



Course Syllabus

Course Information

Course number: ISAH 4V88 Careers for Arts & Humanities Students

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

Term: Spring 2007

Location: MC 1.608

Professor Contact Information

Professor's name: Mickey Choate, MS, LPC

Phone number: 972.883.4270

Email: mickey.choate@utdallas.edu (NOT through WebCT6)

Office location: 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 WEBCT6).. 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 also 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 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, 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

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

The text is **cross-listed** in the on-campus and off-campus bookstores under BA4V00 Careers for Management Students and SOCS 3111 Careers in the Social Sciences.

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.edu/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 10:** First class day
March 13: Mid-term grades must be posted by 10:00 am
March 21: Last day to withdraw with WP/WF
April 18: Last class day
May 2: 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 Arts & Humanities 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.

Course Outline

- Class 1 1/10 Introduction to the Course
- Class 2 1/17 Career Decision-Making Models

Class 3	1/24	Self-Directed Search Assessment Interpretation
Class 4	1/31	Strong Interest Inventory
Class 5	2/7	Myers-Briggs Type Indicator
Class 6	2/14	Occupational Exploration
Class 7	2/21	Career Planning
Class 8	2/28	Guest Speaker – Donna Srader, Resume Editor, “Getting Yourself Noticed in a Positive Way – Developing Effective Resumes & Cover Letters”
	3/7	No Class - Spring Break
Class 9	3/14	Interviewing Styles
Class 10	3/21	Behavioral Interviewing
Class 11	3/28	Networking Strategies
Class 12	4/4	Job Search Strategies
Class 13	4/11	Informational Interview Reports
Class 14	4/18	Informational Interview Reports Turn in Final Paper Turn in Take Home Quiz Complete Class Evaluation

Course Grading:

A. Class Assignments: There will be outside and inside class assignments. Weekly assignments will be posted to the UTD CareerWorks Resource Library at the appropriate time. 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>	Percentages
• Career Assessments/Occupational Exploration	10
• Informal Assessments	10
• Resume/Cover Letter	10
• Practice Interview	10
• Informational Interview Presentation	10
• Networking Activity	10
• Job Search Activities	10
• Final Paper	10
• Take Home Quiz	10
• Attendance/Participation/Citizenship	10
Total 100	

Grading: Each assignment and weekly attendance/participation will be worth points. The final letter grade is determined by converting the total points to a percentage using the scale below.

Total
98 – 100% A+
93 - 97% A
90 - 92% A-
87 - 89% B+
83 - 86% B
80 - 82% B-
77 - 79% C+
73 - 76% C
70 - 72% C-
67 - 69% D+
63 - 66% D
60 - 62% D-
0 - 59% F

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, we do all that we 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.

I will do my 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

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 I, 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.