

**Fall 2005**  
**ISAH 4V88 Careers for A&H Students**  
**Wednesday 11:00 – 11:50 am, MC 1.608**

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**Course Description**

The primary objective of this one 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 career plan, as well as both practical and theoretical readings and exercises. Students will also prepare resumes, develop effective interviewing skills, and explore networking and job search techniques. Course information will be conveyed through readings, homework assignments, internet searches, discussions, guest speakers, in-class exercises and group discussions.

**Course Objectives**

After completing the course, students should be able to:

- explain why career decision making is considered a lifelong process
- describe the career-decision making process
- identify several career options worthy of continued exploration
- discuss the numerous resources available to them for engaging in career exploration
- describe the role that their work-related core life values play in career decision-making
- ? identify various resume formats and the advantages/disadvantages of each
- ? understand the networking & informational interviewing process
- ? identify various interviewing styles with particular knowledge of behavioral interviewing techniques
- ? identify various job search strategies and resources.

**Course Deliverables**

- ? Resume
- ? Interviewing Skills
- ? Job Search Skills
- ? Career Plan
- ? Presentation Skills

**Textbook**

Powell, C. Randall. 5<sup>th</sup> Edition - Career Planning Strategies. Dubuque, IA: Kendall/Hunt Publishing Company

**Career Assessments**

- Self Directed Search
- Strong Interest Inventory
- Myers-Briggs Type Indicator
- Skills Identification Exercise
- Values Clarification Card Sort

**Computer Guidance Software Systems**

- Choices Planner (internet version)
- SIGI Plus

**Employer Research Resources**

- CareerSearch (internet version)
- Vault.com (internet version)

**Course Grading** This course will be based on the following:

**A. 50% Class Attendance/Participation:** Attendance and active participation at all class meetings is expected. Attendance/Participation grade is based on a percent of classes attended (out of 13 possible). Extra credit will not be given.

**50% Class Assignments:** There will be outside and inside class assignments.

1. Strong Interest Inventory
2. Myers-Briggs Type Indicator
3. Career Options Chart 1
4. Career Options Chart 2
5. Personal Descriptors Activity
6. Transferable Skills Identification Exercise
7. Values Clarification Exercise
8. Resume & Job Search Correspondence
9. Informational Interview Presentation
10. Bachelor-level job postings
11. Graduate-level job postings
12. Graduate School Options Chart
13. Participate in a Mock Interview
14. Career Prospectus
15. Career Action Plan
16. Speaker Notes from Guest Speakers
17. Assigned modules of computer guidance software systems and employer databases
18. Individual meeting with the instructor
19. Take home Quiz

Note: Due to the nature of this course, there will be no final exam.

Weekly assignments will be posted to the UT-Dallas CareerWorks Resource Library which is accessible through your account. Course documents can be printed or saved to your computer. Please note that doing work for other classes does not constitute a valid reason for not completing assignments for Careers for A&H Students. Note the due dates for all assignments and plan in budgeting your time. Please see me if you are having trouble completing an assignment.

**Grading:** Each assignment and weekly attendance/participation will be worth points. Late assignments *will be accepted* but penalized 10% for each week late. Final grade is calculated by determining the total number of points earned and calculating the percentage from the total number of possible points.

A+ = 97-100

A = 94-96

A- = 90-93

B+ = 87- 89

B = 84-86

B- = 80-83

C+ = 77- 79

C = 74-77

C- = 70-73

D+ = 67- 69

D = 64-66

D- = 60-63

F = below 59

Final grades in this course are representative of the following:

A - represents outstanding participation in all course activities; all assigned work completed, with very high quality in all work produced for the course.

B - represents excellent participation in all course activities; all assigned work completed, with consistently high quality in course work.

C - represents good participation in all course activities; all assigned work completed, with generally good quality in course work.

D – represents uneven participation in course activities; all assigned work completed, with inconsistent quality in course work.

F – represents minimal participation in course activities; not all assigned work completed, with very low quality in course work.

**Grading Scenarios:** Attendance is 50% of the final course grade and the assigned activities are 50% of the final course grade. There are approximately 20 assignments/activities worth a maximum of 10 points each and 13 classes worth 15.38 points each. 20 assignments X 10 points each = 200 maximum points. 13 classes X 15.38 = 200 maximum points. The activities and attendance = 400 points combined.

One absence out of 13:

- $200 - 15.38 = 184.62$  points for attendance
- 1 assignment not completed out of 20 equals  $200 - 10 = 190$  points for assignments
- The points for attendance and assignments combined = 374.62 out of 400 points for 93 percent and an A- according to the grade information in the syllabus.

Two absences out of 13:

- $200 - 30.76 = 169.24$  points for attendance
- 2 assignments not completed out of 20 equals  $200 - 20 = 180$  points for assignments
- The points for attendance and assignments combined = 349.24 out of 400 points for 87 percent and a B+ according to the grade information in the syllabus

Three absences out of 13:

- $200 - 46.14 = 153.86$  points for attendance
- 3 assignments not completed out of 20 equals  $200 - 30 = 170$  points for assignments
- The points for attendance and assignments combined = 323.86 out of 400 points for 80 percent and a B- according to the grade information in the syllabus

Four absences out of 13:

- $200 - 61.52 = 138.48$  points for attendance
- 4 assignments not completed out of 20 equals  $200 - 40 = 160$  points for assignments
- The points for attendance and assignments combined = 298.48 out of 400 points for 74 percent and a C according to the grade information in the syllabus

Five absences out of 13:

- $200 - 76.9 = 123.1$  points for attendance
- 5 assignments not completed out of 20 equals  $200 - 50 = 150$  points for assignments
- The points for attendance and assignments combined = 273.1 out of 400 points for 68 percent and a D+ according to the grade information in the syllabus

### **Attendance**

Since much of this class involves participation, it is necessary that you attend. Attendance is taken at each class meeting. Excused absences are those required for UT-Dallas sponsored events requiring the sponsor of the event to provide you with a form to give to your professors prior to the event. It is your responsibility for missed assignments, class work, handouts, etc.

**Academic Dishonesty:** Academic dishonesty (plagiarism, cheating) is a serious offense. Instances of academic dishonesty will be handled according to UTD procedures.

**Disability Services**

The University of Texas at Dallas provides disability services to any student who has a physical, psychological, or learning disability that affects the student's academic performance. Contact the Office of Disability Services at: (972) 883-2098.

**Email Policy** I will send all electronic **correspondence only to a student's UTD email address** and require that all official electronic correspondence between a student and me be transmitted from the students' UTD email account. **UT Dallas furnishes each student a FREE Network ID (netid) linked to an email account.** To activate or maintain a UTD computer account and/or to set email forwarding options, **go to <http://netid.utdallas.edu>**. NOTE: The UTD Department of Information Resources provides a method for students to forward their UTD email to other personal or business email accounts.

