EPSY 210: Career and Life Planning

<Day, Time>
Location: <room number, building>

Instructor:
<y your name, e-mail, phone number
<office hours and location>

EPSY 210: Career and Life Planning is a career development course that will help you commit to an action plan of exploring, engaging and implementing your career and academic interests. Career development starts by combining information about yourself with information about the world of work and then acting on that new set of information. Career development is a lifelong process – this class will help you get started.

This is a writing-intensive course. Superior communication skills are a necessity for both academic and career success. For this reason, EPSY 210 emphasizes the development of all forms of communication (written, oral and interpersonal).

Course Goals
#1 - Develop a deeper understanding of your work personality and how it relates to choice of major or career
#2 - Understand the career decision-making process
#3 - Engage in exploration and investigation activities which will expand your understanding of majors and careers
#4 - Understand networking and its value in the career development process
#5 - Develop skills that can be used for career and life planning both now and in the future
#6 - Develop transferable skills that can be used in the workplace

Graded Assignments

| Assignment #1: Your Career Autobiography – 3 page paper – Examine your beliefs about careers, ideas so far, and factors that will help you get to where you want to go. | 15 |
| Assignment #2: KU Majors – 5 page paper – Research paper that involves researching a KU major by talking with someone who knows more about it (faculty, advisor). | 50 |
| Assignment #3: Informational Interview – 5 page paper – Conduct an informational interview with someone who is working in a career field that you're considering. Research the occupation using print and online resources and define on and off campus resources to get directly involved with this profession (internships, volunteering, student organizations) | 50 |
| Assignment #4: Resume – Create a professional resume that appropriately targets your career field. | 30 |
| Assignment #5: Action Plan – 3-5 page paper and in-class presentation – Describe your action plan for your continued career development - what is left to do? Who can help? When will each step be completed? | 50 |
| Reading Journals – 6 reading reflections on Blackboard from Asher (2009) or selected articles, 5 points each. | 30 |
| Employability Curriculum Surveys – Participate in 2 online surveys about your career knowledge | 10 |

Total Points 235

**Assignments are to be submitted on Blackboard unless otherwise noted, and are due by midnight on the scheduled due date. If you encounter problems submitting any assignment, email it to your instructor using the subject line EPSY 210.**
Textbook & Assigned Readings


Textbook is required and is available at the KU Bookstores for purchase. Please purchase the book by the first week of class so that you can complete your reading journals.

Throughout the semester, students will be required to complete assigned readings and reflect on the content in reading journals on Blackboard. Specific questions related to each assigned reading are posted on Blackboard under the Reading Journals section. For full credit, submit well-written, thoughtful responses. Consult your course schedule for reading journal due dates.

Blackboard

EPSY 210 has a Blackboard site that contains your grade book, reading journals, and important announcements about campus-wide activities and opportunities relevant to career exploration (internships, websites, guest speakers, information sessions, events, etc.). Unless otherwise noted, you will also submit your assignments there.

Grading Policy

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Attendance Policy and Classroom Behavior

EPSY 210 is an activity-based class where your participation is vital. The learning that takes place in these activities cannot be reproduced outside of class. For this reason, and in support of Goals 3, 4 and 6, attendance is required and will be taken every class. No more than 1 absence is allowed. After 1, there will be a 3 point deduction for each additional absence.

Attendance is taken with a sign-in sheet available at the beginning of class. If you do not sign in, you will be counted as absent. If you come late to class, you will not be allowed to sign in and will be counted as absent. If you leave early without getting permission, you will be counted as absent.

If you miss a class, it is your responsibility to find out what you missed and get any handouts that were used in class. In cases of conflicts between regularly scheduled classes and mandated religious observances, the student is responsible for initiating discussion with the instructor to reach a mutually acceptable solution.

Any classroom behaviors that detract from your learning or the learning of others will not be tolerated. Please follow the guidelines below to ensure a productive and safe environment for all:

- Arrive on time
- Don’t pack up until you are dismissed
- Turn off your cell phones
- No text messaging
- No headphones
- Newspapers, other reading and homework from other classes are NOT allowed
- Be respectful of the person who is speaking by giving him/her all your attention (including another student, an invited speaker, instructor, etc.)
- If you bring food/drink with you, take it with you or dispose of it accordingly
- Obtain instructor approval to use a computer for taking notes

Violation of any of these policies will result in an automatic absence for the day. Further sanctions, such as removal from the classroom, will be enforced if the behavior continues.

Late Assignments

There will be an automatic 10% deduction in total points for EACH day an assignment is late. If you know in advance that you will be absent from class the day an assignment is due, turn in the assignment early or e-mail the assignment to your instructor on or before the day it is due. This policy does not apply to Extra Credit – late papers will not be accepted for any Extra Credit assignment.
**Course Fee**
A $20 fee covers the costs of one career assessment: the **Strong Interest Inventory (SII)**. The SII is available at [career.ku.edu/assessments](http://career.ku.edu/assessments). Credit cards (VISA or MasterCard) are encouraged because you will be using an online payment portal to access the SII. Checks or exact cash are also acceptable, but you will need to visit the University Career Center, Burge Union, Rm. 110 to pay in person and to receive instructions.

**Completion of this career assessment by the due date is a requirement of the course.** If you arrive at class on the day of the interpretation, and have not yet taken the SII, you will be asked to go to the computer lab and take it at that time. Failure to complete the SII will result in an **incomplete** for the course.

**Writing Center**
Students are strongly encouraged to use the services of the Writing Center ([www.writing.ku.edu](http://www.writing.ku.edu)). There are multiple locations around campus with a variety of hours and means to work with them. Turning in a poorly written or edited assignment will not be tolerated. **For this reason, and in support of Goal 6, there will be a ½ point deduction off the total points for an assignment for every circled error.**

**Disabilities**
The Office of Disability Resources (DR), 22 Strong Hall, 785-864-2620 (v/tty), coordinates accommodations and services for KU students with disabilities. If you have a disability for which you may request accommodation in KU classes and have not contacted DR, please do so as soon as possible. Please also contact the instructor privately in regard to this course.

**University Career Center (UCC)**
The UCC will be an important resource for you in this course. Access information on career and major choices, internships, jobs, international opportunities, and job search tools on their website [career.ku.edu](http://career.ku.edu). These resources will be valuable beyond the duration of this course – use them! In addition, the UCC has career coaching services that are free of charge.

**EPSY 210 and the Career Advancement Program certificate**
The Career Advancement Program (CAP) is a certificate program available to students at The University of Kansas based on seven dimensions of employability. It is designed to help students advance their career development through educational resources, experiential activities, and reflection. This course fulfills two out of seven dimensions needed to complete the CAP certificate program: **Academic Learning** and **Career Maturity**. Additionally, other components of the course significantly prepare you to fulfill other dimensions such as Professional Skills and Meaningful Connections via the online fulfillment options in the CAP Blackboard space. Each of the seven dimensions can be completed either by taking a specific course or completing online modules. For more information on CAP or to declare your interest in completing the certificate, visit [career.ku.edu/cap](http://career.ku.edu/cap).

**Descriptions of Academic Learning and Career Maturity**

* **Academic Learning**: developing and excelling at a course of study that provides both breadth and depth combining academic strengths, interests, and specialized knowledge in the context of career aspirations

* **Career Maturity**: believing in a clear picture of self as it relates to the world of work, having knowledge and direct experience with career exploration and engagement activities, and anticipating changes to career plans once circumstances change
Extra Credit Options

1. Internship Fair (10 points) The 2015 Internship Fair will be held on Wednesday, November 18th from 3:30 – 6:00 p.m. at the Kansas Union. Attend and write a two page paper addressing the points below. Full credit will be given to thorough and thoughtful papers. Due by 11/24. Submit directly to your instructor, not through Blackboard.

- Reasons why students should attend this event – describe any elements you found surprising.
- Highlight a specific company/position/opportunity that you found meaningful.
- Highlight a conversation you had with an employer – what did you talk about? What advice did they give you?

Quick Tips for Getting the Most Out of the Internship Fair

- Do some advance research on attending employers – List is available at career.ku.edu
- Dress professionally and conservatively - wear pressed clothing that is clean and professional looking. You won’t get another chance to make a first impression!
- Bring copies of your resume if you want to be considered for positions.
- Prepare a quick 20 second “commercial/intro” of yourself: name, major, careers you are exploring and any specific questions you have of them.
- It’s okay to be an exploring student at the fair, but be prepared to talk with an employer about some of your career and academic interests. “Hi, my name is Wendy and I’m a Geography major. I notice that you’re recruiting for interns in public relations - that’s an interest that I have – can you tell me more about what qualities you look for?” or “Hi, my name is Tyler and I am exploring majors and careers right now – I noticed in the guide that you’re involved with helping at-risk teenagers develop coping skills – can you tell me more about that? I’m thinking of a psychology major and this is really interesting to me.”
- Make sure you check in at the student registration table and pick up a guide and map – the guide will contain a list and map of all the employers in the room.

2. Resume Wordle (10 points). This is a fun assignment that involves creating word clouds of an internship you’re interested in and your resume using www.wordle.net. Write an essay (see the Passing the Wordle Test assignment sheet for guidelines), attach the word clouds, the internship description and your resume. Due 12/1. Submit directly to your instructor, not through Blackboard.

3. Participation in a Research Study (1-10 pts.)

Earning points

- Students may earn up to 10 pts. of extra credit for participation in a research study being conducted in the Psychology and Research in Education (PRE) department. Psychology and education professors are interested in producing original research that serves to improve our understanding of educational and psychological processes at all levels. As such, they conduct research studies throughout the semester. In support of this, the instructors of PRE 210 are offering extra credit to students who agree to participate in one or more studies of their choosing. Research participation is measured in units of 1 or more credits. Different experiments award different amounts of credit; roughly 1 credit is equal to 30 minutes of participation. **Five extra credit points** will be awarded for 1 credit of research participation. A maximum of 10 extra credit pts. can be earned in this way.

Example:
30 minutes participation = 1 research credit = 5 EPSY 210 extra credit points
1 hour participation = 2 research credits = 10 EPSY 210 extra credit point
Signing Up to Participate in a Study

- Go to http://kupre.sona-systems.com

Log in using your KUID and the initial password, which will be provided to you in class. Change the password to one of your choosing when you log in. If you experience any problems logging in, click on fritts@ku.edu to email your question. Click on "My Profile." Make sure your information is correct. Click on "Update" if you make any changes. Click on "Studies." Click on an experiment name to view the description of that experiment. Click on "view time slots" to sign up for the experiment. Click on "My Schedule" to view the experiments you have signed up for and for credits/no-shows you have earned.

**Note:** In order to receive the extra credit points for this class, you will need to print off your report showing your participation credit and submit it to your instructor by the last day of this class. The number of studies available and the times for participation are limited! There is no guarantee that you will be able to participate in a set number of studies or at any particular time. It's up to you to monitor the availability of studies if you want to participate.

For a full explanation of the research participation process, please see the handout Research Participation Additional Information located on Blackboard under Extra Credit.

Tips on Earning Extra Credit

Turn in quality work on each assignment – you are not guaranteed all the points the assignment is worth just because you turn something in. Late papers will not be accepted.