

Syllabus

Personal Career Planning-110-FALL-2012 Room 133 University Center

Instructor: Mr. Endicott

Graduate

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Web Site: <http://www.salisbury.edu/careerservices/Class/2012FallClass/Default.htm>

Assignments: All assignments are listed at this website:

<http://www.salisbury.edu/careerservices/Class/2012Class/Assignments.htm> (make sure you check this weekly)

Office Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday

Goals of Course: To assist students in developing and implementing a professional career/job search through greater understanding of resources available to them. To conduct a job/internship search that will provide the most satisfying rewards to the students. The students will understand how critical every aspect of the job/internship search is and how it relates to landing a satisfying career. Finally the students will understand how marketable they are to employers and how best to display that marketability.

Text: *Your Career How to Make it Happen-8E-Julie Griffin Levitt.*

Attendance: Students are expected to attend all class meetings. You are allotted two class periods missed without excuse. ***Those missing more than two class meetings will jeopardize satisfactory completion of the course. Each absence after two will result in one letter grade deduction per absence. Excuses for classes after two are not treated any differently than a missed class. Anyone leaving at the break and not returning to class will lose one letter grade no matter what the excuse is.*** All classes will be the entire time period. **Those coming to class late for a prolonged period will lose points. Those students missing a class have until the following class to turn in any assignments missed.** It is up to the student to keep current on all assignments. Assignments are listed here-
<http://www.salisbury.edu/careerservices/Class/2012FallClass/Assignments.htm>

Assignments: Career Action Worksheets, Career Files Binder, Formal Resume/Cover Letter, Thank You Letter, Acceptance Letter, Mentor Network, Quizzes, Job and Company Research, Guest Speakers and Reaction Paper, Job Fair Participation and Presentation, Etiquette Dinner, Networking, Mentor Project, Information Interview/Job Search Report, Group Interview.

*All assignments must be turned in on time. **No assignments will be accepted late unless PRIOR arrangements with me have been made.**

Grading: A= 91-100, B= 81-90, C= 71-80, D= 61-70, F= 60 and below. *All assignments must be turned in on time.* If assignments are turned in late, no credit will be issued. Any assignments turned in late **(Must be approved by instructor)** will lose one credit point per calendar day. The resume may be resubmitted at a later time for the possibility of an improved grade, but no later than the next class period. Grading will be conducted on a % basis. Typically, 100-150 points possible. **10 points will be given based on class participation. This will be based on my judgment.**

Class Time: Wednesday, 5:00 p.m. - 6:45 p.m.

PERSONAL CAREER PLANNING- GENL-110

FALL SEMESTER 2012

WEDNESDAY, 5:00 P.M. - 6:45 P.M.-133 GUC- CAREER SERVICES

<u>Date</u>	<u>Topic</u>
Class 1:	Introduction; Course Overview
Class 2:	Chapter 1-Job Search Process
Class 3:	Chapter 2-KnowWhat Employers Expect- Resumes
Class 4:	Chapter 3-Know Yourself to Market Yourself-Focus
Class 5:	Attend Job Fair
Class 6:	Chapter 4-Your Winning Network
Class 1:	Chapter 5-Research Careers and Find Job Leads
Class 8:	No class-spring break
Class 9:	Chapter 6-Resumes
Class 10:	Chapter 7-Job Applications and Cover Letters
Class 11:	Chapter 8/9-Interview Essentials-Ask for-and get-the Interview
Class 12:	Chapter 10- Interview Styles and Questions

Class 13:	Chapter 11/12-Interview Like a Pro-Following Up on Negotiating Offers
Class 14:	Chapter 13-Handling Rejection
Class 15:	Chapter 14-Take Charge Of Your Career
Class 16:	Finals

Tentative Point Assignments: 100-150 possible points-(Possible Sources Below)

-You must do a Career Binder. Your Binders will be collected at the end of the semester. You MUST keep them neat and readable. Points will be deducted for lack of organization and missing assignments. I will determine the grade assignment at a later date.

Possible point assignments:

Quizzes

Job Title

Occupation Information

Company Identification

Resume and Cover Letter

Other Employment Letters

Employer Information Sessions

Job Fair Reaction

Information Interview

Group Interview

**Class Participation

I RESERVE THE RIGHT TO MODIFY ASSIGNMENTS AND POINT TOTALS

To see what the current assignments are, go to the assignment link on the class homepage.