PRE 210: Career and Life Planning

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

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

PRE 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, PRE 210 emphasizes the development of all forms communication (written, oral and interpersonal).

Course Goals & Learning Outcomes:

#1 - Examine work personality and current understanding of majors and careers, and explore how these are related.
   • Analyze beliefs about work and careers and what has shaped them
   • Identify personal factors (interests, strengths, passions, ideas) that may impact choice of a major or career

#2 - Understand the career decision-making process
   • Recognize the career development theories that inform the design of this class
   • Understand steps in career decision-making that can be applied throughout a career journey

#3 - Engage in exploration and investigation activities which will expand understanding of majors and careers
   • Identify majors of interest and choose one major to explore in depth, reflecting on why it may or may not be a good choice
   • Use a wide variety of career exploration resources (web, print, on-campus, people) in order to learn about industries and occupations
   • Investigate career options, identify a career of interest and explore it in depth

#4 - Understand networking and its value in the career development process
   • Demonstrate support for (and feel supported by) classmates throughout the semester
   • Recognize classmates, your instructor, and other personal contacts as resources in the career exploration process
   • Identify your own personal network and use it for gathering information on a career of interest

#5 - Develop skills that can be used for career and life planning both now and in the future
   • Understand the purpose of a resume and create a resume appropriate for a current search (job, internship, admission to an academic program, scholarship)
   • Understand principles of the job search process and tools that can assist you
   • Practice professional interviewing skills through participation in a classroom mock interview
   • Apply your own decision-making skills as you commit to a career action plan
   • Use budgeting principles to compare job earnings with lifestyle expenses

#6 – Develop transferable skills that can be used in the workplace
   • Demonstrate effective writing skills in all assignments
   • Practice effective communication skills through class discussions and individual presentations
Graded Assignments

1. **Assignment #1: Your 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.  
   - Points: 15

2. **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).  
   - Points: 50

3. **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, student orgs, volunteer experiences, etc.).  
   - Points: 50

4. **Assignment #4: Resume** – Create a professional resume that appropriately targets your career field.  
   - Points: 30

5. **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?  
   - Points: 50

6. **Reading Journals** – 6 reading journal reflections on Blackboard from Asher (2009), 5 points each.  
   - Points: 30

**Total Points**  
- 225

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**

PRE 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.). You will also submit your assignments there.

**Grading Policy**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>209-225</td>
<td>93-100%</td>
<td>A</td>
</tr>
<tr>
<td>202-208</td>
<td>90-92%</td>
<td>A-</td>
</tr>
<tr>
<td>196-201</td>
<td>87-89%</td>
<td>B+</td>
</tr>
<tr>
<td>187-195</td>
<td>83-86%</td>
<td>B</td>
</tr>
<tr>
<td>180-186</td>
<td>80-82%</td>
<td>B-</td>
</tr>
<tr>
<td>173-179</td>
<td>77-79%</td>
<td>C+</td>
</tr>
<tr>
<td>164-172</td>
<td>73-76%</td>
<td>C</td>
</tr>
<tr>
<td>157-163</td>
<td>70-72%</td>
<td>C-</td>
</tr>
<tr>
<td>151-156</td>
<td>67-69%</td>
<td>D+</td>
</tr>
<tr>
<td>142-150</td>
<td>63-66%</td>
<td>D</td>
</tr>
<tr>
<td>135-141</td>
<td>60-62%</td>
<td>D-</td>
</tr>
<tr>
<td>0-134</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**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.
Attendance Policy and Classroom Behavior

PRE 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 #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 that is 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.

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.

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. In addition to meeting there once as a class for the Online Image and Social Media lecture (see schedule for date), you will want to access resources on their website career.ku.edu. The UCC has many web and print resources on career and major choices, internships, jobs, international opportunities, and job search tools that will be valuable beyond the duration of this course – use them! In addition, the UCC has career coaching services that are free of charge.

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. 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.**
Extra Credit Options

1. Internship Fair (10 points) The 2014 University Career Fair will be held on Wednesday, November 19th from 3:30 – 6:00 p.m. at the Kansas Union Ballroom. Attend and write a two page paper addressing the points below. Full credit will be given to thorough and thoughtful papers. Due by 11/25. 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 offering internships in public relations - that’s an interest that I have – can you tell me more about your internships?” 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 12/2. 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 PRE 210 extra credit points
1 hour participation = 2 research credits = 10 PRE 210 extra credit points

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.