

## **CNS 102A(10674): Career Planning** **Meets January 15-March 3, 2009**

**Instructor:** Pamela R. Karr, MA Ed, LPC, NCC  
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### **Class time and location:**

L: Lectures, Tuesdays 12-1:15 in Detamble Auditorium  
SG: Small groups meet on Thursdays: 12-1:15 p.m.  
Group 1- Detamble; Group 2- Tribble A105; Group 3 – Tribble A14; Group 4 – Tribble A205

### **Required texts:**

Career Development Guidebook by the WFU Office of Career Services

### **Course objectives:**

There are three primary objectives for this course.

1. **Personal Assessment:** the first objective is for students to gain a better understanding of their interests, skills, values and personal qualities in relation to the world-of-work.  
**Karr translation:** Figure out what it is you love to do.
2. **Career Exploration:** the second goal is for students to learn the process of obtaining career information and to research some personal career options.  
**Karr translation:** Find out who will hire you to do it.
3. **The Job Campaign:** the third goal is train students how to utilize various job-search strategies. Students will also learn to produce resumes and cover letters and will gain practice in interview techniques.  
**Karr translation:** Convince them to hire you!

**Course Requirements:** Grades in this course are awarded based on a point system.

A	( ≥ 93%)	153-165
A-	(90-92%)	149-152
B+	(87-89%)	144-148
B	(83-86%)	137-143
B-	(80-82%)	132-136
C+	(77-79%)	127-131
C	(73-76%)	120-126
C-	(70-72%)	116-119
D	(60-69%)	99-115

<b>Assignments and Point Values:</b>	<b>Maximum points</b>
Small group participation	30
Career Autobiography	10
Potential Careers Research	20
Informational Interview – two required @15	30
Resume	15
Cover Letter	10
Final exam	50
<b>Total points</b>	<b>165</b>

**Extra credit or to substitute for second informational interview.....**

- Attend up to 3 events sponsored by the Office of Career Services @ 5pts each
- Volunteer for and attend two individual career counseling sessions = 10 points

**Policies:**

1. Due to the experiential nature of this course, attendance and participation are expected. 5 points are deducted for each unexcused absence from class. Absences required due to participation in university athletic or other events may be excused upon receipt of schedule. Absences due to illness or personal emergency may be excused at the discretion of instructor. You must leave a phone or e-mail message **prior** to class or small group for such an excuse to be considered.
2. Be aware that absences from small group, excused or unexcused, will result in your forfeiture of points for that day. Due to the nature of this course, there is NO way to obtain credit of missed points from small group session(s). Maximum of 5 points awarded each session.
3. Assignments are to be completed prior to and hard copies turned in at the beginning of the designated class meeting. Excused absences do **not** permit students to turn in late assignments without penalty. *Two points per day* will be deducted for late assignments.
4. Assignments must be neat in appearance, typed, and grammatically correct.
5. Both on-line assessments should be completed by due date on syllabus. **One point will be deducted per day per assessment** if not completed by then. If a student is absent for any inventory interpretation provided in class, she/he is responsible for scheduling an appointment to receive inventory results with a University Counseling Center staff member at ext. 5273.

### Spring Semester: Session One

#### Schedule of Classes, Readings and Due Dates of Assignments:

Date	Topic	Assignments due
Thurs, Jan. 15	L: Introduction and course requirements	
Tuesday, Jan. 20	L: Assessment of Career-related Values and Marketable Skills	<b>Must have completed the MBTI and SII on-line assessments</b>
Thurs, Jan. 22	SG: Introduction. Learning to Articulate Your Skills.	
Tuesday, Jan. 27	L: MBTI Interpretation and the impact of personality on career choice and happiness	<b>Career Autobiography due</b>
Thurs, Jan. 29	SG #2: MBTI clarification exercises	
Tuesday, Feb. 3	L: Strong Interest Inventory and the impact of interests on career choice and happiness	
Thurs, Feb. 5	SG #3: Generating career options from MBTI and SII. (May meet together in Detamble)	Bring your laptop!
Tuesday, Feb. 10	L: Resumes and Cover Letters	<b>Potential Careers research due</b>
Thurs, Feb. 12	SG #4: Resume and Cover Letter workshop	<b>Bring typed draft of resume to SG</b>
Tuesday, Feb. 17	L: Interviewing Techniques	<b>Resume and Cover Letter due</b>
Thurs, Feb. 19	SG #5: Interviewing Workshop	Wear Proper Interview Attire
Tuesday, Feb. 24	L: Networking and other job search techniques	<b>Informational interviews due</b>
Thurs, Feb. 26	SG #6: Advanced interviewing and wrap-up	Wear Proper Interview Attire
Tuesday, March 3	Final exam	