

EPSY 210: Career and Life Planning

<Day, Time>

Location: <room number, building>

Instructor:

<your name, e-mail, phone number

<office hours and location>



EPSY 210: Career and Life Planning is a practical, hands-on course that relies heavily on student engagement and participation. Through conversation and exploration, students will gain a clearer picture of self as it relates to the world of work, and leave with a roadmap for the future.

Course Goals:

1. **Clarifying Self:** construct a self-narrative that describes what you do best, what drives your engagement, and motivates you to do your best work
2. **Exploring Options:** investigate academic and work cultures and examine how your interests and values align with your discoveries
3. **Creating your Roadmap:** design an engagement map that reflects a process you will use to further explore options and to develop relevant experiences
4. **Building Skills:** through participation and engagement, both inside and outside the classroom, develop skills that can be applied to career and life planning both now and in the future

Graded Assignments

1. Reflection #1: Evaluating the “Noise” in your life – 1 page (500-600 words) – Reflect on what has influenced your career ideas so far; distinguish the “noise” from genuinely helpful guidance.	20
2. Reflection #2: Exploring KU Majors – 1 page (500-600 words) - After identifying 1-2 majors you would like to know more about, research them and write a reflection on what you have learned and your current thinking about each.	25
3. Reflection #3: Engage – Try Something Out! - 1 page (500-600 words) –Identify a campus or community activity that will help you to explore your interests; after engaging with this activity, reflect on what you learned and how it may influence you going forward.	25
4. Informational Interview #1: – 1 page (500-600 words) - Seek out someone important in your life who has been in the workforce for 5-10 years; ask them about their personal career journey and lessons learned along the way. Write a report based on prompts in Blackboard.	30
5. Informational Interview #2: – 1 page (500-600 words) - Interview an individual on the KU campus whose career path you find intriguing and aligned with at least one of your own core interests. Write a report based on prompts in Blackboard.	30
6. Informational Interview #3: – 1 page (500-600 words) - Seek out an individual whose professional path and current work you find interesting and connected to at least one of your own core interests. Write a report based on prompts in Blackboard.	30
7. Resume – Create a resume that conveys your strengths, skills and experiences	30
8. Roadmap – Where do you want to go? Create a “roadmap” that describes next steps and a process you will use to navigate further exploration and skill-building.	50
9. Career Surveys – Complete 2 online surveys about your career knowledge (5 pts. each for fully completed surveys)	10
Total Points	250

****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

Roadtrip Nation. (2015). Roadmap: The Get-It-Together Guide for Figuring Out What To Do with Your Life. Chronicle Books: San Francisco, CA. ISBN# 978-1-4521-2845-0

Textbook is required and is available at the KU Bookstores for purchase. In order to have access to the Roadtrip Nation video archive that accompanies this text, you will need a new book with an access code. Please purchase the book by the first week of class.

Blackboard

EPSY 210 has a Blackboard site that contains your grade book, assignment descriptions, 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

233-250	93-100%	A	200-207	80-82%	B-	168-174	67-69%	D+
225-232	90-92%	A-	193-199	77-79%	C+	158-167	63-66%	D
218-224	87-89%	B+	183-192	73-76%	C	150-157	60-62%	D-
208-217	83-86%	B	175-182	70-72%	C-	0-149	0-59%	F

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 all course goals, 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. This policy does not apply to Extra Credit – late submissions will not be accepted for any Extra Credit assignment.

Academic Misconduct/Plagiarism

All written assignments should be your own original work. Some examples of plagiarism are:

- 1) Copying someone else's work, word-for-word, and turning it in as if it's your own
- 2) Using portions of exact text from a source without changing it or giving credit to the author
- 3) Making minimal changes to a text source, but passing it off as your own material or idea

(White Paper: The Plagiarism Spectrum, 2013, from www.turnitin.com)

These problems can generally be addressed through the use of proper citations, quotations, and paraphrasing (when you have a thorough understanding of your material). Contact your instructor when you have questions about what constitutes plagiarism! Plagiarism is a serious offense which can result in loss of grade or university disciplinary action.

For more information on academic misconduct, please consult KU policies at

<http://writing.ku.edu/academic-misconduct>

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. 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 email ellenlind@ku.edu to make arrangements 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). There are multiple locations around campus with a variety of hours and means to work with them.

Disabilities

The Academic Achievement and Access Center (AAAC) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. They are located in 22 Strong Hall and can be reached at 785-864-4064 (V/TTY). Information about their services can be found at <http://www.access.ku.edu>. Please contact me privately in regard to your needs in 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. 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 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.

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

Students have the opportunity to earn a **maximum of 30 extra credit points** throughout the semester through completion of various activities listed below.

1. Service Learning Project (30 points for full participation) EPSY 210 students will have the opportunity to become volunteers at the Lawrence Community Shelter (LCS), serving in their career center. Volunteers will apply principles and values learned in EPSY 210 as they assist community shelter guests with their job search and professional skill development. Students will be expected to volunteer a minimum of 20 hours during the semester, reflecting on the experience in 3 writings submitted on Blackboard. Due dates will be indicated in Blackboard.

The project will be introduced in the first weeks of class, followed by an orientation and training to be held at the shelter in September. This experience may also qualify towards completion of the [KU Service Learning Certificate](#).

2. Quick Conversations – Talking to people about their work and their own career roadmap is an essential part of this class. In addition to the 3 Informational Interviews that are required assignments for the class, you may also conduct “*Quick Conversations*” based on the topics below to earn extra credit. The summaries of your conversations should be posted in Blackboard. (See Blackboard, Extra Credit, for additional details.)

- Ask 3 people you know about their career journey and have them describe any “happenstance” moments that have provided them with unexpected opportunities and influenced where they are today. Summarize what you learned by responding to prompts on Blackboard (5 pts.).
- Ask 3 people you know to name their top 2 values when it comes to work decisions they’ve made. Summarize what you learned by responding to prompts on Blackboard (5 pts.).
- Ask 3 people you know to name 2 skills they use every day in their work and to describe how they developed those skills. Summarize what you learned by responding to prompts on Blackboard (5 pts.).

**Please note – if you do more than one of these extra credit conversations, you need to talk to 3 different people each time.

3. Resume Wordle (10 points). This is a fun assignment that involves creating word clouds of an internship or job 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.

4. 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 EPSY 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 earn extra credit points, all participation needs to be completed by midnight on the final day of class, December 8th. 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 submissions will not be accepted.**