Instructor: Julie Dale M.A. Email: dalej@lamission.edu
Personal Development 4 Spring 2013 Semester
Inst Bldg. Rm.1013 02/16/13 - 04/20/13 Section #0407
(credit/no credit) 8 week class 8:25 am to 10:30 am (Saturdays)
Office number (818) 364-7600 X 7109
Text: (The Job Searcher's Handbook) by Carolyn R. Robbins 4th edition

SYLLABUS

- **Course Objectives:** Assist students with vocational exploration.
- Construct an effective resume.
- Develop goal objectives and interviewing techniques.
- Enhance personal and vocational growth.

- **Grading:** This is a credit/no credit class. Attendance, participation, effort and completion of class assignments on time are required to receive credit for this class. Course content may vary and not be presented in sequence due to either holidays and or time constraints. Homework assignments mandatory.

- **Office Hours and Exclusion Policy :** Please make an appointment with the Secretary in Rm.1018, DSPS Office. Students may be dropped due to excessive absences. **NOTE: If you do not attend regularly you will NOT receive class credit.**

- **The student must assume responsibility for properly adding and withdrawing from this class to prevent incompletes and or NO credit being received.**
  .

Disability Accommodation Statement
Students with a verified disability who may require reasonable accommodation(s) for this class are encouraged to notify the instructor and contact the DSP&S Office at (818) 364-7732 as soon as possible. All information will remain confidential.

District Academic Dishonesty Policy
9803.28 Academic Dishonesty. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

"IMPORTANT" A new state policy effective as of Summer 2010 limits students to (3) attempts per course. Receiving a grade or "W" for a course counts as an attempt, regardless of when the course was taken. Withdrawal by the drop date will not count as an attempt. This is further addressed on page 3 of your Schedule of Classes.

COURSE CONTENT/WEEKLY TOPICS

- 02/16/2013

  Class introduction/assignment requirements.

  Campus services discussion.
  Personality assessments/Job Search text (class assignments)
  Career and goal exploration/information interview handout.
  Eureka and job/web sites (LAB).

- 03/01/2013

  Interviewing techniques and video presentations.

  Videos and resume workshop.
  Resume, cover and thank you letters (Job Search text assignments)
  Information interviews due and presented in class.
  Website and job search methods explored.

- 04/20/2013 (Class ends)

  Overview of course material/Mock interviews/Final Examination.

COLLEGE RESOURCES FOR STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call (818) 833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call (818) 364-7767 or 7768 or visit http://www.eagleslanding.lamission.edu/default.asp

Counseling Department Office: For appointments and information call (818) 364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call (818) 364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call (818) 364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: for information and applications call (818) 364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact (818) 364-7106 or visit http://www.lamission.edu/library/

Tutoring Services in the Learning Center: Laboratories for Learning, Writing, Math, & Science. Walk-in and appointment services offered. Call (818) 364-7754 or visit www.lamission.edu/learning center/