GUD101

CAREER PLANNING AND EXPLORATION

2 Credit Hours

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Arts & Science Education
Dr. Mindy Selsor, Dean
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GUD101 Career Planning and Exploration

I. CATALOGUE DESCRIPTION

A. Prerequisite: none

B. 2 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; and reviews majors and occupational fields. (F, S, Su, O)

II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>OUTCOMES</th>
<th>ASSESSMENT MEASURES</th>
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<tbody>
<tr>
<td>The student will outline the process of career planning and exploration.</td>
<td>Create an outline of the process for exploring and planning for a career</td>
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<td>The student will identify career and occupational interests.</td>
<td>Career Assessment Inventory</td>
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<td>Interview</td>
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<td>Research Paper</td>
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<td>The student will identify personal personality traits.</td>
<td>Myers-Brigg Type Indicator</td>
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<td>The student will classify a variety of occupations.</td>
<td>Research Project and Paper</td>
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<td>In-Class Activity</td>
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<td>Exam</td>
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<td>Using effective thinking strategies, the student will identify personal</td>
<td>Reflection</td>
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<td>goals, motives and needs as it applies to the world of work.</td>
<td>Journal</td>
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<td>Case Study</td>
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<td>The student will compare and contrast skills and aptitudes related to</td>
<td>Multiple Intelligence Inventory</td>
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<td>personal career planning.</td>
<td>Reflection</td>
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<td>Journal</td>
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<td>The student will identify various types of values, including work values</td>
<td>Choices software</td>
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<td>that apply to him/her and a selected career choice.</td>
<td>Reflection</td>
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<td>Presentation</td>
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III. COURSE OUTLINE

A. Introduction to Career Planning
   1. Identify career decision-making process
   2. Examine theories of occupational choice and career development
   3. Formulate personal career choices

B. The Changing World of Work
   1. Examine occupational trends
2. Investigate labor trends
3. Examine economic forces

C. Your Preferences in the World of Work
1. Discover occupational interests
2. Identify career assessments
3. Identify personality inventories

D. Gathering Information about Your Occupational Prospects
1. Explore occupational information
2. Investigate employment options
3. Research schools matching career decision

E. Motivation and Achievement
1. Define goals, motives and needs
2. Set goals
3. Identify personal achievements

F. Abilities: Skills and Aptitudes
1. Examine skills and aptitudes
2. Identify personal skills and aptitudes
3. Prioritize work abilities

G. Cultural, Personal, and Work Values
1. Define cultural diversity and cultural values
2. Examine personal and work values
3. Prioritize work values

H. Making Career Decisions: Putting it All Together
1. Define career decision-making process
2. Expand occupational prospects
3. Identify strategies and risks in decision making
4. Create career plan

IV. METHODS OF INSTRUCTION

A. Lecture

B. Class discussion

C. Textbook

D. Handouts

E. Group presentation

F. Interest and personality inventories
G. In-class activities
H. Research
I. Guest speakers
J. Career Development Center tour
K. Interviews

V. REQUIRED TEXTBOOK


VI. REQUIRED MATERIALS

A. Textbook
B. Assessment packet (interest and personality inventories)

VII. SUPPLEMENTAL REFERENCES

A. Career Development Center
B. Career Development Center website
C. Choices Software
D. Internet
E. Current Library Holdings

VIII. METHOD OF EVALUATION

A. Assignments
B. Outlines
C. In-Class Activities
D. Journals
E. Reflections
F. Research Paper
G. Projects
H. Exams and Quizzes

I. Presentations

J. Assessment instruments
   - Career Assessment Inventory
   - Myers-Brigg Type Indicator
   - Multiple Intelligence Inventory
   - Choices Software

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 169).

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)