



Course Syllabus

Course Information

Course number: ISAH 3130 Careers for A&H Majors

Meeting times: Wednesday 10:00 – 10:50 am

Term: Spring 2015

Location: SSB 3.107 – Career Center’s Seminar Room

Professor’s Contact Information

Professor’s name: Mickey Choate, MS, LPC-S

Phone number: 972.883.4270

Email: mickey.choate@utdallas.edu (NOT through eLearning)

Office location: Career Center - SSB 3.300

Office hours: Monday – Friday by appointment

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

Professor’s name: Megan Gray

Phone number: 972.883.2980

Email: Megan.Gray@utdallas.edu (NOT through eLearning)

Office location: JO 4.508

Office hours: Monday – Friday by appointment

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

Professor’s name: Kelley Henderson

Phone number: 972.883.6812

Email: Kelley.Henderson@utdallas.edu (NOT through eLearning)

Office location: Career Center – SSB 3.300JO 4.508

Office hours: Monday – Friday by appointment

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

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 CometCareers 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 and Career Center databases through a UTD Net access account.

Several computers with internet access are 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 career plan, as well as both practical and theoretical readings and exercises. Students will prepare resumes, 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 be able to write clearly, correctly, and concisely (resumes, cover letters, reaction papers, and final project).
- Students will become proficient in the use of technology (access course materials in UTD CareerWorks, PowerPoint presentation, and use of internet for research).
- 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, and job search correspondence
- Interviewing skills
- Job search skills
- Presentation skills

Required Textbooks and Materials

There are many on-line books and eBooks that will be used during the semester which are easily accessed through the Career Center's site and the McDermott Library. A UTD NetID and Password, along with a UTD email account are required to access the reading material.

Students are required to create a free CometCareers account to access weekly assignment postings.

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

Employer/Industry Research

- CareerSearch
- Vault
- Dallas Business Journal/40 digital weekly papers
- Perfect Interview

Occupational Information

- Choices
- The Vocational Biographies
- The Occupational Outlook Handbook
- O'NET Interview Preparation

Assignments & Academic Calendar

January 14	First class day
January 19	Martin Luther King Day – no classes
January 28	Last day to drop without a “W”
March 7	Mid-term grades
March 16 – 21	Spring Break – no classes
March 30	Last day to withdraw
April 29	Last class day
May 14 – 16	Commencement
May 14	Final grades must be posted

The Syllabus and Course Outline are intended to be a guideline for the course. We 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 CometCareers web site. Please contact either of us know if you have questions about some aspect of course activities or requirements.

The weekly reading assignments and specific activities will be posted to the CometCareers Resource Library within the folder labeled *ISAH 3130 Careers for A&H Majors*. You will

need to create a free CometCareers account by going to www.utdallas.edu/career/ and click on Students/Alumni Login to begin the registration process. You do not need to upload a resume at this time.

Course Grading:

A. Class Assignments: There will be outside and inside class assignments. Weekly assignments will be posted to the CometCareers Resource Library at the appropriate time. Course documents can be printed or saved to your computer. 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 point font. Assignments will be evaluated on content, quality, neatness, punctuation, spelling, grammar, and participation.

B. Class Attendance/Participation:

Attendance and participation is **mandatory** and is factored in as a part of the overall final grade. It is necessary that you attend class since much of this class involves having the benefit of outside speakers share their experience and knowledge with you. Attendance will be 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 unexcused absences results in failure of the class. Each unexcused absence will result in the final grade being reduced by 5%.

<u>Course Requirements and Grading</u>	<u>Points</u>
Career Assessments - Formal/Informal	300
Video Summaries	300
Practice Interview	300
Resume/Cover Letter	300
Informational Interview Presentation	300
Reflection Papers	300
Career Center Sponsored Programs or Final Paper	300
Total 2400	

Grading Scale

2400	A+	1752 - 1847	C
2232 - 2376	A	1680 - 1751	C-
2160 - 2208	A-	1608 - 1679	D+
2088 - 2159	B+	1512 - 1607	D
1992 - 2087	B	1440 - 1511	D-
1920 - 1991	B-	Below 1439	F
1848 - 1919	C+		

Assignments: - Below is a brief overview on the basic objectives of each major assignment. More detailed descriptions are posted in CometCareers.

Career Assessments

The formal assessments include the Strong Interest Inventory, Myers-Briggs Type Indicator and the Self-Directed Search. The informal assessments include various Values, Interests, Personality,

and Skills Identification exercise and activities. Each assessment must be completed, scored, and brought to class on the day we will be discussing career assessments to receive full credit.

Video Summaries

There are approximately 52 videos through the Career Center's site on a variety of topics including interviewing, resume writing, job search strategies, writing cover letters, dressing for the interview. Students are required to review any 10 of the videos and prepare a short paragraph summarizing the video. Each video lasts approximately 3 minutes.

Practice Interview

Each student will schedule and complete a recorded practice interview through the Career Center.

Reflection Papers

There will be approximately five Reflection Paper assignments due over the semester on specific assigned topics including the career assessments, the practice interview, skills identification and personal characteristics activities & guest speakers. These are one page papers written in first-person.

Resume/Cover letter

Students will prepare a resume and a cover letter. The assignment includes meeting in person with a Resume Editor in the Career Center at least one time to have them review and critique both documents. You will make the final adjustments to both documents and turn in the corrected and updated versions for each document, along with your drafts.

Informational Interview Presentation

Students will conduct an Informational Interview with someone who works in an area that they are interested in exploring and present what they learned to the class through a brief PowerPoint presentation.

Career Center Events or Final Paper (select one or the other)

- A. Select three Career Center sponsored programs and write a Personal Reaction Paper summarizing each of your experiences. Address what you will do as a result of what you learned.
- B. Prepare a Final Paper for the course summarizing your final occupation of choice incorporating occupational information, the career assessments, and the informational interview.

Course & Instructor Policies

Late Work:

Late work will not be accepted. Assignments are always due at the beginning of each class with no late work accepted. 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 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.

Technology Policy – Cell phones must be turned off during class. You will not need to use a laptop during the class meeting. Surfing the internet during class and presentations is inconsiderate to presenters and will negatively affect your grade.

Classroom Conduct – We 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 15 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 content of the Careers in Arts and Humanities class and the Career Center's policies may lead to poor job performance or inappropriate behavior with employers. Therefore, we do all that we can to make sure that you understand everything about careers through this course.

Think of yourself as an employee in this class as opposed to being a student. Likewise, think of us your supervisors instead of as your instructors or professors. This will make the course good practice for your first professional job.

We will do our best to reward you for being proactive, professional, and responsible in all of your actions and interactions this semester.

Good Luck!

THE UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES

The UT Dallas Syllabus Policies and Procedures are available at

<http://go.utdallas.edu/syllabus-policies>.