GUD101

Career Planning and Exploration

3 Credit Hours

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GUD101 Career Planning and Exploration

I. CATALOGUE DESCRIPTION

A. Pre-requisite and/or Co-requisite: reading proficiency

B. 3 semester hours credit

C. Career Planning and Exploration is an orientation to personal and career decision-making. The course explores personal values, needs, and skills; provides an overview of the world of work; reviews majors and occupational fields; and covers resumes and the job application process. (F, S, Su, O)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Identify personality traits and career and occupational interests</td>
<td>Career Assessment Inventory</td>
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<td>Myers-Brigg Type Indicator</td>
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<td>Reflection paper</td>
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<td>Determine how personality traits affect career choice</td>
<td>Holland Code analyses</td>
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<td>Identify personal goals, motives, and needs, as they apply to the world of work</td>
<td>Reflection paper</td>
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<td>Case scenarios</td>
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<td>Compare a variety of occupations related to personality assessments</td>
<td>Research project</td>
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<td>Compare skills and aptitudes related to personal career planning</td>
<td>Multiple Intelligence Inventory</td>
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<td>Identify various types of values, including work values, that apply to a selected career choice</td>
<td>Choices software</td>
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<td>Reflection paper</td>
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<td>Simulate a job search</td>
<td>Job search tools</td>
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<td>Mock interviews</td>
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<td>Job applications process</td>
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<td>Develop an education and career plan</td>
<td>Presentation</td>
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<td>Research paper</td>
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<td>Career portfolio</td>
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III. OUTLINE OF TOPICS

A. Preparation
   1. Attitude and behaviors for career development
   2. Career Development Theory

B. Skills
   1. Skills for career success
   2. Career Assessment Inventory
   3. Multiple Intelligence Inventory
C. Preferences
   1. Myers-Brigg Type Indicator
   2. The Holland Codes

D. Values
   1. Intrinsic versus extrinsic motivation
   2. Values and your career

E. Exploration
   1. Choices Software
   2. Four steps to conduct career research

F. Relationships
   1. Types of social network structures
   2. Expand your social network
   3. Six steps to informational interview

G. Decision making
   1. Academic decisions
   2. Choose a major, further education or training

H. Tools
   1. Job search tools and your career development
   2. Resumes for the real world
   3. Prepare winning cover letters

I. Launch
   1. Conduct a successful job search
   2. Networking for job opportunities
   3. Strategies for successful interviewing

IV. METHODS OF INSTRUCTION

A. Lecture

B. Class discussion

C. Textbook

D. Handouts

E. Personality inventories

F. In-class activities

G. Case scenarios
H. Research

I. Guest speaker

J. Mock Interviews

V. REQUIRED TEXTBOOK


VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES

A. Career Development Center

B. Career Development Center website

C. Employment Services office

D. Choices Software

E. Internet

F. Current library holdings

VIII. METHODS OF EVALUATION

A. Career Assessment Inventory

B. Myers-Brigg Type Indicator

C. Reflection papers

D. Research project

E. Case scenarios

F. Holland Code analyses

G. Multiple Intelligence Inventory
H. Skills assessment

I. Mock interview

J. Job search tools
   1. Resume
   2. Cover letter
   3. Reference list

K. Job application process

L. Career portfolio

M. Presentation

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, extension 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84).

XI. ATTENDANCE STATEMENT

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalogue or a Student Financial Services representative for more details.