

# **Personal Development 4—Career Planning**

## **Syllabus/Outline**

**Los Angeles Mission College, Fall 2012**

**Instructor:** Mark Hobbs  
**Section #:** 0393  
**Time:** Wednesday: 12:15pm to 2:35pm, INST 1013  
**Dates:** September 12 to October 24, 2012  
**Office hours:** Wednesdays: 12:35-12:50 pm  
**Phone:** 818-833-3401  
**Email:** hobbsmb@lamission.edu

### **Objective:**

This course is designed to assist students in choosing a career or vocation and a major. Students will be introduced to the process of career planning and will engage in a series of self-exploration exercises and assessments including exploring interests, skills and values that will aid in career planning and exploration. Students will access information regarding career choices including occupational characteristics, employment trends and labor market updates.

### **Student Learning Outcomes:**

Become aware of the Counseling Department and Career Center Services and utilize the services. Students will understand the resources that are available to assist in deciding on a career or major, and become aware of the vocational trends and requirements for his/her major and/or career choice.

### **Absences:**

This is a short-term course, which requires each student to attend all class meetings. If you are ill or unable to attend class, notify me in advance. Documentation is required for all excused absences. Bring documentation for your absence to the next class.

### **Classroom Conduct:**

College level behavior that demonstrates respect for the classroom situation is expected in order to maintain a positive learning environment for all members of the class. Arriving to a class late, leaving early, and walking outside during class are unacceptable behaviors that distract others.

No texting!! All beepers, cell phones and pagers must be OFF during class.

### **Homework and activities:**

Students are required to do all homework and assigned activities in a timely manner as required.

**Note:** This is a one unit transferrable course to the CSU system. In order to pass the course, full participation is mandatory.

**Personal Development 4—Career Planning (Continued)**

<b><u>Week</u></b>	<b><u>Class Activity</u></b>	<b><u>Homework</u></b>
<b>September 12</b>	<b>Introductions, Review course outline Overview of Career Planning Introduce Career Cafe Values Inventory, Career Barriers</b>	<b>Lifeline Values</b>
<b>September 19</b>	<b>Review values, discuss skills and research, Eureka in Learning Center</b>	<b>True Colors &amp; Skills</b>
<b>September 26</b>	<b>Review of True Colors and Skills Financial Aid presentation</b>	<b>Self-assessment profile</b>
<b>October 3</b>	<b>Administer Self-Directed Search Discuss Individual Project</b>	<b>Research for Project</b>
<b>October 10</b>	<b>Return and discuss Self-Directed Search; Discuss Information on the World of Work and research</b>	<b>Complete Self-assessment Research Project</b>
<b>October 17</b>	<b>Discuss Decision Making Action Planning—Goal Setting</b>	<b>Complete Plan and Project</b>
<b>October 24</b>	<b>Last Day of Class Present and turn in Project</b>	

**Please note: This course outline is a guide for the class and may be modified/revised to enhance learning outcomes or by events outside the control of the instructor.**