



Career Readiness Resources

Career Planning in the Liberal Arts

Courtesy of Ohio University

CAS 1130: CAREER PLANNING IN THE LIBERAL ARTS
College of Arts & Sciences, Fall Semester 2015, Class Section

Meeting Day: Thursday
Course Number: 14685
Credit Hours: 2
Time: 9:40am-11:30am
Location: Baker University Center Room 366

Instructor:
Email:
Phone: (740) 593-2909
Office: 533 Baker University Center
Office Hours: By Appointment

COURSE DESCRIPTION

Career development involves more than just choosing a major or occupation! Development consists of assessing interests, skills, values, motivations, understanding the necessary skills needed to succeed in the world of work. Students in this class will have the opportunity to develop a professional portfolio using LinkedIn, craft a customized resume and cover letter, research majors and careers related to various majors, and participate in the True Colors Personal Success Workshop to learn about personality preferences. This class is a great fit for first year students or any student interested in exploring where major and career paths lead.

LEARNING OUTCOMES

Upon completion of this course, you will know and be able to:

- Name specific, marketable skills gained from your degree at Ohio University
- Utilize at least one resource to explore major and occupational options
- Write a customized and professional resume, cover letter, and reference sheet
- Demonstrate my specific academic and professional steps over my remaining time at Ohio University
- Build a LinkedIn page you will use to network with others in your field
- Identify an internship opportunity related to your career goals
- Communicate professionally with any potential networking contact

COURSE MATERIALS

There is a fee of \$11 for the True Colors Personal Success Seminar offered during the course. This workshop includes an outside facilitator and printed materials that are covered by the fee. You are required to pay this fee prior to the end of week two, or you will not be able to participate in the True Colors session. To pay the \$11 fee, visit: <https://commerce.cashnet.com/ohiocareer2>. All other materials and readings will be provided through BlackBoard or in class at no cost. BlackBoard and Ohio University email use are both essential for completing assignments in this class. Contact your instructor immediately if you have any questions about either system.

ACADEMIC INTEGRITY

Academic integrity and honesty are basic values of Ohio University. Students are expected to follow standards of academic integrity and honesty. Academic misconduct is a violation of the Ohio University Student Code of Conduct and subject to a maximum sanction of disciplinary suspension or expulsion as well as a grade penalty in the course. Please refer to the Student Handbook for a discussion of the penalties for plagiarism, cheating, and other forms of academic misconduct. Such information may be found at: <http://www.ohiou.edu/studentaffairs/handbook/hbook2.htm>

COURSE ATTENDANCE

Attendance in this class is **mandatory**. Because life happens, you will be given one excused absence (think of it as a sick day or a vacation day in your future career—use it wisely). All other unexcused absences will result in the loss of 5 points per missed class. If you must miss class due to an authorized University activity such as an athletic competition or academic club trip, you must provide written notification at least one week prior to the absence.

A doctor's note is required for points to be awarded in the event of illness once the "free" absence is used. Students are responsible for turning in any missed assignments at or before the start of class on the due date. It is the student's responsibility to review the syllabus and BlackBoard to determine what was missed during any absence.

PARTICIPATION

This course is highly interactive in nature and students are expected to be at every class. You are expected to actively participate by joining discussions and asking relevant questions. Participation points make up a large portion of your final grade. Engage in the conversations during class, we all will benefit from your participation.

LATE WORK

Late work is not acceptable except in cases of documented personal emergencies. Credit will not be given for late assignments. No extra credit will be offered at any point during this course.

TECHNOLOGY

A laptop or tablet is needed for some class meetings. The instructor will notify the class at least 24 hours prior to class if a tablet or laptop will be needed. A very limited number of computers will be available during class for students without computers. Inform the instructor if you will need to borrow a computer.

ACCESSIBILITY

If you need an accommodation based on a disability or accessibility need, contact the instructor privately to discuss your specific needs. If you are not yet registered as a student with a disability or accommodation need, please contact Student Accessibility Services at 740-593-2620 or visit their office in 348 Baker University Center. You can learn more on their website at <http://www.ohio.edu/disabilities>.

ASSIGNMENTS

Assignments will be completed in a variety of ways during this course. Some papers or projects will be completed partially or completely in class—others will be completed entirely outside of class. Details for completion are listed with each assignment. All papers are due at the start of class and must be printed prior to submission, unless the instructor makes other arrangements prior to the due date.

ASSIGNMENT DESCRIPTIONS**CAREER DEVELOPMENT REFLECTION PAPER (30 POINTS) Due September 3rd**

Decision-making and planning are key parts of individual career development. In a well-written two page paper reflecting careful proofreading, analyze the all of the key factors that have influenced your career and/or major decision-making process. While this paper should be written in the first-person, it is to be written with the same attention to detail as a scholarly paper. Include your name, a title, and date at the top of this paper.

Points will be assigned for each element:

- ___ "Where are you" in your career development process? Provide both an overview of your career interests and what you have done up to this point to explore options. (5 Points)
- ___ Identify two or more factors that have influenced your career and/or major path—include why each factor has been influential. (5 Points)
- ___ Describe your role as an active part of the career decision-making process. (5 Points)
- ___ Discuss how you see your career development process evolving over your lifetime. (5 Points)
- ___ Identify steps you take in the next year to move closer to your career goals. (5 Points)
- ___ Paper is well written and reflects proofreading—free from spelling and major grammatical errors. (5 Points)

___ **TOTAL POINTS**

TRUE COLORS PARTICIPATION (20 POINTS) Due September 3rd

Pay the fee for the True Colors materials before September 3rd and fully participate in the September 3rd True Colors workshop day to receive credit for this special seminar experience.

- ___ Pay True Colors material fees for True Colors materials. (10 Points)
- ___ Attend the True Colors workshop. (10 Points)

MY NEXT MOVE PERSONALITY PROFILER (20 POINTS) Due September 10th

Visit <http://www.mynextmove.org/explore/ip> and complete the personality assessment. Provide an answer for all lines, regardless of whether you have experience doing the individual task. Answer based on your interest doing the activities referenced. When you receive your results, you will see a profile with the "RIASEC" terms spelled out and each with an assigned score. Click the navy and yellow "print" in the bottom right of the screen to print this page and bring to class—the print link will take you to a printer-friendly screen with greater detail about your profile. Submit the printed page in class to earn the 20 points for this assignment

FAMILY INTERVIEW WORKSHEET (20 POINTS) Due September 17th

Interview at least two family members to gather information about their own attitudes and experiences. This interview is also a great opportunity to gather details about other family you will include in your genogram in class. Conduct this interview in person or over the phone so you have the opportunity to ask follow-up questions. Type up your answers on the Family Interview Worksheet available on BlackBoard, print your completed worksheet, and bring it to class to receive credit for this project.

CAREER PATH RESEARCH PROJECT (65 Points) Due September 24th

The Career Path Research Project is an activity that will begin in class and then continue outside of class. You will type up a document with all of the elements listed below included to present the research you conduct around five majors and five careers of interest. An example of a Career Path Research Project is available for review on BlackBoard. Great resources for this project include <https://catalogs.ohio.edu>, www.whatcanidowiththismajor.com/major, and www.onetonline.org.

Points will be assigned for each element:

- ___ Identify and list five majors of interest using catalogs.ohio.edu (5 Points)
- ___ Write down five things you like or find interesting about each major (so a total of 25 interesting things) (5 Points)
- ___ List five classes for each major that look particularly interesting to you (5 Points)
- ___ Write down at least 5 career opportunities for each major (5 Points)
- ___ Name one specific job of interest in each major (5 Points)
- ___ List strategies required to pursue each of these jobs (5 Points)

For each of the five jobs, list the following:

- ___ Primary duties of this job (5 Points)
 - ___ Skills required (5 Points)
 - ___ Salary range for entry level, mid-level, and advanced employees (5 Points)
 - ___ Projected job growth in this area (5 Points)
 - ___ Work environment (5 Points)
 - ___ Three organizations or companies that hire for this occupation (5 Points)
- ___ Write at the bottom of your document three things you learned from this activity (5 Points)

___ **TOTAL POINTS**

MAJORS/CAREER FAIR INTERVIEW PAPER (65 POINTS) Due October 8th

PART ONE: Attend either the Fall Majors Fair –OR the Fall Career & Internship Fair (the Career Fair requires professional attire).

PART TWO: At the event you attend, introduce yourself to one professional or faculty member you want to learn more about. Arrange an in person or phone informational interview within the week following the fair to find out more about what skills people in your field of interest need, what makes a liberal arts degree marketable, and out-of-class experiences they recommend to prepare for a career in a specific area. This is a great opportunity to strategically connect with individuals you may want to remain in contact with in the future.

Points will be assigned for each element:

- ___ Attend the Majors Fair OR Career Fair during September 2015 (25 Points)(Bring your ID to check in attendance verification)
- ___ Conduct an interview following the fair with one individual you identify by full name, position, company, and contact information for your interviewee, and the date of the interview. (10 Points)
- ___ Describe skills identified as most needed to be successful in a specific career field. (5 Points)
- ___ Identify what makes your specific degree program marketable in the professional world. (5 Points)
- ___ Explain the type of out-of-class experiences recommended to prepare for success in the field. (5 Points)
- ___ Describe what it was like attending the Majors or Career Fair. (5 Points)
- ___ Describe how you networked with your contact at the Fair to conduct this interview. (5 Points)

___ Paper is well written and reflects proofreading—free from spelling and major grammatical errors. (5 Points)

___ **TOTAL POINTS**

CUSTOMIZED RESUME, COVER LETTER, AND REFERENCE LIST (100 POINTS) October 15th and December 3rd

This is a two part assignment...

First Part: (45 Points) Due October 8th

Identify an internship posting or job posting with an organization you would be interesting in working with—either this year or post-graduation. Use this internship description to write your cover letter and customize your final resume. Final documents should reflect incorporation of instructor and coach feedback into final edits. Develop a reference list with the same contact information at the top of the page as your resume. The reference list will feature three or more professional/academic references with their name, title, city/state, email, and phone number. Draft a resume, cover letter, and reference list based on parameters determined by the instructor.

Points will be assigned for each element:

___ Submit draft resume (15 Points)

___ Submit draft reference list (15 Points)

___ Submit draft cover letter (15 Points)

___ **TOTAL POINTS**

Second Part: (100 Points) Due December 3rd

Outside of class, bring your resume, cover letter, and reference sheet to the CLDC for a 30 minute career coaching session (by appointment only). Your documents must be reviewed by a CLDC professional staff member in a 30 minute coaching appointment prior to submission. Turn in the drafts reviewed by CLDC staff member, along with the Coaching Worksheet to document your meeting. To schedule an appointment, call 740.593.2909 or stop by our office. Appointments must be scheduled at least 24 hours in advance. Upload your final, perfected resume to Bobcat CareerLink and print your confirmation page once it is approved in the system—this can take several days, uploading multiple days in advance of the due date is strongly encouraged.

Points will be assigned for each element:

___ Resume meets all content and formatting requirements listed on the CLDC resume checklist (15 Points)

___ Cover letter includes position, name of organization, and reasons why you are a good candidate (5 Points)

___ Cover letter explicitly highlights a personal experience that reflects the internship requirements/qualifications (5 Points)

___ Cover letter reflects understanding of internship site and role (5 Points)

___ Reference list 3-5 professional or academic references and their email, phone, full name, title, and organization (5 Points)

___ Reference list is a separate page from resume and includes same header/contact information from the resume (5 Points)

___ Upload your resume to Bobcat CareerLink and submit printed confirmation page (5 Points)

___ Submit internship or job posting used to customize documents (5 Points)

___ All documents are free from spelling and major grammatical errors (5 Points)

___ Submit draft resume reviewed by a CLDC staff member during a 30 minute coaching appointment (10 Points)

___ Submit draft cover letter reviewed by a CLDC staff member during a 30 minute coaching appointment (10 Points)

___ Submit draft reference list reviewed by a CLDC staff member during a 30 minute coaching appointment (10 Points)

___ Submit coaching worksheet used during coaching appointment (should have lots of notes from coaching session) (15 Points)

___ **TOTAL POINTS**

LINKEDIN PROFILE (25 POINTS) Due October 29th

In class, you will have the opportunity to start building a LinkedIn profile. Outside of class, if needed, you will complete all of the following elements of your LinkedIn profile. Your LinkedIn profile will be used later in the course as part of your four-year plan presentation.

- ___ Connection request sent to instructor on LinkedIn when portfolio is fully complete (5 Points)
- ___ LinkedIn includes a professional looking photo of only you in professional clothing (5 Points)
- ___ LinkedIn page includes the formal name of your degree program (5 Points)
- ___ LinkedIn page includes a summary section reflecting your professional experiences and goals (5 Points)
- ___ LinkedIn page includes detailed descriptions of your work and involvement experiences (5 Points)
- ___ **TOTAL POINTS**

CLDC MOCK INTERVIEW (50 POINTS) Due December 3rd

Schedule a face-to-face Mock Interview with the Career and Leadership Development Center online at <https://www.ohio.edu/careerandleadership/students-alumni/job-search/interviewing.cfm>. You are required to submit an internship posting and your resume to the mock interviewer so they can provide a customized interview. Submit the completed interview evaluation to receive credit for this assignment. Submit a mock interview request before October 9th and email your confirmed interview time to Lindsey by October 15th. Please note the CLDC may take more than one day to schedule your mock interview.

Points will be assigned for each element:

- ___ Contacted instructor with scheduled mock interview time by October 15th. (10 Points)
- ___ Complete an interview in the CLDC and submit a completed mock interview evaluation or email Lindsey that your interview was completed. (40 Points)
- ___ **TOTAL POINTS**

PROFESSIONAL DEVELOPMENT PLAN PRESENTATION (125 POINTS) Due December 3rd

This presentation is the culmination of your course experience. In this presentation, you will present your LinkedIn page reflecting a complete profile, an uploaded PDF of your resume, and a professional recommendation. In addition to your LinkedIn, you will develop a PowerPoint or Prezi to address the components of the presentation outline below. Professional/Business Professional dress is required for the presentation. Utilize all previous assignments to determine your key steps over the next years in college and beyond. Video and pictures are welcome for this presentation so long as they are relevant to the presentation. Email your PowerPoint or Prezi link to the instructor the day presentations are due in your class, regardless of your presentation day.

Points will be assigned for each element:

PRESENTATION BASICS:

- ___ Presenter's appearance and clothing is appropriate for a professional workplace (20 Points)
- ___ The presentation is 8-10 minutes in length (10 Points)

PRESENTATION OUTLINE:

- ___ Explain your ideal career path, how you decided on your path, and why you are excited about this choice (5 Points)
(It is ok to detail multiple jobs/career paths you are interested in or may explore)
- ___ Identify each of the specific classes you will take each semester of your remaining years on campus including all required courses for your intended major, along with minors and/or certificates of interest (30 Points)
- ___ Detail your ideal plans for each summer that would support your future goals prior to completing your degree (5 Points)
- ___ Describe your plans for involvement on campus prior to graduating that will support your professional goals (5 Points)
- ___ Describe two ways this course had an impact on your academic and professional development (5 Points)
- ___ Identify two on-campus resources to use for future development after course and how you intend to use them (5 Points)
- ___ Reference list of all tools or sites used (5 Points)

LINKEDIN DISCUSSION—Reference Your LinkedIn page while showing the following:

- ___ Final resume from course uploaded to LinkedIn Page (5 Points)
- ___ LinkedIn page includes at least one professional recommendation from a contact (20 Points)
- ___ LinkedIn includes a professional looking photo of only you in professional clothing (5 Points)
- ___ LinkedIn page includes the formal name of your degree program (5 Points)
- ___ LinkedIn page includes a summary section reflecting your professional experiences and goals (5 Points)
- ___ LinkedIn page includes detailed descriptions of your work and involvement experiences (5 Points)

TOTAL POINTS**PROFESSIONAL LEADERSHIP CERTIFICATE COMPLETION (100 POINTS) Due December 10th**

Once you complete your 30-minute career coaching appointment and mock interview, you are only three 60 minute workshops away from completing your Professional Leadership Certificate. This is a brand new certificate program facilitated by the Career & Leadership Development Center. You will attend the following workshops and show documentation from the CLDC (printed certificate or electronic communication) in class to your instructor when you have completed the requirements listed below. You will receive confirmation only after you have completed all requirements. Both the Resume Workshop and Job Search workshops were offered in class—so if you attended those days, you only need to attend the Networking workshop outside of class.

- Resume and Cover Letter Workshop
- Networking and Leadership Branding Workshop
- Job Search and Interviewing Workshop
- 30 minute career coaching appointment
- CLDC mock interview

Points will be assigned only if all three components of the certificate are completed (100 Points):

- Attend all three professional leadership workshops (Schedule to be shared in class)
- Participate in a 30 minute career coaching session in the CLDC
- Complete a face-to-face mock interview in the CLDC

 TOTAL POINTS**GRADING**

<u>Participation (5 points for each class)</u>	<u>70</u>
<u>True Colors Participation</u>	<u>20</u>
<u>Career Development Reflection</u>	<u>30</u>
<u>My Next Move Personality Assessment</u>	<u>20</u>
<u>Family Interview Worksheet</u>	<u>20</u>
<u>Career Path Research Project</u>	<u>65</u>
<u>Majors/Career Fair Interview Paper</u>	<u>65</u>
<u>LinkedIn Profile</u>	<u>25</u>
<u>Mock Interview</u>	<u>50</u>
<u>Resume, Cover Letter, References</u>	<u>145</u>
<u>Four Year Plan & LinkedIn Presentation</u>	<u>125</u>
<u>Professional Leadership Certificate</u>	<u>100</u>

TOTAL POINTS AVAILABLE: 715

SCALE

		A	93-100%	A-	90-92%
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	0-59%				

COURSE SCHEDULE

***All assignments and readings are to be completed prior to the start of class for the week listed*

Class Meeting	In-Class Project/Topic	Before Class	Assignments Due
Week One August 27 th	Learning Outcomes Pre-Assessment Syllabus Review Values Sort Activity The Value of your Degree	--	---
Week Two September 3 rd	True Colors	Pay True Colors fee online before class: https://commerce.cashnet.com/ohiocareer2	Career Development Reflection Paper Due
Week Three September 10 th	Fair Preparation Personality Wrap-Up Begin Career Path Research Projects (Bring Laptop or Tablet)	Complete My Next Move Personality Assessment: Print Results depicting your "RIASEC" Score Report (See example on BlackBoard): http://www.mynextmove.org/explore/ip Visit http://catalogs.ohio.edu/ and scan the information listed on "Arts and Sciences" page (Link is on the left in the fourth grouping of the sidebar menu)	My Next Move Personality Assessment Due
Week Four September 17 th	Career Genogram (Research project work time, if available) (Bring Laptop or Tablet)	Complete Family Interview worksheet, bring a printed copy of the completed worksheet to class (On BlackBoard)	Family Interview Worksheet Due
Week Five September 24 th	Introduction to Resumes, Cover Letters, and Reference Lists <i>OR</i> <i>CLDC Workshop for Resumes in-class</i> (Bring Laptop or Tablet)	"CLDC Resume Checklist" "CLDC Job Search Guide" (On BlackBoard)	Career Path Research Projects Due
Week Six October 1 st	Bobcat Career Link and Finding Internships Customizing a Document (Bring Laptop or Tablet)	"15 Ways to Stand Out as an Intern" "How to Write a Cover Letter When You Have No Experience" (On BlackBoard)	

Week Seven October 8 th	Wandering Map	"Finding a Dream Job: A Little Chaos Theory Helps" "Dr. Kate Brooks Helps Students Put their Liberal Arts Education on the Map" (On BlackBoard)	Majors/Career Fair Interview Paper Due
Week Eight October 15 th	Skills Sort Marketing Skills Acquired through Your Ohio University Experience	"Your LinkedIn Photo Might be why you Aren't Getting Hired" <u>Video</u> "How We Spent a Week Detoxing from our Phones" (On BlackBoard)	First Draft of Resume, Cover Letter, and References Due AND Submit Scheduled Time of Mock Interview to Lindsey by Email
Week Nine October 22 nd	Networking Web Linked In Overview (Bring Laptop or Tablet)	"Profile Checklist: College Students" "LinkedIn Alumni Tool" <u>Video</u> (On BlackBoard)	
Week Ten October 29 th	Professional Communication Etiquette Basics Interviews and Interviewing <i>OR CLDC</i> <i>Workshop for</i> <i>Interviewing in-class</i>	"Conference Call In Real Life" <u>Video</u> "Email in Real Life" <u>Video</u> (On BlackBoard)	LinkedIn Profile
Week Eleven November 5 th	Mock Interview Sharing LinkedIn Networking Activity and Recommendation Requests (Bring Laptop or Tablet)	"How You Really Sound in Job Interviews" <u>Video</u> "How You Really Sound When You Ask for a Raise" <u>Video</u> (On BlackBoard)	
Week Twelve November 12 th	Professional Development Presentation Preparation (Bring Laptop or Tablet) Resume, Cover Letter, and Reference List Sharing	"This Resume Angel Can Help Get You That Job" <u>Video</u> (On BlackBoard)	

<p>Week Thirteen November 19th</p>	<p>Making a Four-Year Academic Plan (Academic Advisor Presentation)</p> <p>Professional Development Presentation Preparation (Bring Laptop or Tablet)</p>	<p>"They Myth of Rational Decision Making" "10 Ways 10 Minutes Can Make Your Day Better" (On BlackBoard)</p>	
<p>Week Fourteen December 3rd</p>	<p>Four Year Plan/LinkedIn Presentations</p> <p>Learning Outcomes Post-Assessments</p>		<p>Coaching Worksheet, Final Resume, Cover Letter, and References Due & Professional Development Plan Presentation Due (for all students, regardless of presentation date) & Mock Interview Evaluation/Notification Due</p>
<p>Thanksgiving Week No Class</p>			
<p>Finals Week 8:00am, Thursday, December 10th</p>	<p>Four Year Plan/LinkedIn Presentations (If needed)</p>		<p>Professional Leadership Certificate Verification Due</p>

Career & Leadership Development Center Mission Statement

The Career & Leadership Development Center is committed to holistic preparation of all Ohio University students and alumni/ae for active development and implementation of career and leadership skills necessary in our global community.

We accomplish this by:

1. Facilitating a process of self-awareness that encourages all students and alumni/ae to engage in career exploration and holistic leadership skill development
2. Helping students and alumni/ae recognize, synthesize, and communicate their experiences
3. Fostering collaborative relationships with faculty, staff and employers to connect students with innovative resources, services and employment opportunities
4. Empowering students to be lifelong learners by providing learning opportunities to construct the following leadership skills; self-awareness, interpersonal development, team development, organizational development and innovation.