

# PDEV 0006 - CAREER PLANNING

## Catalog Description

Hours: 54 lecture

Description: A study of Career Counseling and its relationship to career planning. In particular, students will learn to examine their individual psychological, social, and environmental factors impacting their career choices. The course includes individual assessments of personality, interests, values, and skills to help identify appropriate careers and college majors. Students will examine the historical view of careers, current career trends, employment outlook, occupational research, research on educational requirements, goal setting, decision-making, and job search strategies including networking, resume writing, interviewing and portfolio development. (CSU)

## Course Student Learning Outcomes

- CSLO #1: Demonstrate the ability to access college and/or community resources that can help them achieve their career goals.
- CSLO #2: Apply critical thinking and problem-solving strategies to make career decisions.
- CSLO #3: Formulate career goals and create an action plan to achieve them.
- CSLO #4: Enhance self-awareness through self-assessment, applying theories of career development that are relevant to career success.
- CSLO #5: Demonstrate appreciation and understanding of the importance and influence of social and cultural diversity in career planning.
- CSLO #6: Assess areas of values, interests and skills and apply to specific occupational choices.
- CSLO #7: Demonstrate effective job search techniques through resume writing, networking, interviewing activities and use of job posting systems.

## Effective Term

Fall 2019

## Course Type

Credit - Degree-applicable

## Contact Hours

54

## Outside of Class Hours

108

## Total Student Learning Hours

162

## Course Objectives

1. Assess areas of interest, work values, skills and personality and relate results to specific occupational choices;

2. Investigate barriers to effective goal setting and decision making and exhibit sound decision making skills demonstrated by articulating personal, career and life goals;
3. Collect, analyze and apply career data points from multiple resources through classroom assignments, including first-person research through information interviews;
4. Demonstrate individual understanding of current status of labor market and world of work through assigned journal topics and classroom discussions;
5. Evaluate and apply first-person information obtained from informational interviews or other work-based learning;
6. Explore and develop educational plan most appropriate for specific career goals;
7. Analyze specific personal qualities and skills that are marketable and transferable;
8. Develop personal communication and marketing skills necessary to be successful in the job search process through individual simulated classroom exercises;
9. Design a professional resume and create a portfolio of career information and resources.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
  - CSUGE - E1 Lifelong Learning and Self-Development
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

- CSU Transferable

## Methods of Evaluation

- Classroom Discussions
  - Example: Myers-Briggs results are interpreted in a group setting in class. Discussion and activities are used to understand and confirm assessment results. Students are graded based on active participation/contribution during the four activities associated with the interpretation exercises.
- Essay Examinations
  - Example: Students must write out key points of the decision-making process, identify their own strengths as well as weaknesses and apply to a problem they will be facing in the next 2 months. A rubric will be shared and is based on completion of all three parts, application of decision-making process and application to personal life, excellent writing skills and proper length.
- Objective Examinations
  - Example: Ten point quizzes will be given to cover reading material. Straight scale grading applied.
- Reports
  - Example: Research report on specific career or occupation to include informational interviews and a discussion of appropriateness of career in relation to student's values, interests, skills and goals. Evaluated based upon rubric developed by instructor and shared with students.
- Skill Demonstrations
  - Example: In-class simulation of interviewing to include cover letter and resume. Grade based upon presentation of resume

and cover letter per a rubric and active, effective participation in simulation.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Paired with values assessment results obtained outside of class session, instructor conducts an in-class exercise followed by small group discussion to help students confirm and prioritize individual work values, which are then used in process for selecting appropriate careers.
2. Elements of resumes are presented along with format options and students start rough draft of resume in class. They return with a typed draft for a peer review/editing and finally, present professional-level resume as part of mock-interview exercise and for inclusion in final portfolio.

## Typical Out of Class Assignments

### Reading Assignments

1. Utilizing the decision making outline in the text, select a real decision you need to make and write a paper discussing each step of the decision making process as it relates to your decision.
2. Read the packet from the Myers Briggs Type Inventory and compare the aspects of the stated personality type with at least 3 occupations you are researching. Identify the possible strengths and weaknesses of this personality type with each occupation.

### Writing, Problem Solving or Performance

1. Write an essay describing how your identified work values will impact the choices you make when selecting possible careers. Include your top 5 work values and how 3 different careers might offer satisfaction in relation to these 5 work values.
2. Investigate the primary formats of resumes. Decide which type is most appropriate for your situation and develop a professional resume. Bring your resume to class and in small groups, critique the effectiveness of each student's resume using the Resume Critique Form.

### Other (Term projects, research papers, portfolios, etc.)

Conduct an informational interview: Using networking and other resources, identify a professional in your career of interest. Arrange a meeting, prepare questions, collect information and write a review of the key points. Send a thank you and include a copy, along with the person's business card, with your write-up.

## Required Materials

- The Career Fitness Program
  - Author: Sukiennik, Bendat, & Raufman
  - Publisher: Prentice Hall
  - Publication Date: 2017
  - Text Edition: 11th

- Classic Textbook?:
- OER Link:
- OER:
- Roadmap
  - Author: Roadtrip Nation
  - Publisher: Chronicle Books
  - Publication Date: 2015
  - Text Edition: 1st
  - Classic Textbook?:
  - OER Link:
  - OER:

## Other materials and-or supplies required of students that contribute to the cost of the course.

Internet access for assessments