



Course Syllabus

Course Information

Course number: ISAH 4v88.003 Careers for ATEC Students

Meeting times: Tuesdays 10:30 – 11:20 am

Term: Spring 2008

Location: MC 1.608 Career Seminar Room

Professor Contact Information

Professor's names: Tara N. Riall M.Ed

Mickey Choate, MS, LPC

Phone number: 972.883.4331

972.883.4270

Email: tara.riall@utdallas.edu

mickey.choate@utdallas.edu

(NOT through WebCT)

Office location: ATEC 1.704

Career Center - MC 1.312

Office hours: Monday – Friday by appointment

Other information: The best ways to reach me are direct email or by phone (not through WEBCT). Please put the course name in your subject line and include your first and last name in your message. I do not reply to anonymous phone or email messages.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no pre-requisites, co-requisites, and/or other restrictions. This course is open to students at all academic levels.

IMPORTANT NOTE: A great deal of this course involves exploring resources available on the internet. This may not be the course for you if you do not have access to a reasonably fast and reliable internet connection. **Students are required to register with the Career Center using UTD CareerWorks to access weekly assignment postings.** There are also several career exploration programs and employer databases accessed for the class. Students are required to access UTD Library eBooks through a UTD Net access account.

There are 10 computers with internet access available for students to use in the Career Center.

Course Description

The primary objective of this one hour credit course is to provide students with assistance in making effective career decisions. This will be accomplished through the use of career assessments, informational interviews, development of a network, and career plan, as well as both practical and theoretical readings and exercises. Students will prepare cover letters, resumes, portfolios and/or demo reels, develop effective interviewing skills, explore networking, and job search techniques. Course information will be conveyed through readings, homework assignments, internet searches, discussions, guest speakers, in-class exercises, presentations, and group discussions.

Student Learning Objectives/Outcomes

Undergraduate degree program learning goals embedded in this course and the assessment techniques are summarized below:

- Students will explore and define their area of interest within ATEC through assessment and self-reflection.
- Students will be able to write clearly, correctly, and concisely (resumes, cover letters, reaction statements, and final project).
- Students will have a visual networking map, portfolio and/or demo reel.
- Students will be able to effectively present information through a class presentation (PowerPoint presentation summarizing informational interview).

Course Objectives:

1. **Self-Assessment** – Students will identify personal interests, values, and skills that will assist them with occupational exploration and career development throughout their lives. This includes the completion of formal and informal career assessments and selected computer guidance program modules.
2. **Occupational Exploration** – Students will explore possible career pathways through the collection and analysis of occupational information. Media used for data collection include written material, internet sites, informational interviewing and use of various other resources as identified by the instructor. Students will participate in an informational interview with at least one person in a field that they are interested in learning more about. This information will be incorporated into the class presentation and final project.
3. **Job Search Strategies** – Students will become aware of and learn how to utilize various job search strategies. These strategies will include, but not be limited to, traditional networking, electronic networking, unsolicited inquiry, classifieds, job banks, as well as services provided by the Career Center. Students will develop professional resumes, cover letters, and thank you letters.
4. **Interviewing Approaches** – Students will learn about various interview styles and formats including behavioral and targeted selection interviewing, group interviews, phone interviews, and case interview methods. Developing effective interview strategies will be reinforced through the participation in a video practice interview with a Career Center staff member.

Course Deliverables

Career plan
Resume, cover letter, portfolio and/or demo reel and networking correspondence
Interviewing skills
Job search skills
Presentation skills

Required Textbooks and Materials

Borchard, Bonner, and Musich, 9th Edition. "Your Career Planner"
Dubuque, IA: Kendall/Hunt Publishing Company

Additional readings may be required and will be provided as needed.

Students are required to create a free UTD CareerWorks account to access weekly assignment postings. Go to www.utdallas/career/ and click on the UTD CareerWorks logo to begin the registration process.

Additional Resources

The following assessments and computer resources will be provided to you by the Career Center.

Career Assessments

- Self-Directed Search
- Strong Interest Inventory
- Myers-Briggs Type Indicator

Informal Career Assessments

- Skills Identification Exercise
- Values Clarification Exercise
- Personal Descriptors Exercise

Occupational Information Software Systems

- eChoices (internet version)
- SIGI3 (internet version)
- The Vocational Biographies (internet version)

Employer/Industry Research Resources

- CareerSearch (internet version)
- Vault (internet version)

Suggested Course Materials

None required

Assignments & Academic Calendar

January 8:	First class day
February 29:	Mid-term grades must be posted by 10:00 am
March 7:	Last day to withdraw with WP/WF
April 28:	Last class day
May 14:	Final grades must be posted by 10:00 am

The Syllabus and Course Outline are intended to be a guideline for the course. I reserve the right to make modifications in the content, schedule and requirements as necessary, to accommodate changing needs during the semester and to promote the best educational experience for all students. Any changes will be communicated in class and on the UTD CareerWorks web site. Please contact me if you have questions about some aspect of course activities or requirements.

The weekly reading assignments and specific activities will be posted to the UTD CareerWorks Resource Library within the folder labeled *ISAH 4v88 Careers for ATEC Students*. You will need to create a free UTD Career Works account by going to www.utdallas.edu/career/ and clicking on the UTD CareerWorks logo to begin the process. You do not need to upload a resume at this time.

Tentative Course Outline

Learning Objectives

By the end of the course students should...

- have a network in progress
- have a resume, demo reel and/or portfolio
- have decided on an area of interest
- have knowledge of various options
- have self knowledge

Tuesday Jan. 8

Class 1 – Syllabus, “If I had a Million Dollars” – Lottery exercise, Motivation to work, The Career Shift.

Decide - Blog: response to one blog using Blogger, each have own blog, or Facebook?

Assignment: Read chapter one and two. Complete and bring to next class the Strong Interest Inventory, and Student Information Sheet.

Blog reflection on what your goals for this class are.

Tuesday Jan. 15

Class 2 – Guest Speaker: Chip Wood – “ATEC Industry & Networking”

Assignment: Read Chapter three and complete exercises, Bring Strong Interest Inventory

Blog reflection on guest speaker.

Tuesday Jan. 22

Class 3 – Guest Speaker: Todd Fechter – “Resumes, Portfolios and Demo Reels”

Assignment: Read chapter four and complete exercises. Complete MBTI. Blog reflection on guest speaker.

Tuesday Jan. 29

Class 4 – Guest Speaker: Garman Herigstad – “Freelancing”

Assignment: Read chapter five and six. Complete exercises and Self-Directed Search.

Reflection blog on guest speaker. Bring all assessment tests to next class.

Tuesday Feb. 5

Class 5 – Career Assessment Interpretation

Assignment: Read chapter seven. Blog reflection on career assessments

Tuesday Feb. 12

Class 6 – Guest Speaker: John Fowler

Assignment: Skim chapter eight, read chapter nine and complete exercises.

Blog reflection on guest speaker.

Tuesday Feb. 19

Class 7 – Guest Speaker: Gearbox - Allison Berryman

Assignment: Glance at chapter ten, read chapter eleven. Blog reflection on guest speaker

Tuesday Feb. 26

Class 8 – Guest Speaker: Rhythm and Hues

Assignment: Blog reflection on guest speaker

Tuesday March 4

Class 9 – Interviewing

Assignment: Mock interview. Blog reflection on interviewing

Tuesday March 18

Class 10 - Guest Speaker: Reel FX -

Assignment: Blog reflection on guest speaker

Tuesday March 25

Class 11 – Your Job search Strategy

Tuesday April 1

Class 12 – Informational Interview Presentation and Paper

Tuesday April 8

Class 13 – Informational Interview Presentation and Paper

Tuesday April 15

Class 14 – Informational Interview Presentation and Paper

Final Portfolio Due: including; resume, cover letter, final paper, networking chart, and portfolio and/or demo reel

Evaluation

Tuesday April 22

End of Semester Day

Course Grading:

A. Class Assignments: There will be outside and inside class assignments.

Course documents can be printed or saved to your computer. All work must be typed unless told otherwise, using one-inch margins, double-spaced, with 12-14 font. Assignments will be evaluated on content, quality, neatness, punctuation, spelling, grammar, and participation.

B. Class Attendance/Participation:

Attendance is **mandatory**. It is necessary that you attend class. Much of this class involves participation, in addition to having the benefit of outside speakers share their experiences and knowledge with you. Attendance is taken at each class meeting. *Excused absences are those required for UTD sponsored events requiring the sponsor of the event to provide you with a form to give to your professors prior to the event.*

More than 2 absences will result in failure of the class.

<u>Course Requirements and Grading</u>	Points
Career Assessments	300
Blog Reflections (10 points each)	100
Networking Exercise	100
Resume, cover letter, portfolio/demo reel	300
Mock interview	100
Informational interview paper and presentation	200
Final paper	100

Total 1200

Grading Scale

1200	A+	876 – 923	C
1116 - 1199	A	840 – 875	C-
1080 - 1115	A-	804 – 839	D+
1044 – 1079	B+	756 – 803	D
996 – 1043	B	720 – 755	D-
960 – 995	B-	Below 720	F
924 – 959	C+		

Course & Instructor Policies

Late Work:

Late work will not be accepted. Assignments are always due at the beginning of each class; whether or not you are able to attend. Please note that doing work for other classes does not constitute a valid reason for not completing assignments. Missing class is not an excuse for failing to turn in homework or assignments. You may either email your assignments to me or turn them in at the beginning of class. Note the due dates for all assignments posted to UTD CareerWorks and plan accordingly in budgeting your time.

Make-up Assignments/Exams:

In-class work cannot be made up.

Extra Credit:

There will be no extra credit work.

Classroom Citizenship:

Technology Policy – Cell phones must be turned off during class. Laptops may be used during lectures but must be put away during discussions. Surfing the internet during class and presentations is inconsiderate to presenters and will negatively affect your grade.

Classroom Conduct – I expect students to be attentive during class. Studying for other classes, reading newspapers, & sleeping will not be tolerated. I expect students to be respectful of the views of others. Common courtesy is appreciated with no name-calling, swearing, or racist/sexist/homophobic statements. If you are having a problem with another student, please discuss it with me.

Rationale for Course Policies:

These policies may seem stricter than usual. Basically, we only meet once per week for 50 minutes, and we have 14 weeks to cover a good amount of material. Unlike a regular class – in which failure to know the material simply results in a poor grade – failure to master the policies of the Career Center may lead to poor job performance or inappropriate behavior with employers. Therefore, I do all that I can to make sure that you understand everything about careers through this course.

As we will discuss during the first class, you need to think of yourself as an employee in this class as opposed to being a student. Likewise, think of me as your supervisor instead of as your instructor or professor: This will make the course good practice for your first professional job.

Assignments: - Below is a brief overview on the basic objectives of each major assignment. More detailed descriptions will be posted on CareerWorks.

Career Assessments

(worth 300 points) - Strong Interest Inventory, Myers Briggs Type Indicator, Self-Directed Search. To receive full credit each assessment test must be completed, scored, and brought to class on the day we will be discussing career assessments.

Blog Reflections

(worth 10 points each, 100 points possible) – Entries will reflect on personal response to, and analysis of topics and information heard by guest speakers and on other topics covered within the class.

Networking Exercise

(worth 100 points) – Students will create a networking map to chart their known network and networking goals. A final map will be turned in which will indicate the networking goals reached and yet to be reached.

Resume, cover letter, portfolio/demo reel

(worth 100 points each, 300 points possible) – Students will turn in a final draft of a cover letter, resume, and portfolio/demo reel on the last day of class. Each component should be started early in the semester to ensure a perfected final draft. Students should utilize the Career Center staff.

Mock interview

(worth 100 points) – Each student will schedule and complete a mock interview through the Career Center.

Informational interview paper and presentation

(worth 200 points) – Students will conduct an Informational Interview with the person/s of their choice. A two page paper evaluating their experience will be turned in the day of the presentation.

Final paper

(worth 100 points) – The final paper will summarize your course experience and will incorporate various components.

Good Luck!

THE UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES

UTD Writing Lab

Writing related assistance and resources are available through the Learning Resource Center's Writing Lab located on the second floor of the McDermott Library Building in Room MC 2.402. The Writing Lab is open Monday through Thursday from 9:00 a.m. until 8:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. for appointments. The phone number is 972.883.6707.

Field Trip Policies

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Students are required to turn in the signed University's Release and Indemnification Agreement form to the instructor or Internship Coordinator prior to participating in the internship.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the

following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the

required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.