Carroll University
IDS 200: Career Exploration and Preparation
Spring 2017 Syllabus

Course Info:
IDS 200: Career Exploration and Preparation
Tuesdays: 6:00 p.m. – 7:50 p.m.
Location: Pioneer Hall A118

Instructor Info:
Lynda Busack
PH: 260-223-4777
Email: lnicely@carrollu.edu
Office Hours: By appointment only.

Textbooks & Materials:
Will be posting worksheets to MyCourses that you are required to print and bring to class.

No textbook is required.

Course Description:
The purpose of the Career Exploration and Preparation course is to provide students with the knowledge and tools necessary to succeed in their future careers. This course provides an innovative learning environment that will increase students’ understanding of potential careers and of the lifelong skills needed by graduates for effective adaptability, problem solving, and competitive excellence in a dynamic and complex world.

Course Content:
In this course, students will be involved in experiential activities designed to expose them to and prepare for a variety of activities that will assist them in planning for their future career and enable them to obtain positions in a complex and competitive world of work.

Student Learning Outcomes
Upon successful completion of the course a student should be able to:
1. Explore options for life after graduation including graduate school and career fields
2. Understand the career planning process
3. Be familiar with the skills and knowledge necessary to compete for viable internships and future employment opportunities including resumes, network building, job/career search techniques, and interviewing skills.
4. To become familiar with the types of communication (written and verbal) common in the workplace.
5. Prepare professional, employment related, correspondence and presentations.
6. Establish major/career goals and create a career plan.
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Student Assessment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Student Learning Outcome Measured</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBTI &amp; Strong Interest Inventory</td>
<td>5 pts</td>
<td>1, 2</td>
</tr>
<tr>
<td>Two Online Career Research Reports (10 pts each)</td>
<td>20 pts</td>
<td>1, 2, 6</td>
</tr>
<tr>
<td>Research four Majors/Certificates (5pts each)</td>
<td>20 pts</td>
<td>1, 2, 6</td>
</tr>
<tr>
<td>Reflection Paper #1</td>
<td>20 pts</td>
<td>2</td>
</tr>
<tr>
<td>Company Research Worksheets (2 for 5 pts each)</td>
<td>10 pts</td>
<td>1, 3</td>
</tr>
<tr>
<td>One Page Summary of Observed Class</td>
<td>10 pts</td>
<td>1, 2</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>5 pts</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Informational Interview #1</td>
<td>20 pts</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Informational Interview #2</td>
<td>20 pts</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Presentation on Informational Interviews and Company Research</td>
<td>15 pts</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>LinkedIn Profile</td>
<td>10 pts</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>1st Draft of Resume</td>
<td>15 pts</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Final Resume</td>
<td>15 pts</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Final Exam: Final Reflection Paper and Career Plan</td>
<td>50 pts</td>
<td>1, 2, 6</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>25 pts</td>
<td>3, 4</td>
</tr>
<tr>
<td>TOTAL POINTS POSSIBLE</td>
<td></td>
<td>260</td>
</tr>
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Attendance & In-class Participation: In order to gain the most from this class it is imperative you attend and participate in ALL classes as each builds on the last. However, unforeseen circumstances may arise so you are allowed a maximum of two absences. If you have more than two absences, your final grade will be dropped a full letter grade (A will become a B, a B will become a C, etc.). When you are able to, please email me prior to the class you will be missing. Attendance is taken at every class.

If you miss a class, you are responsible before the next class session to get the assignments and materials you missed from me and turn them when they are due. Being absent does not mean that you get extra time to complete assignments.

Participation consists of:

- Arriving to class on-time
- Having your cell phone put away and silenced
- Contributing to small group and class discussions
- Actively listening to classmates and instructor
- Sharing appropriate comments
- Being respectful of classmates and instructor
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Grading Policy
All assignments are due by the beginning of the class period. Each day your assignment is late, you will be docked one letter grade (An ‘A’ will become a ‘B’ and so on) for that assignment.

A  94% - 100%  C  70% - 76%
A/B 88%- 93%  D  60% -69%
B  83% - 87%  F  59% and below
B/C 77%- 82%

Course Schedule (subject to change):
Week 1: 1/24:
Introduction and Syllabus Review
Introduction to Career Development Process

Homework Assigned: Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory Assessments (Bring printouts to next class!!)

Week 2: 1/31:
MBTI Assessment DUE
(Needs to be completed by Monday, 1/30 so your results can be released to you.)
Introduction to Carroll’s Career Services
Myers-Briggs Type Indicator (MBTI) Presentation

Homework Assigned: First reflection paper

Week 3: 2/7:
Strong Interest Assessment DUE
(Needs to be completed by Monday, 2/6 so your results can be released to you.)
Exploring Interests, Values and Skills
Completion of World of Work Themes
Values Card Sort Activity
Identifying Majors/Careers that match your interests (Major and Career Exploration)

Homework Assigned: Research 4 academic majors and/or certificates of interest
Sit in on and observe a Carroll University class of interest
Two Online Career Research Reports

Week 4: 2/14:
First Reflection Paper DUE
Research of 4 Academic Majors and/or Certificates of Interest DUE
Researching Companies: Prepare for Workforce Career and Internship Fair
Importance of Informational Interviews and Networking
Professional Communication Do’s and Don’ts
Homework Assigned: Informational Interviews & Company Research Worksheets
Week 5: 2/21: **Class will occur off-site **
   Two Online Career Research Reports DUE

   Workforce Career and Internship Fair- WI Expo Center at WI State Fair Park
   (Further details will be provided)

Week 6: 2/28:
   One Page Summary of Observed Carroll Class DUE
   Learning about various types of skills
   Identifying your various skills and exploring where you’ve obtained them

Week 7: 3/07:
   Company Research Worksheets (2 companies) DUE
   Importance of Marketing Yourself: Introduction to the Resume

   Homework Assigned: 1st Draft of Resume

Week 8: 3/14: NO CLASS. SPRING BREAK. Enjoy!!

Week 9: 3/21:
   1st Informational Interview DUE
   Meet in Computer Lab (Location TBD)
   Cover Letter

   Homework Assigned: Presentations of Informational Interviews
   Writing a Cover Letter

Week 10: 3/28:
   1st Draft of Resume DUE
   Internships and Related Experiences Search and Success Strategies
   Job Search Strategies and Techniques

Week 11: 04/04:
   Cover Letter DUE
   Meet in Computer Lab (Location TBD): LinkedIn and social media for career exploration
   and job search

   Homework Assigned: Completion/ Update of a LinkedIn Profile

Week 12: 4/11:
   2nd Informational Interview DUE
   Employment Interviewing Success!

   Homework Assigned: Final Resume: Must get it reviewed by Career Services
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Week 13: 4/18:
LinkedIN Profile DUE (must send me a LinkedIN connection request)
Graduate School Exploration
How to Develop a Career Plan and Timeline

FINAL ASSIGNED: Next Steps Career Plan and Final Reflection Paper

Week 14: 4/25:
Presentations of what you learned from your Informational Interviews & Company Research (5-7 minutes each student) DUE

Week 15: 05/02:
Final Resume DUE
Presentations of what you learned from your Informational Interviews & Company Research (5-7 minutes each student) DUE

Continue discussion of career planning
Course Wrap-up


Campus Info
University Policies
The instructor and the University reserve the right to modify, amend or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).

Accommodation for disabilities: Student’s with disabilities who may need accommodations or any student considering obtaining documents should make an appointment with the Walter Young Center (262-524-7621) no later than the first week of class.

Academic Integrity: The Carroll University Academic Integrity Policy is located in the student handbook—http://www.carrollu.edu/campuslife/shstudenthb.asp?nav=5769. Please familiarize yourself with it. Carroll University emphasizes that students have an obligation to conduct their academic work with honesty and integrity. All acts of academic misconduct are serious. If you have any questions about appropriate citations, please ask. If a student is found in violation of the Carroll University Academic integrity policy, I reserve the right to give a failing grade on the assignment and reduce your final course grade.