

**Spring 2006**  
**ISAH 4V88 Careers for A&H Students**  
**Wednesday, 11:00 – 11:50 am MC 1.608**

Instructor: Mickey Choate, MS, LPC  
Associate Director for Career Development  
Office Hours: Monday – Friday by appointment  
in the Career Center, MC 1. 312  
E-mail: [mickey.choate@utdallas.edu](mailto:mickey.choate@utdallas.edu)  
Office Phone: 972.883.4270

**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 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**

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 informational interviews with at least two people in fields they are interested in learning more about. They will develop and present a 10 minute PowerPoint presentation to the class summarizing what they learned.
3. **Job Search Strategies** – Students will become aware of and learn how to utilize various job search strategies. These strategies will include, but not limited to, traditional networking, electronic networking, unsolicited inquiry, classifieds, job banks, as well as services provided by the Career Center. Students will develop a professional resume, cover letters and thank you letters. Scannable resumes will also be discussed.
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 videotaped practice interview with a Career Center staff member.

### **Course Competencies**

It is expected that students who successfully complete this course will have developed the following competencies:

Research, analytical and critical thinking skills; problem-solving and decision-making; written and oral communication skills; knowledge of work ethic, diversity issues, and corporate culture; and methods for personal and professional growth and development.

### **Course Deliverables**

- ? Resume, cover letter, and job search correspondence
- ? 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

The text is cross listed in the on-campus and off-campus bookstores under BA 4V00 Careers for Management Students and SOCS 3111 Careers in the Social Sciences.

### **Career Assessments**

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

### **Informal Career Assessments**

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

### **Computer Guidance Software Systems**

- eChoices (internet version)
- SIGI Plus

### **Employer Research Resources**

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

**Course Grading:** There are a possible 600 points to be earned as follows:

**A. Class Assignments:** There will be outside and inside class assignments for a possible 300 total points. 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. All work must be typed, using one-inch margins, double-spaced, with a font size no larger than 12 point. and free of grammatical errors. Assignments will be evaluated on meeting the deadline, content quality, neatness, spelling/grammar, and participation.

Students will have one week after the initial due date to turn in any late work. Points will be lost for each day the assignment is late. After seven days, no work will be accepted and a grade of zero will be assigned. 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. Note the due dates for all assignments posted to CareerWorks and plan accordingly in budgeting your time. Extra credit will not be given

**Career Development Activities (50 total points)**

Career Assessments

- Strong Interest Inventory (5 points)
- Myers-Briggs Type Indicator (5 points)
- Self-Directed Search (5 points)

Informal Career Assessments

- Personal Descriptors exercise (5 points)
- Transferable Skills Identification exercise (5 points)
- Values Clarification exercise (5 points)

Career Exploration

- eChoices modules (5 points)
- SIGI modules (5 points)
- Career Options activity (5 points)
- Graduate School activity (5 points)

**Job Search Activities (50 total points)**

- Resume & Cover Letter assignment (20 points)
- Job Postings assignment (5 points)
- Company Profile assignment (5 points)
- Networking exercise (5 points)
- 1 page Personal Reaction Paper for each guest speaker – approximately 3 guest speakers (15 points total @ 5 each)

**Interview Skills Development (50 total points)**

- 30 Second Introduction exercise (5 points)
- Behavioral Interview Questions assignment (20 points)
- Practice Interview (20 points)
- Interview Summary worksheet (5 points)

**Informational Interview Presentation (50 total points)**

- 10 minute PowerPoint presentation summarizing two in person informational interviews

**Final Paper****(50 Total Points)**

- 3-5 page report plus appendices on your final occupation choice. Guidelines will be given.

**Quiz****(50 total points)**

- One quiz from the text book and class activities

**B. Class Attendance/Participation:**

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.

The following grading scale will be used for attendance:

0 absences:	300 points
1 absence:	270 points
2 absences:	240 points
3 absences:	195 points
4 absences:	135 points
5 absences:	60 points
6-13 absences	0 points

**Grading:** Each assignment and weekly attendance/participation will be worth points. Final grade is calculated by determining the total number of points earned.

A+ = (582 - 600)	A = (564 - 581)	A- = (540 - 563)
B+ = (522 - 539)	B = (504 - 521)	B- = (480 - 503)
C+ = (462 - 479)	C = (444 - 461)	C- = (420 - 443)
D+ = (402 - 419)	D = (384 - 418)	D- = (360 - 383)
F = below 359		

**Academic Calendar**

- First day of class for this class is January 11, 2006
- Last day of class for this class is April 19, 2006
- Spring Break – no classes March 6 – March 11
- Last day to drop a class without a “W” is Wednesday, January 25, 2006
- Undergraduates WP or WF withdrawal period begins Monday, February 13
- Undergraduates last day to withdraw with WP/WF is Thursday, March 16

**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.

