

INSTRUCTOR Sue Harbour, University Career Services, Hanes Hall 2nd Floor, 843-0843, sue_harbour@unc.edu
 Thursdays, 11:00am – 12:30pm, Peabody Room 010
Course Pack Required - Available in Student Stores

EDUC 131 – Career Exploration is designed for first and second year students to explore and discover their own interests and skills while learning about valuable tools and resources for selecting academic program and/or career path that fits their individual needs.
 *1 Credit Hour Course Pass/No Pass

Students can expect to:

- Become familiar with career planning concepts and approaches to life-long decision making.
- Evaluate and identify personal interests, skills, values and lifestyle preferences and how to relate them to career planning.
- Conduct job shadowing and informational interviews with working professionals.
- Learn about resources and information that can be used in career decision-making and goal-setting when exploring majors & careers.
- Learn basic job search skills and strategies.
- Begin to take an active role in your own career development.

Students should:

- Approach the course content with an open attitude. You will get out of it what you put into it.
- Participate in class discussions and activities.
- Invest time and energy to enjoy the benefits of this class.
- Expect to spend time out of class working on class assignments including a 4 hour block of time for job shadowing.
- Arrive on time and look forward to learning a lot about yourself and the world of work.

Goals:

- Learn more about yourself and be okay with indecision.
- Take initiative to explore subjects and careers you may have not thought about before.
- Allow yourself to be curious about your interest areas.
- Take risks and action steps to create opportunities to gain experience in areas you want to try out.

COURSE SESSIONS

January 14 Wk. 1	Introduction Assignment: Assignment:	Overview of syllabus & course pack and class goals In-Class self-assessment activities Autobiography Take the Strong Interest Inventory by January 20th.
January 21 Wk. 2	Self-Assessment In Class: Due:	Strong Interest Inventory - Results On-line self-assessment tools- demo Identify areas of interest for job shadowing experience Autobiography
January 28 Wk. 3	Major Exploration/Career Planning and Informational Interviews Choosing a Major / eXplore Demo Informational Interviewing - Carolina Connection alumni database Assignment: Assignment:	eXplore Majors Activity Personal Career Plan
February 4 Wk. 4	Resume Writing - Assignment: Due: Due:	Optimal Resume Demo, Resume Checklist Resume (bring 2 copies on due date) eXplore Majors Activity Personal Career Plan
February 11 Wk. 5	Networking Due In Class: Due:	Guest Presenter - Ms. Laura Lane, Assistant Director, UCS Write a 30 Second Commercial Resume – (2 hard copies) –Peer Review
February 18 Wk. 6	Exploring Resources - Resource room tour - Hanes Hall 2 nd Floor Assignment: Last name: Due:	Resource Room Scavenger Hunt -Due at the end of class A – K 11:30 -12:00 L - Z 12:05- 12:35 <i>Deadline to make contact with job shadow professional</i>

Internship Fair: 1/28 Great Hall 11am-3:00
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Job Shadow experience must be completed between February 18 – April 8.

February 25 Wk. 7	Intern Panel – Internship Search Guest Presenter- Ms. Amanda Williams, Assistant Director, UCS Due: <i>Established date of Job Shadow experience</i>	Meet in Hanes Hall 239B
March 4 Wk. 8	Job Matching: Correspondence - Cover Letters and Thank You letters Assignment: Job/Internship Matching Activity - Write a cover letter applying for a position in the UCS job and internship database.	
March 18 Wk. 9	Emotional Intelligence and Career Success Guest Presenter- Mr. Jeff Sackaroff, Assoc. Director, Due: Cover letter	
March 25 Wk. 10	UCS Interview & Communication Skills Assignment: Mock Interview – Schedule an interview with the counselor I have assigned you Assignment: Thank you letter to counselor following Mock Interview	Spring Career Expo- 3/24 Great Hall 1-4:30
April 1 Wk. 11	Campus Services Panel Due: Copy of Thank You letter Due: Informational Interview	Meet in Hanes Hall 239B
April 8 Wk. 12	Social Networking and Your Professional Image – Using Linked In Due: Mock Interview sign off form from Career Counselor Deadline to complete Job Shadowing experience: April 8, 2010	
April 15 Wk. 13	Considering Graduate School - Graduate Student Panel Assignment: Final Due: Job Shadow Reflection Paper – One page <i>Deadline to meet with instructor- Friday, April 16th for full points</i>	Meet in Hanes Hall 239B
April 22 Wk. 14	Next Steps – Where do I go from here? Due: Final Due: Career Event Summary	

All Assignments Must Be Completed To Pass!

ATTENDANCE:	30 Points
Is strongly recommended. Because much of the learning in this class occurs in the classroom, attendance is necessary. You will earn 2 points each day you attend class. If you fail to attend class, you will not receive the points.	
PARTICIPATION:	20 Points
Will be graded on attentiveness, respect to instructor, classmates and guests as well as preparedness and class involvement.	
APPOINTMENT:	30 Points
Purpose: To provide individual attention to help you clarify your career/major direction. Individual appointments can be made on-line: http://careers.unc.edu . You may still come in for your appt. through the 14 th week for reduced points.	
AUTOBIOGRAPHY	10 Points
One – two pages, typed, double-spaced. Include: Your purpose for taking the class, background and interests. Course pack pg. 2	
EVENT ATTENDANCE:	20 Points
Explore a career of interest to you. Attend a career panel, Net Night, fair or workshop sponsored by <u>UCS or any other campus group/dept.</u> Submit a one page summary of the event, the names of the people, the companies/organizations represented and a brief description of the careers discussed. Minimum 1 page.	
IN CLASS ACTIVITIES:	15 Points
Purpose: Explore values and strengths and characteristics that are important to you in an occupation or job. 30 Second Commercial/Elevator Speech: Write a script for self-introduction that highlights your accomplishments in networking opportunities.	

SCAVENGER HUNT:	10 Points
Purpose: Become familiar with the UCS Resource Room and its contents.	
STRONG INTEREST INVENTORY:	20 Points
Purpose: To facilitate self-understanding of interests, skills and work values. After completing the inventory, you will be able to see how your interests and abilities connect to occupations and fields of interest. The instrument also highlights college majors and school subjects pertinent to career areas.	
eXplore MAJORS ACTIVITY:	20 Points
Purpose: To explore subjects of interest and identify potential majors and minors while learning to navigate the on-line resource eXplore.	
CAREER PLAN:	20 Points
Purpose: Develop a year by year plan that will help you obtain marketable/transferable skills in college.	
JOB SHADOWING EXPERIENCE and Reflection Paper	50 Points
Purpose: to gain insight and a glimpse into the life of a working professional in their place of business. Students will spend a minimum of 4 hours on site. Activities will vary from experience to experience, but can include attending meetings, taking a company tour, reviewing company literature, conducting informational interviews, assisting with basic projects, and so forth. The primary goal is to learn about a particular occupation or industry. UCS will provide students with contacts based on their interest made in the first week of class.	
INFORMATIONAL INTERVIEW:	25 Points
After conducting an informational interview with a professional in your field of interest, you will write a summary report indicating what you learned about the career field and your reaction to it as a possible career choice.	
RESUME:	20 Points
Purpose: Learn effective resume writing and produce documents that has you ready to apply for summer jobs/internships.	
PRACTICE INTERVIEW:	20 Points
Mock Interview with a UCS counselor to provide feedback on your communication and interview skills.	
COVER LETTER:	20 Points
Purpose: To learn how to write a strong cover letter to match a specific position you are applying for.	
THANK YOU LETTER:	10 Points
Purpose: To practice professional correspondence following an interview.	
Final	30 Points
Total	370 Points

All assignments and documents will be posted on Blackboard

HONOR CODE:

The Honor Code is, as always, in effect in this course.