Los Angeles Mission College

Personal Development 4 | Course Syllabus | Spring 2013

Course:	Career Planning: 1.00-Unit (CSU) Section # 0408
Time & Location:	12:15 PM- 2:35 PM., Tuesday; INST 2001
Instructor:	Maricela Andrade
Email:	andradm@lamission.edu-
Phone:	(818)364-7823
Office Hours:	By appointment in the SSS Office
Required Text:	None
Materials:	Assessment Packet -Can be purchased at the bookstore

Course Description: This course is designed to assist undecided students in choosing a major or vocational choice. Students will explore their interests, skills, and values through the use of career and vocational assessments. In addition, students will learn to access information regarding occupational characteristics, employment trends and labor market updates.

Student Learning Outcomes: Become aware of the Counseling Department and Transfer/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.
***The success of this course depends on your commitment to the process of self discovery and on your involvement in your career research.*

Course Policies

- *Attendance:* this is a short term (7- weeks) class, therefore; attendance is mandatory.
- *Assignments/Activities:* Complete all assessments, journal reflections, worksheets and participate in classroom exercises and out of classroom activities.
- *Compile a notebook containing:*
  - ~ Assessment Results
  - ~ Self Exploration Journals
  - ~ Occupational Exploration Worksheets and Exercises
  - ~Career Reflection Final Summary report

- *Please turn off or silence cell phones.*
- *No food allowed in class.*
- *Any student who has special needs that may affect his or her performance in this class is asked to identify his or her needs to the instructor in private by the end of the first day of class. That is, students seeking accommodations must identify themselves on the first day.*

***** There will be many discussion items throughout the class. Your feelings, thoughts and opinions are important. It is not okay to invalidate anyone else's feelings, thoughts, and opinions. A healthy dialog can occur without putting the other person down.***

Grading Method of Evaluation: This class is graded on a P/NP (Pass/No Pass) basis. Your grade will be based on your class participation, attendance, and class work turned in on time.

Course Topics Include:

- Introduction to Career Planning
- Career Barriers
- Values & Skills Clarification
- Personality Type
- Interests Exploration
- Negative Career Thoughts
- Occupational Information Resources
- Decision Making

Important Dates:

Class Begins……**February 12**
Last Day to receive a **REFUND**…… **February 18**
Last Day to **DROP** class, without a "W"……**February 18**
Last Day to **DROP** class, with a "W" ……**March 16**
Last Day of Class ……**March 26**

Weekly Course Outline

2/12/2013 **<u>Introduction to Class:</u>**

***Class Journal**
Introduction to Career Assessments
Career Planning
Career Barriers

2/19/2013 ***Class Journal**

Values Clarification

<u>Self-Exploration Values:</u>
Review Values
Administer **COPES** (Values Inventory)

<u>Self-Exploration Values:</u> <u>Continue</u>
Interpretation (COPES)

2/26/2013 ***Class Journal**

Discuss: Negative Career Thoughts

Learning Resource Center: Room 234
CaCareerCafe

3/5/2013 ***Class Journal**

<u>Self-Exploration: Interest</u>
Discuss: Holland's Theory

Administer **Self-Directed Search-SDS (**Interest Inventory)
Interpretation (SDS)

The Career Exploration Inventory (CEI) –Administer

****Campus Connection-Scavenger Hunt****

3/12/2013 ***Class Journal**

Learning Resource Center: Room 234
Eureka

Skills Clarification:
Administer/Interpret **MicroSkills Card Sort**
(Skill Assessment)
Introduction to Personality Type:
Administer/Interpret **True Colors**
(Personality Assessment)

****DUE: Campus Connection- Scavenger Hunt****

3/19/2013 **Occupational Exploration**

***Class Journal**
Learning Resource Center: Room 234
Career Trends
Career Exploration Activity

3/26/2013 **Putting it all together**

***Class Journal**
Goal Setting
Decision- Making
Action Planning

*****Schedule is tentative and subject to change*****