

CLASS: CAREER AND PERSONAL DEVELOPMENT 104
BLDG: A270
TIME: 8:30-12:50 p.m.
DATES: 01/24/15-04/11/15
INSTRUCTOR: Carol Lesson, M.Ed.
PHONE: (520) 206-6495
EMAIL: carol.lesson@tusd1.org
OFFICE HOURS: By Appointment

Required Course Materials:

- 3-ring binder-1 inch wide for portfolio
- Dividers and sheet cover (optional)
- Paper and pen/pencil

Class Description:

This course will give you an overview of the process of career planning through self-awareness, and understanding. Focus on specific personal effective goals, such as interpersonal skills, integrity, professionalism, self-motivation, and self-development as it relates to the workplace. This class provides resources for career resources for career assessment to determine interests, skills, and values. This class will also provide the opportunity to develop a resume, practice interview techniques, and utilize technology for researching the job market. Includes; critical thinking learning styles, college and career goals, study skills and personal learning styles. Also includes ACT WorkKeys Assessment and National Career Readiness Certificate (NCRC).

Class Objective:

Upon successful completion of the ten weeks, the student will be able to:

- ✓ Students will pass the ACT WorkKeys assessment with a *Silver Level* or better
- ✓ Students will assess and inventory current academic strengths and areas of growth
- ✓ Students will establish long and short term goals for personal and career development
- ✓ Students will identify specific personal skills and interests and relate these to career choice
- ✓ Students will utilize assessment tools to enhance career development
- ✓ Students will identify environmental factors, social trends and personal values which may impact career success
- ✓ Students will develop cover letter, resume and practice interview techniques
- ✓ Students will research occupations and current job market technology
- ✓ Student will obtain real world information on local utilities hiring practices

Class requirements/expectations:

Attend the 10-week class and be punctual. Read and complete assignments. Be prepared to discuss assignments in class. Participate in class discussions and group work. Respect the opinions and values of others. Active listening and critical reflection of instructor's lectures and guest speakers is required. Please keep topics appropriate.

Attendance Policy:

One or more absence may result in instructor withdrawal. You are responsible for signing attendance sheet. Cell phones must be put on silent and any calls need to be taken outside of classroom or during break time. Please refrain from using any type of social media in class.

Career Inventory Type Indicators:

These assessments will help you understand your personality styles and preferences. We will be doing an entire class session on interpreting and understanding your type in relation to career development. You will need to complete these assessments on-line which will be submitted to me electronically.

Cover Letter:

Upon successful completion, students will create an effective cover letter outlining their interest in applying for position with Tucson Electric Power Company or any utility company, utilizing proper business letter format.

Resume:

Upon successful completion, students will be able to create a complete Technical resume representing their skills, experience and educational background.

Portfolio:

Organized in a binder with dividers, your portfolio should be comprised of the following elements in a creative, professional way that markets you to future employers. It is suggested but not required that instead of 3-hole punching items, that you include them in plastic sheet covers. Many elements of the portfolio will be assignments you will complete for the course. Please make sure to include updated clean copies of any items that were assignments. All items listed below with an asterisk (*) are required portfolio documents.

- Table of Contents *
- Personal Mission Statement *
- Education and Professional Goals
- 3 letters of Recommendations *
- Cover letter *
- Technical Resume*
- Academic unofficial transcript
- Course assessments; Myers-Briggs, Right/Left Brain inventory, etc.*
- Program assessments; Kuder, Math boot camp assessment
- Get into Energy, Education Plan *
- ACT module pre/posttest certificates *
- Community Involvement/Volunteer work

Portfolio Presentation:

You are to give a 5 minute presentation in front of the class. This should include a brief personal introduction, an overview of the job you are interested in and why you would be a good match for the job. Use your portfolio to highlight your skill and contributions to this job.

ASSIGNMENTS:

| | |
|-------------------------|-----------|
| Final Resume: | 10 points |
| Final Cover Letter: | 10points |
| Mock Interview Summary: | 10 points |
| Participation | 10 points |
| ACT Modules: | 20 points |

Portfolio:
Portfolio presentation

30 points
10 pointes

GRADING SCALE:

| | | |
|--------------------------|----------|--|
| 100 – 90 % of total pts. | A | <i>Excellent effort & work</i> |
| 89 – 80 % of total pts. | B | <i>Above average effort & work</i> |
| 79 – 70 % of total pts. | C | <i>Average effort & work</i> |
| 69 – 60 % of total pts. | D | <i>Below average effort & work</i> |

CAREER AND PERSONAL DEVELOPMENT 104

Week 1: January 24th: *Course Overview, Introduction to Career & Personal Development, EEO Compliance, Learning Styles, sign-on to ACT and complete Course overview module-self paced*

Due: Career Assessment & reflection

Week 2: January 31st: *Time Management, Right brain/Left brain Inventory, Short Term/Long Term Memory, Memory Techniques, Cornell Note-taking, Video: Dr. Amen video and complete ACT Course Time Management module self-paced*

Due: Right brain/Left brain Assessment & reflection

Week 3: February 7th: *ACT WorkKeys Pre-Assessment; Reading for Information, Applied Math, and Locating Information*

Due: Time Management Tracker

Week 4: February 14th: *Creating your career; Introduction to Cover letter, Introduction to Resume including format, design and layout. Letters of Recommendation, and ACT (reading, math or locating) modules self-paced*

Due: Draft Cover Letter

Week 5: February 21st: *Creating your Career continued; Cover Letter writing Resume writing and ACT (reading, math or locating) modules self-paced*

Due: Draft Resume

Week 6: March 7th: *Introduction to Job application, and Interviewing; Job Interviewing types, preparing for an interview (before, during and after), Mock Interviews, and ACT (reading, math, locating) modules self-paced*

Due: Final Cover Letter and Resume

Week 7: March 14th: *Complete ACT WorkKeys (reading, math or locating) modules self-paced*

Due: No assignments are due

Week 8: March 28th: *Complete ACT WorkKeys (reading, math or locating) modules self-paced*

Due: No assignments are due

Week 9: April 4th: *ACT WorkKeys NCRC Assessment in Reading, Applied Math, Locating Information and Talent*

Due: No assignments are due

Week 10: April 11th: *NCRC assessment result, and Portfolio Presentations*

Due: Portfolio and Presentation

***no class on 2/28 (Rodeo Break), 3/21 (Spring Break)**

Note: Your instructor will make every attempt to follow the above procedures and schedules, but the nature of the instructional process requires that some elements of the schedule are subject to change depending on the class progress. Your instructor reserves the right to make changes in the event of extenuating circumstances. Such changes will be announced in class and students have the responsibility to be aware of such announcements.