

University of Wisconsin Stevens Point - Marshfield

Career and Life Planning - Bus 194 Course Syllabus Spring, 2019

Instructor: Diane G. Wolf
Office Hours: Monday & Wednesday, 10:00 - 10:50 a.m. and as needed
Class Hours: Monday & Wednesday, 11:00 - 11:50 a.m.
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COURSE DESCRIPTION:

This course will enable students to develop career goals and lay out a path for achieving these goals. Students will examine their personal interests, aptitudes, values, decision-making skills, academic plans, and career awareness. This personal, educational, and occupational information will then be organized and translated into an individualized course of action. Integration of career goals with current and future college course work will be stressed.

COURSE OUTCOMES:

Upon successful completion of this course, students should be able to:

- Prepare a lifetime career database
- Conduct personal assessments including skills, talents, and personal traits
- Evaluate a potential job-market analysis
- Develop a career portfolio including error-free cover letter, resume, electronic resume, and follow-up correspondence
- Compile an interview marketing kit
- Collate an action plan for current and future course work as it relates to future plans

REQUIRED TEXT AND MATERIALS:

- Hardwood, Lauri *Your Career – How to Make It Happen*, 8th ed. SouthWestern Educational Publishing, 2013.
- One three-ring binder with five section divider, organized as follows: (a) syllabus; (b) career assessment portfolio info; (c) lecture; (d) miscellaneous; (e) quizzes and exams.
- Report jacket
- Appropriate writing utensils.
- Students serious about finding a job are encouraged to purchase quality resume stationary.
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COURSE PROCEDURES:

Lecture: Important material from the text and outside sources will be discussed in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged, as is student-procured, outside material relevant to topics being covered.

Assignments: Various assignments will be required throughout the semester including end-of-chapter activities, career portfolio, and personal assessment activities.

Mini-quizzes: Throughout the semester, four mini-quizzes will be given valued at 20 points each. *An alternative will be one major exam (final) at end of semester valued at 100 points.*

Class Discussion: Contribution to class is extremely important. A total of 25 points will be earned throughout the semester. Credit cannot be earned if students “miss” classes.

COURSE POLICIES:

Assignments: All assignments are due on date assigned. Late submission of assignments will be assessed a penalty of 10 percent per day late. No exceptions are made.

Missed Classes: The student is responsible for obtaining material that may have been distributed on class days when he/she was absent. This can be done through contacting a classmate who was present. Missed or late assignments cannot be made up under any circumstances without good cause and adequate notice. An early quiz may be taken. There are no make-up quizzes. Only official excuses may alter this policy.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on quiz, paper, or project; failure in course; and/or expulsion from college.

Need for Assistance: If you have any documented condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined here, or which will require academic accommodations, please notify the instructor as soon as possible.

Posting of Grades: Final grades will be posted on UWSP - Marshfield web site 48 hours after last class.



GRADE DETERMINATION:

Course competencies will be assessed on the following criteria:

- Self-Awareness Assessment.....100 points
 - Various assessments will be provided.
- Job-Market Analysis.....75 points
- Traditional Resume.....75 points
- Electronic Resume.....30 points
- Mock Interview.....50 points
- Initial and Follow-up Correspondence.....45 points
- Class Participation.....45 points
- Mini-quizzes.....80 points

Grades will be earned as follows:

465 - 500 points = A

450 - 464 points = A-

435 - 440 points = B+

415 - 434 points = B

400 - 414 points = B-

385 - 399 points = C+

365 - 384 points = C

350 - 364 points = C-

335 - 340 points = D+

315 - 334 points = D

300 - 314 points = D-

Below 330 points = F



TENTATIVE CLASS SCHEDULE

<i>Week of</i>	<i>Text Readings</i>	<i>Topics Covered</i>
One 1/28	1	Course Introduction, Success strategies
Two 2/4	3	Contemporary Work Issues & Self- Assessments
Three 2/11	2	Self-Assessments cont., Myers Briggs
Four 2/18	4	Networking & <i>Market Analysis</i> <i>/ Presentations</i>
Five 2/25	-----	Presentations continued
Six 3/4	5	Job Search
Seven 3/11		Researching Prospective Employees
Eight 3/18	7	Cover Letters
Nine 4/1	6	Resumes
Ten 4/8	handouts	Electronic Resumes
Eleven 4/15	8 & 9	Interviewing
Twelve 4/22	10 & 11	Interviewing cont.
Thirteen 4/29	-----	<i>In-class Interviews</i>
Fourteen 5/6	12	Negotiation
Fifteen 5/13	13 & 14	Rejection & Career Changes
TBD		<i>Final Exam</i>