of the course is to help students develop a strong foundation for major/career decision planning through career inventories, research on careers, and personal reflection.

### COURSE OBJECTIVES

#### **Each student will:**

1. Identify and relate at least 5 needs, values, wants, interests, and/or abilities, and their influence on decisions about major and career choices
2. Complete various assessments and determine how the results match major/career goals
3. Identify and apply the steps to decision-making in career/major decisions
4. Identify and use campus, community and technology resources to support major/career exploration including, but not limited to CME, CMC, Advisors, student and professional organizations, Backboard, Websites, FOCUS, CareerLink, etc.)
5. Develop a plan to achieve his/her major/career goals
7. Examine, through research and experiential exercises, major and/or occupational possibilities

### COURSE REQUIREMENTS/POLICIES

#### **Texts and supplies:**

- Choosing a Major Student Workbook (handed out in class)
- Notebook/Folder/Planner

**Attendance Policy:** Students are expected to attend classes, complete all readings, and participate in class discussions. ***Students are expected to be in class at the start of class and remain until the end of class.*** Students are entitled to two absences without penalty. Beyond this, each missed class (***regardless of reason***) will not earn points, on the assumption that you need to be present to learn and practice the skills introduced in the course. Students are responsible for all missed assignments.

**Late Assignments Policy:** Assignments are due at the beginning of class the day they are due. Late assignments will be accepted at 50% credit for up to one week after the due date. Assignments will not be accepted after one week. The final will only be accepted on the due date.

**Final Grade Points Scale:**

100-95= A	94-92= A-	91-89= B+
88-84= B	83-80= B-	79-77= C+
76-72= C	71-69= C-	68-65= D
64 and below= F		

**ACCOMMODATING STUDENTS WITH SPECIAL LEARNING NEEDS**

In accordance with university policy students with documented sensory and/or learning disabilities should inform the instructor so that their special needs may be accommodated.

**HONORS PLEDGE**

Each student is expected to abide by the honor system of Old Dominion University:

*"I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned."*

**GRADING SYSTEM**

Attendance/Participation/Conference	5 points
My Vocational Situation- Career Planning Confidence Scale Pre & Post	5 points
Career Journal/Reflection Blogs (7=5 points each)	35 points
FOCUS Account Creation & 5 Exercises	5 points
Resume Creation & Review	5 points
Informational Interview	5 points
Midterm Project- Career Exploration/World of Work Research Paper	20 points
Final Project- Career Glog & Action Plan with Presentation & summary	20 points
<b>TOTAL</b>	<b>100 points</b>

**EVENTS**

**CMC Sponsored Events:** Please plan to attend one of the events listed below or others as directed by your instructor to complete Blog #6.

Event	Location	Time	Date
Back to School Fair	N. Webb Center	12:00pm- 3:00pm	8/30/2012
WOW College Receptions	Various locations	Various times	9/4-9/6
Reality Check Programs	Williamsburg Room	Check Career Link for details	9/17 11/8
Prepare for the Fair	Webb Center	12 – 2 pm	10/18/2012
Fall Career Fair	Ted Constant Convocation Center	11:00am -3:00pm	10/23/2012
Public Service Emporium	Hampton/Newport News Room	4:00pm- 7:00pm	11/7/2012

**COURSE OUTLINE**

<b>Class Date</b>	<b>Topics/Readings/Exercises</b>	<b>Assignments</b>	<b>Due Dates</b>
<b>Class Meeting 1 Week 8/28-30</b>	<b>Class Introduction</b> Icebreaker Review Syllabus	<b>In Class:</b> Complete Career Planning & Confidence Scale (CPCS) & MVS  <b>Homework:</b> <ul style="list-style-type: none"> <li>Read in "Choosing a Major Student Workbook" to page 8 – Complete exercise "Why are you Undecided"</li> <li><b>Blog Journal Entry 1:</b> Why Undecided – Blackboard</li> </ul>	<b>9/4-6</b>
<b>Class Meeting 2 9/4-6</b>	<b>Taking Stock... Getting Started</b> Class Icebreaker Discussion: Why Undecided	<b>Homework:</b> <ul style="list-style-type: none"> <li><b>Blog Journal Entry 2:</b> Customize Your Major/Ideal Job Description</li> </ul>	<b>9/11-13</b>
<b>Class Meeting 3 Meet in Cyber Career Center 9/11-13</b>	<b>Linking On-campus Resources</b> Guest Speakers: Career Management Center, Library, Counseling Services, Student Support Services <b>(MEET AT 2202 Webb Center)</b>	<b>Homework:</b> <ul style="list-style-type: none"> <li>Create an account in FOCUS</li> <li>Complete FOCUS Exercise 1: Work Interest Assessment <b>(Bring Printed Copy to Class)</b></li> <li>Create Resume: email to <a href="mailto:cybercoach@odu.edu">cybercoach@odu.edu</a> for review</li> </ul>	<b>9/18-20</b>
<b>Class Meeting 4 9/18-20</b>	<b>What do I need to know about me – Self Assessment</b> Career Interests (Work Interests) Discussion: Ideal Major/Job Description	<b>Homework:</b> <ul style="list-style-type: none"> <li>Complete FOCUS Exercise 2: Personality Assessment <b>(Bring Printed Copy to Class)</b></li> <li>Read and complete Exercises on pages 18-19 in "Choosing a Major Student Workbook"</li> </ul>	<b>9/25-27</b>
<b>Class Meeting 5 9/25-27</b>	<b>Career/Major Decision Making/Goal Setting</b> Which Direction Should I Go? Talk about Action Plan Mission Statement	<b>Homework:</b> <ul style="list-style-type: none"> <li><b>Blog Journal Entry 3:</b> Decision Making Reflections</li> </ul> Read and complete exercises in "Choosing a Major Student Workbook" on pages 23-28	<b>10/2-4</b>
<b>Class Meeting 6 10/2-4</b>	<b>Self-Exploration: Skills/Abilities/ Personal Preference</b> Discussion: Holland Code & MBTI	<b>Homework:</b> <ul style="list-style-type: none"> <li>Complete FOCUS Exercise 3/4: Skills Assessment/Values Assessment <b>(Bring Printed Copy to Class)</b></li> </ul>	<b>10/16-18</b>
<b>Fall break 10/6-10/9 No Class 10/9-11</b>	<b>Fall Break</b>	<b>No class for all sections 10/9-11</b>  <b>Begin Mid-Term Paper</b>	

<b>Class Meeting 7</b> <b>10/16-18</b>	<b>Self-Exploration- Values Exploration</b> Discussion: Your Personality & Life Values	<b>Homework:</b> <ul style="list-style-type: none"> <li>• <b>Continue working on Mid-Term Paper</b></li> <li>• Bring questions concerns to class to discuss re: paper</li> </ul>	<b>10/16-18</b>
<b>Class Meeting 8</b> <b>10/23-25</b>	<b>Fall Career Fair or Individual Meetings</b> Times assigned by instructor	<ul style="list-style-type: none"> <li>• <b>Bring a PRINTED COPY the MIDTERM</b></li> <li>• <b>Mid-Term Paper Due</b></li> </ul>	<b>10/23-25</b>
<b>Class Meeting 9</b> <b>10/30-11/1</b>	<b>EMPLOYER PANEL</b>	<ul style="list-style-type: none"> <li>• <b>Be prepared to ask questions in class related employer comments</b></li> <li>• <b>Blog Journal Entry 4: Self-Assessment Reflection Paper</b></li> </ul>	<b>10/30-11/1</b>
<b>Class Meeting 10</b> <b>11/6-8</b>	<b>Putting it all together</b>	<b>Homework:</b> <ul style="list-style-type: none"> <li>• Complete FOCUS Exercise 5: Leisure Interest Assessment (<b>Bring Printed Copy to Class</b>)</li> <li>• <b>Blog Journal Entry 5: Academic Reflections</b></li> </ul>	<b>11/6-8</b>
<b>Class Meeting 11</b> <b>11/13-15</b>	<b>WHRO VISIT</b>	<b>Homework:</b> <ul style="list-style-type: none"> <li>• <b>Begin Final Project Due</b></li> <li>• <b>Blog Journal Entry (Extra Credit):</b> Work/Life Balance or financial implications of your choice</li> </ul>	<b>11/27-29</b>
<b>Class Meeting 12</b> <b>11/20-22</b>	<b>NO CLASS</b> <b>Thanksgiving</b>	<b>Homework:</b> <ul style="list-style-type: none"> <li>• Complete Final Project</li> </ul>	
<b>Class Meeting 13</b> <b>11/27-29</b>	<b>FINAL PRESENTATIONS</b> Order as assigned by instructor	<ul style="list-style-type: none"> <li>• Present- GLOG</li> <li>• <b>Blog Journal Entry 6:</b> Employer Event Summary</li> </ul>	<b>11/27-29</b>
<b>Class Meeting 14</b> <b>12/4-6</b>	<b>FINAL PRESENTATIONS</b> Order as assigned by instructor	<b>In Class:</b> <ul style="list-style-type: none"> <li>• Complete Course Evaluation/Post Tests--CPCS and MVS</li> <li>• Present- GLOG</li> <li>• Final papers and all assignments due</li> <li>• <b>Blog Journal Entry 7: Final Reflections</b></li> </ul>	<b>12/4-6</b>

The Instructor reserves the right to amend this document as necessary.