



Instructor: Name, Degree.
Location of Office (If Applicable)
Location
Phone Number where students can reach you and leave messages (if possible)
[Email Address](#) (preferred contact)

Meeting Times Section Number
Day of the week; Period
Career Resource Center Classroom;
CRC Meeting Room

Course Website: www.webct.ufl.edu (Log in using your Gatorlink ID)

Office Hours: Day of the week
Time
Location

OVERVIEW



Although this course appears to be a lot of work, it is manageable within the provided framework for the semester and there are a lot of resources, instructor and otherwise, available to help you through the process – so get excited to take charge of your own life and future – this course is designed to be a tool for you to use in maximizing your own potential!

COURSE OBJECTIVES

- ◆ Accept uncertainty and indecision as part of the career development process
- ◆ Learn about resources and information that can be utilized in the job search process
- ◆ Identify individual personality characteristics and their impact on career satisfaction and success
- ◆ Clarify different career options for different majors
- ◆ Learn basic job search skills and strategies
- ◆ Develop necessary job search correspondence
- ◆ Explore successful interview techniques
- ◆ Review decision-making skills and develop a plan for reaching self-determined goals
- ◆ Define career goals
- ◆ Prepare for a successful transition from student life to professional life

EXPECTATIONS

- ◆ **HAVE A POSITIVE ATTITUDE!**
- ◆ You will be treated as a colleague in a professional setting. Your attitude, investment in the course and all related activities, treatment of fellow students and CRC staff, and your work performance should reflect the level of professionalism expected in a work setting. Professionalism includes respectful interactions, investment in the task being addressed, and courteous attendance to any difficulty or concern.
- ◆ In order to experience and enjoy the benefits from this course, you will need to invest time and effort!
- ◆ This is NOT a lecture class - you are strongly encouraged to participate in class discussions.
- ◆ Class attendance is strongly recommended. Points are earned weekly ~ see policy.
- ◆ It is expected you will arrive on time and stay until class is over.
- ◆ Assignments are due at the **beginning** of class on the date stated. Assignments turned in after the beginning of class will be considered late. 10% of the total points will be deducted each day from any late assignment; after one week, no credit will be given for the assignment.
- ◆ You can expect to learn a great deal about yourself and the world of work. Plus, you should have some fun throughout the process!
- ◆ **No food, drinks, cell phones, or pagers!**

REQUIRED COURSE MATERIALS

- ◆ Miller, D. (2007). 48 Days to the Work You Love. B & H Publishing Group, Nashville, TN
- ◆ Myers-Briggs Type Indicator (MBTI) ~ to be purchased in the library of the Career Resource Center (CRC). Approximate cost is \$13.00 plus tax. **The inventory must be taken and the fee paid for a grade to be issued.**

ATTENDANCE

Attendance is STRONGLY RECOMMENDED. Because much of the learning in this course occurs in the classroom, your attendance and participation are necessary. Attendance will be taken ten times at random throughout the semester. If you are in class the day that attendance is taken you will receive 3 points for that day. As noted in the evaluation section, points are also given for participation at the discretion of the instructor. Participation will be graded on attentiveness, respect to classmates and instructor, preparedness, and involvement in class. Absence from class also prohibits these points from being awarded. In case of a religious holiday, please see the instructor. NO OTHER EXCEPTIONS.

ACADEMIC DISHONESTY

All students are expected to abide by the University of Florida's code of ethical conduct. Academic dishonesty of any kind will not be tolerated. Any instances will be addressed according to the guidelines set by the Student Honor Court.

EXTRA HELP WHEN NEEDED

- ◆ Visit the READING & WRITING CENTER in the Broward Hall Basement if you find you need some extra help developing your writing or reading skills. Phone # 392-2010
- ◆ The Counseling Center (392-1575) and Student Mental Health (392-1171) are available to discuss any issues or concerns you may have. Please contact them for more information.
- ◆ Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

EVALUATION POLICIES

<u>Assignments</u>	<u>Due Date</u>	<u>Points</u>
Career Evaluation Sheet	September 14	30
Résumé (Critiqued)	September 21	30
Correspondence (Critiqued) (Cover letter, Follow Up Letter, Acceptance/Rejection Letter)	October 5	30 (10/item)
Mock Interview	October 26	25
Informational Interview	November 2	50
Job Search Timeline	November 30	50
Classroom Participation		30
Attendance		30

Total Points Possible = 275

GRADING

A: 90-100%	B: 80-84%	C: 70-74%	D: 60-64%
B+: 85-89%	C+: 75-79%	D+: 65-69%	E: Below 60%

GRADING PHILOSOPHY

Though submitted assignments, class attendance, and participation in class activities met all my expectations for a student's performance in the course, there are still some less tangible considerations that impact your grade. My grading model is as follows:

A	90-100	Excellent work; clearly exceeds course requirements.
B+	85-89	Very good; clearly and substantially meets course requirements.
B	80-84	Good performance; meets the standards of the course requirements.
C+	75-79	Average performance; barely meets the standards of the course.
C	70-74	Barely adequate performance; does not meet most of the standards of the course.
D+/E	Below 60-69	This level of performance requires special consideration and will be discussed with the student individually.

An A grade is reserved for special efforts that demonstrate growth on a personal, academic and pre-professional level, indicating the prescribed course outcomes have been met above and beyond the completion of expected work.

An A effort demonstrates exceptional creativity, boldness, commitment, and involvement. The grading system displayed above represents a realistic and meaningful system for assessing student performance.

I do not award A grades for students who meet the course requirements, but rather for students who have gone beyond specific course requirements and criteria in order to demonstrate independent efforts at growth and progress.

ASSIGNMENT DETAILS



Career Evaluation Paper

Points: 30

The first step in any successful job search is to clearly identify the types of experiences you are looking for AND the options available to you. Using the CRC Career Library and the internet, you will be able to complete this assignment. Write a 3 page paper about a career that interests you.

- ▶ The first part of the paper should include occupational information such as job duties, education and skills required, employment outlook, salary, and related job clusters in occupations.

- ▶ The second part should include a description of how the occupation relates to your self-assessments (interests, values, skills, abilities, and career goals). Use APA format (double-spaced, Times New Roman, 12 pt., 1" margins).

Résumé & Other Correspondence

Points: 60

The purpose of this assignment is two-fold. First, it is designed to give you practice in writing about your experiences in a way that will favorably impress a prospective employer. Second, seeing yourself on paper as you would represent yourself to an employer can be helpful in identifying "gaps" in your background (such as areas where you are lacking skills or experiences that are pertinent to your stated career objective).

In addition to developing a résumé, you will develop a cover letter, a follow up letter, and an acceptance or rejection letter. Your résumé and all correspondence should cover your actual past and present experiences and be written for a job or internship position that you could apply for in the next 6 months. It is important that your résumé and correspondence be error-free and create a professional impression. **You must have your résumé and correspondence critiqued and signed by a counselor, advisor or Career Ambassador at the CRC.** Edit your documents according to the feedback you receive; turn in BOTH your critiqued and final copies of all documents. **If you do not have your materials critiqued by an advisor at the Career Resource Center, 20 points will be deducted.**

**** Please note: this service has inestimable value. Through it, you have the opportunity of having highly trained professionals help you look your best. Today, more than ever this is extremely important. Past students have reported this service to be hugely helpful, so please approach this assignment with the respect and energy it deserves. ****

Mock Interview Report

Points: 25

Impression management is a key component to a successful job search process. Often, students are unaware of their presentation style and other non-verbal behaviors. A mock interview provides the opportunity to complete a business interview and then view the session, focusing on strengths and growth areas. **You must sign up for one of the mock interview sessions with Sarah during the week of October 16th-20th.** This assignment must be done in basic APA format (typed, double-spaced, Times New Roman, 12 point font, 1" margins on all sides).

You will engage in a mock interview. Write a 2 page paper of the interview including:

1. What did you learn about your presentation style?
2. What are your interviewing strengths?
3. What are your interviewing growth areas?
4. How will you improve these growth areas?
5. Overall impressions

Information Interview Report

Points: 50

(Handout available on website) Conduct interviews with 2 persons who have a job(s) of interest to you (specific guidelines will be covered in class). You may interview 2 people in the same career field, but in different settings, or you may interview 2 people in different career fields. **All interviewees should have 3 or more years experience in your field of choice. Interviews of family members, peers, or faculty members will not be accepted.** This paper must be done in basic APA form (typed, double-spaced, Times New Roman font, size 12 font, one inch margins). Write a 4-page summary of the interviews including:

1. Detailed description of the job(s) and what it involves (1-1.5 pages).
2. Detailed description of the way these interviews affected your knowledge about careers and your own career exploration (1.5-2 pages total).
 - ✓ What new information, ideas, and insights did you gain? (1 page)
 - ✓ Did the interview increase or decrease your interest in the field? Explain (.5 page).
 - ✓ Does the job match your interests, values, personality and skills? Explain (.5 page).

At the beginning of the report, you must either attach a business card of the contact or provide complete contact information, including job title, address, and phone number.

Job Search Timeline

Points: 50

A successful career search is a result of planning, organization and knowledge. Over the course of the semester, we will explore all the components of a job search. For this assignment, you must organize all the information covered in class into an individualized career search plan. This timeline must be a minimum of **3 typed, double-spaced pages**. It also needs to be done in basic APA format (Times New Roman, 12 point font, 1" margins on all sides). Be certain to identify resources you will use, areas you need/want to develop and a general timeline for your career search process. You are encouraged to include any diagrams, calendars or additional materials that help you organize this process into a meaningful plan. Please note: this assignment is intended to go beyond securing a job. When conceptualizing this assignment, consider future goals and how you will achieve them.

Attendance and Participation (Points: 30)

You will receive 2 points for attending and actively participating in each class session.

Extra Credit

Hosting Career Showcase (Points: 10)

Volunteer to be a **Host** at **Career Showcase** on Tuesday, January 23rd or Wednesday, January 24th. **You must attend a Host Information Session** to receive training to be a host. Host Orientation sessions are held the week prior to Career Showcase in the Career Resource Center Classroom. Perform two hours of hosting duties and receive 10 extra credit points (NOT 10 points for each day). **In order to receive credit, you must sign in during Showcase at the Host Check-in Table and inform your instructor by the next class period following Career Showcase. It is your responsibility to advise your instructor in order to receive extra credit.** If you would like more information about host orientation sessions and/or have questions about the Career Showcase, stop by the Career Resource Center or contact the Career Fairs staff at (352) 392-1601 ext. 219 or crcfairs@crc.ufl.edu.

Attend Internship Roundtables (Points: 10)

The Internship Roundtables will be held at the beginning of the semester. Check the CRC website for date and location. Get employers' perspectives on the internship process in an informal setting. Network research opportunities, market yourself, and plan for your future. **Sign-in required to receive credit.**

Extra-Credit: BRIDGE Information Session (Points: 10)

The Career Resource Center and the Gainesville Chamber of Commerce formed a joint partnership for the purpose of providing local, career-related internships for UF students. The hope of this initiative is to equip students with practical real-world work experiences that will help the student transition into a secure, long-term employment opportunity. BRIDGE provides benefits to students, the organization, and the community at large. The Information Sessions, which will be held in the Career Resource Center during the weeks of October 2nd- October 13th, will provide you with more information about the BRIDGE program and how to apply for great internships. For specific dates and times of the Information Sessions, please visit <http://www.crc.ufl.edu/gainesvilleinternships>. After attending the BRIDGE Information Session, you will be required to turn in a typed one page paper describing how the experience affected your career planning and development. **In order to receive credit, you must write the one page reaction paper.**

COURSE SCHEDULE/CALENDAR

DATE	TOPIC	READINGS DUE	ASSIGNMENT DUE
August 24	Course Overview/Intro to Job Search Process		
August 31	Self-Assessment & Career Goals 1	"48 Days..." Ch. 3	
September 7	What Do Employers Want?/Basic Job Search Strategies	"48 Days..." Ch. 6	
September 14	Resumes		Career Evaluation Paper
September 21	Cover Letters and Other Correspondence		Resume
September 28	Personality and the World of Work	"48 Days..." Ch. 5	
October 5	The Art of Interviewing (Intro)		Other Correspondence
October 12	Interviewing (cont.)		
October 19	Working Internationally		Complete Virtual Mock Interview using Perfect Interview program
October 26	Building Strong Relationships & Networking		Mock Interview Report
November 2	Negotiating Salary and Benefits	"48 Days..." Ch. 9	
November 9	Career Challenges ~ Backpack to Briefcase	"48 Days..." Ch. 1	Last day to hand in Extra Credit
November 16	Career Goals 2	"48 Days..." Ch. 4	Informational Interview COMPLETED
November 23	NO CLASS - Thanksgiving		
November 30	Wrap-up Evaluations		Job Search Timeline