



**UNIVERSITY 1020:
CAREER EXPLORATION AND DEVELOPMENT**
If you would like further information about TRiO SSP, please
Visit our website: www.wmich.edu/ssp

**Wednesday 11:00 – 11:50 a.m.
1071 Moore Hall
Spring 2008**

INSTRUCTOR: Charlotte Giscombe charlotte.giscombe@wmich.edu
Student Success Program 387-4450
2065 Moore Hall
387-4440
www.wmich.edu/ssp

OFFICE HOURS: Scheduled appointments by e-mail or by calling 387-4450.

**COURSE GOALS AND
OBJECTIVES:**

The primary goal of UNIV 1020 is to provide an opportunity for the student to learn a process for educational and career decision-making, which will be useful now and in the future.

The student will be responsible for learning and refining the following skills:

1. Researching – gathering information about both yourself and the world of work, by using introspection, investigation, and inquiry.
2. Analyzing - sorting out the portions of gathered information that are most useful and relevant.
3. Synthesizing - integrating and unifying usable information into a unique representation of yourself.
4. Decision-Making - practicing and refining a style of decision-making that works for you.
5. Planning and Implementing - setting short and long-term goals and organizing your time to see that they are met.

ATTENDANCE: You are expected to attend and participate in each class session. Attendance points will be given for each class session. These points cannot be made up.

DATE	CLASS TOPIC	ASSIGNMENT DUE
January 09	Course Overview- CGI & Schedule meeting with Instructor and PMs	College Guidance Inventory (due)
January 16	Student Employment (Ellsworth Hall)	Journal #1
January 23	Decision Making & How to Research careers Computer Lab 1206 Sangren	Coke day (student survey and SDS) Meet with instructor
January 30	No Class this week (Fair on Friday)	
February 2	Curriculum Mini Fair 11:00 – 12: 30 Multicultural Center, Trimpe Building	
February 06	Writing Center Consultants in classroom (Power Point & Mentor Resume Stories)	
February 13	Demo in class Mentors & Brainstorming worksheet	Meet with Career Counselor
February 20	Consultant/ Mentors Brainstorming Make appointment to meet outside for audience analysis	Career Investigation worksheet
February 27	Portfolios -- Introduction & How To In the Lab Location 1206 Sangren	
March 3- March 9	Spring Break	
March 12	Internship Panel Mar 17 - Llast day to withdraw from class without academic penalty.	Readings (Legal/Illegal/ Dressing for success) Resume Draft Due
March 19	Legal/Illegal/ Dressing for success/Cell phone questions	Journal #2
March 26	Interviewing Skills & Mock Interviews done by mentors	Resume Due
April 2	Portfolios – Presentations and Evaluation Location 1206 Sangren	2 Research Interviews (hand-out) & mock interviews with instructor
April 9	Self concept, values & ethics	Portfolio with resume due
April 16	Evaluation – (Mentors Run Session)	
April 21-25	NO CLASS – FINALS’ WEEK YEAR END CELEBRATION (April 18 from 12:00 -2:30) Multicultural Center, Trimpe Building RESUME COMPETITION	

Etiquette Dinner TBA

Grading

Assignments	Points
Assignments Total (see Assignments below)	760
Class Participation Points	140
Curriculum Fair	50
International Festival	<u>50</u>
Class total	1000
Assignments	
Intake	30
Survey	30
Self Directed Search	35
Career Guidance Inventory (returned and completed)	75
Curriculum Fair make-up (50)	
Interpretation CGI (meet with Heather)	50
International Festival Make-up Assignment (50)	
Career Investigation Worksheet	50
Resume Draft	50
Resume	100
Two research Interviews	100
Mock Interviews	50
Portfolio with Resume (Final Assignment)	150
Journal 1	20
Journal 2	<u>20</u>
Total Assignments	760

Grading Scale

A = 1000 - 900

BA = 899 - 850

B = 849 - 800

CB = 799 - 750

C = 749 - 700

DC = 699 - 650

D = 649 - 600

E = 599-

UNIV 1020 JOURNAL ACTIVITIES

The following is a list of topics for your journal assignments. See writing assignment instructions:

Journal Activity 1

Write about your “dream” career. Discuss the career you would choose if there were no personal, social, financial, or educational obstacles to overcome. This can be a career you fantasized about as a child or one that currently interests you. Include the ideal physical environment. Discuss things such as your work area/space, size of the facility, and possible geographic location.

Journal Activity 2

The Internet, computers, telephones, and fax machines have all helped to turn our domestic society into a global society. Tomorrow you will work for an international company, and interact with people from different parts of the world; therefore it is important that you start preparing now by learning about other lands, languages, and cultures. Pick one of the following and describe your experience:

Visit to Travel Abroad office

International Festival

Select an activity – approved by instructor

UNIV 1020: Career Exploration and Development Class

Writing Assignment Instructions

All written assignments will be evaluated and graded based on the following criteria:

1. *Format*

- Each assignment should be AT LEAST one page—typed, double-spaced, using Times New Roman 12 point font.
- Your margins should be 1" on the sides and 1" on the top and bottom.
- You do not need a title page. In the top right corner of your first page you should have the following:
 1. Name
 2. Instructor
 3. Assignment due date
- You should have a title—it should be centered and one line below the date. Your text should then begin one line below the title.
- Written assignments must be clear, concise, proof-read, grammatically correct, and address the assigned topic.

2. *Citations*

- If you use a quote from an outside source, you should use proper citations.

3. *Submission*

- All assignments are due at the beginning of class.
- Late assignments will not be eligible for full credit.

ACCOMMODATIONS

- If you feel you are entitled to or would benefit from academic accommodations either in this course or any of your other courses, please make this known to your instructor so that we can assist you in securing these accommodations.

ACADEMIC INTEGRITY

- You are expected to comply with the *WMU Student Code of Conduct* and to behave with honesty and integrity in this and every class at WMU.
- *The Student Code* is available at:
- http://www.osc.wmich.edu/studentcode/WMU_studentcode.pdf
- and the *definition of academic honesty* is at:
<http://www.osc.wmich.edu/academicintegrity/catalog.html>