

Syllabus: Career Decisions

UNIV-1020,

Tues & Thurs 10-11:20 (1/9-3/1/07) GC 409

A course designed to assist students in improving their decision-making skills and in making a tentative occupation choice based on knowledge of themselves and the world of work.

Instructor: Susan Linder, Director of Career Services, ST 101, 586-5420, linder@suu.edu

Office Hours: Please call for appointment 8 to 5 Monday thru Friday

Course Objectives:

1. Develop an understanding of the Career Decision Making Process
2. Assess your interests, skills, values, and personal strengths
3. Become familiar with a variety of occupational resources
4. Begin to identify and explore career paths and options

Requirements:

- **Regular class attendance is required and participation in class discussion deemed important: The class meets 16 times during the first eight weeks of the semester.**
- Required Text: *If you don't know where you're going you'll probably end up somewhere else*, David Campbell
- CHOICES Computerized Career Planning Program, four assessments: Interest Profiler, Skills Checklist, Basic Skills Survey, Work Importance Locator & printout of occupational report.
- Strong & Myers Briggs – 2 Career Inventories covered by course fees.
- **3 Career Research Reports** (Occupational Reports based on Choices, OOH & O'Net)
 - Written report and class presentation of each occupational report.
- **3 Information Interviews** with persons employed in the field you are exploring
 - Written report and class presentation of each interview.
- Reaction Papers – 4
- Handouts: There will be many handouts that require your input
- Three Skill Experiences: identify and write about **3** experiences in your life and identify the skills you demonstrated.
- Plan of Action (Flower)
- Attend SUU Career Fair: Wednesday, February 21, 2007 (10:00-3:00). Submit written report.
- Folder with all assignments

Grading Criteria:

- There will be no final exam.
- You must turn in all assignments to receive a final grade in this course. To receive full credit assignments must be turned in on time.
- The grades you receive on the three occupational reports and interviews will have a significant impact on your overall grade. Class participation and attendance are also deemed important.

Resource Materials:

- Choices, Computerized Career Planning Program, in Career Services & Open Computer Labs
- Occupational Outlook Handbook, Career Services, and www.bls.gov/oco
- O*NET dictionary of Occupational Titles, Career Services and <http://online.onetcenter.org>
- Vocational Biographies of 1001 Real People: www.vocbiosonline.com: User: suustudent; Password: tbird07

ADA STATEMENT:

"Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone 435/865-8022. SSD determines eligibility for and authorizes the provision of services."

ACADEMIC INTEGRITY:

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.