

HRE 3331: STRATEGIC CAREER DEVELOPMENT/PLANNING

Fall 2017

LSU Olinde Career Center Classroom: 256J Student Union

Course Description

The central focus of this course is a comprehensive approach to career development that incorporates self-awareness, career exploration, and self-marketing techniques into effective career decision making, development of job search skills and post-graduate success.

Instructors:

Blake Winchell (Instructor of Record) – bwinch1@lsu.edu

Joan Gallagher (Co-instructor) – jgallag@lsu.edu

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* Emily Lewis (Teaching Assistant) – elewi33@lsu.edu

* Should be your first line of contact with all matters regarding this course*

Objectives

After completion of this course, the student should be able to:

- review career development theory as it relates to the career planning process;
- explore the importance of choosing careers based on interests, abilities, values and personality and apply the principles in making effective career decisions;
- apply career development theory by taking career assessments and gathering occupational information through available resources and informational interviewing;
- identify career barriers and methods for overcoming them;
- learn how to link personal career competencies to occupational competencies
- develop a strategic career plan including a personal marketing plan;
- understand ethics in the job search process and workplace
- develop lifelong job search skills, with particular emphasis on the ability to market oneself to employers
- demonstrate an understanding of the elements involved in conducting an effective job search, including networking, using available resources, and interviewing;
- understand the components in making an effective transition from college to work
- recognize the importance of on-going professional development throughout the career-span
- understand the decision-making process and admission process for applying to graduate and professional school

Course Materials

HRE 3331 Course Moodle

Online Career Assessments: TypeFocus & Focus 2 (no charge)

Academic Honesty

All students are expected to abide by the LSU Code of Student Conduct. Academic dishonesty cases will be referred to the Office of the Dean of Students.

Participation

Due to the highly interactive nature of this class, it is important that every class is attended. It is expected that you will actively participate by joining in discussions and asking relevant questions, particularly when professionals visit to share their expertise with you. If you miss a total of four classes, your final grade will be reduced one letter grade. Each additional absence will result in a deduction of five percentage points from your

final grade. Class begins promptly at 1:30 pm. Attendance will be called within the first 5 minutes of class and failure to be in class at the time of roll call will result in an absence. Leaving class early (without prior permission from the instructor) is unacceptable and will be documented as an absence. Assignments turned in after the due date will lose point value for each day they are late, and will not be accepted if turned in more than 7 days late.

Career Course Calendar

| <u>Date</u> | <u>Topic</u> | <u>What's Due</u> |
|-------------|--|--|
| 8/22 | Intro/Course Expectations | |
| 8/24 | Interests and Career Choice | Contract, Focus 2 Online Assessment, PLW 1 |
| 8/29 | Personality & Career Choice | Type Focus Online Assessment, PLW 2 |
| 8/31 | Skills & Values; Think Through/Try Out | Values & Skills Worksheet, PLW 3 |
| 9/5 | The Job Search/Career Fair/ Research | PLW 4 |
| 9/7 | ATTEND CAREER EXPO | |
| 9/12 | Expo Wrap Up / Networking | PLW 5 |
| 9/14 | Resumes (General) | Info Interview 1 PLW 6 |
| 9/19 | Tailoring Your Resume/Cover Letter | Bring Job Announcement Resume PLW 7 |
| 9/21 | In Class Mock Interviews | Research Worksheet PLW 8 |
| 9/26 | Research/ Dress for Success/Interview Prep | PLW 9 |
| 9/28 | Interview Follow Up / Thank You Letter | Info Interview 2 PLW 10 |
| 10/3 | Professional Mock Interviews | PLW 11 |
| 10/5 | Midterm Review | |
| 10/10 | Midterm | |

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| 10/12 | Get Into Grad School | Job Search Packet PLW 12 |
| 10/17 | Personal Statement | PLW13 |
| 10/19 | FALL HOLIDAY | |
| 10/24 | Grad School Panel | Personal Statement PLW 14 |
| 10/26 | Salary / Benefits | CREATE A PLW TOPIC PLW 15 |
| 10/31 | Budgeting and Saving | Budget Worksheet PLW 16 |
| 11/2 | Ethics | Appointment Summary PLW 17 |
| 11/7 | Transition | PLW 18 |
| 11/9 | Professionals Panel | PLW 19 |
| 11/14 | Pulling It All Together | PLW 20 |
| 11/16 | Final Presentations | Final Reflection Paper, Final Presentation PowerPoint or Prezi |
| 11/21 | Final Presentations | |
| 11/23 | THANKSGIVING | |
| 11/28 | Final Presentations | |
| 11/30 | Final Presentations | |

Graded Assignments:

Mid-Term Exam – 50

Job Search Skills Packet – 100

Informational Interviews – 20 (10 points each)

Reflection Paper – 50

Reflection Presentation – 50

Personal Statement – 30

PLWs – 20

Total: 320 pts

Grading: 10pt Plus/Minus grading scale

PLW Topics: (subject to change)

BEFORE EACH CLASS PERIOD YOU NEED TO REVIEW/COMPLETE THE PRE-CLASS REFLECTION ACTIVITY, COMPLETE THE FIRST HALF OF THE PROCESS LEARNING WORKSHEET, PRINT AND BRING WITH YOU TO CLASS.

The bottom half of the sheet should be completed at the end of class and turned in to the TA. If you know you will not be in class, you may email the top half of the PLW to Ethan before class begins for half credit. Emails must be time stamped before 1:30pm on the class date for ½ credit to be awarded.

#1 - Aug 24

Interests and Career Choice

Take the **Focus 2** (Work Interest portion only), using Access Code: tigers

Print 6 interests graph results, complete Process Learning Worksheet and bring both to class

#2 - Aug 29

Personality and Career Choice

Take the **Type Focus** (Personality Type only), using Access Code: lsu3330

Print one-page personality type graph results, complete Process Learning Worksheet and bring both to class

#3 - Aug 31

Values and Skills in Career Choice

Complete the Values and Skills Worksheets, found in Moodle Resources, print and bring to class.

In addition, Watch Eunice Hii Talks about passion

<http://www.youtube.com/watch?v=sgbzbdxTm4E> starting at 11:00 minutes to end and complete Process Learning Worksheet that addresses the following:

In the light of Eunice Hii's Ted Talk, and my knowledge of my personal interests, personality, values and skills, what thoughts do I have about making a good career choice? How confident am I about my choice? What will I need to explore to ensure a good choice?

4 - Sept 5

Networking/Career Fair/Searching

Watch the Elevator Pitch video:

http://www.careerspot.com/vidplay_links_ext.aspx?aid=526&apass=aYmi0Yh2m+wbxel5Di84AA==&vidnum=14&

#5 - Sept 12

The Comprehensive Job Search - Finding Experience at All Levels

Complete: <http://www.internships.com/predictor/>

Print out results to bring to class

#6 – Sept 14

Resumes

<http://www.cpgjobs.com/why-bad-resumes-are-like-holiday-fruitcakes/>

Is your resume likely to be considered a “fruit cake” and tossed out?

#7 – Sept 19

Cover letters

<http://www.businessinsider.com/brand-you-creating-and-self-marketing-yourself-to-find-a-job-during-tough-times-2011-3>

#8 – Sept 21

In Class Mock Interviews

Check out this infographic: <http://www.bitrebels.com/lifestyle/things-to-know-before-your-job-interview-infographic/>

#9 – Sept 26- *** 2 Topics today!

Company Research/Interview Prep

<http://www.cbsnews.com/news/how-to-research-a-company-before-the-job-interview/>

Interview

<http://wisecareers.com/articles/business/business-career-tips/hearing-real-question-your-interview-infographic>

<http://www.mixedmi.com/4-tricky-interview-questions/>

#10 – Sept 28

Post Interview Expectations.

The great debate: handwritten vs email. Read these 2 articles and formulate your own opinion and be prepared to discuss!

<http://blog.employmentguide.com/why-you-should-send-a-thank-you-letter-after-the-interview>

<http://theundercoverrecruiter.com/how-saying-thanks-can-get-you-new-job/>

#11 - Oct 3

Dress for Success

Peruse the pins on the LSU Olinde Career Center’s Dress for Success boards

<http://www.pinterest.com/lsucareercenter/dress-for-success-women/>

<http://www.pinterest.com/lsucareercenter/dress-for-success-men/>

#12 – Oct 12

Grad School – Is grad school for me?

Approximately 35-40% of LSU students go on to graduate school. What advantages or disadvantages would graduate or professional school give me, given my career goal? What do I need to consider before I commit to further education? What appeals to me about graduate school? What concerns do I have about attending?

#13 – Oct 17

Grad School Admissions – Who Gets In?

Graduate School admission is a competitive process. In most respected programs, only 10-30% of the applicant pool gains admission. Consider the type of graduate program you would most likely apply to. What qualities, characteristics and experience might the admissions committee look for? What do you have to offer to compete for a seat in the incoming class? What deficiencies do you have? What steps can you take to remove or minimize these deficiencies?

#14 - Oct 24

Stump the Graduate School Panelists - Get Answers to Your Questions!

In our next class you will meet several current or recent graduate school students. Create a list of 5 questions that you would like to ask them. Write them in your PLW.

#15 - Oct 26

Salary and Benefits

https://www.youtube.com/watch?v=f_Xch6ecIFs

Professional athletes make hefty salaries. What will you do with your first paycheck? Write a list of 5 things you will use your first paycheck for. Include one fun thing you hope you can afford. Write these in your PLW.

#16 - Oct 31

Complete the Life after College Budgeting Worksheet

[http://sfmc.lsu.edu/redirect?uri=https%3A/%252Fsfmc.lsu.edu/sites/sfmc.lsu.edu/files/attachments/Budgeting for Life After College worksheet%255B1%255D.pdf](http://sfmc.lsu.edu/redirect?uri=https%3A/%252Fsfmc.lsu.edu/sites/sfmc.lsu.edu/files/attachments/Budgeting%20for%20Life%20After%20College%20worksheet%255B1%255D.pdf)

How much do you anticipate spending monthly? Go back and identify the "NEEDS" only and recalculate your monthly spending. What is the amount of monthly take home pay you need to cover your needs? Needs and wants?

#17 - Nov 2

Ethics

Review and consider *Job Search Ethics and Protocols* <http://franklincollege.edu/wp-content/uploads/2014/06/Job-Search-Ethics-Protocol.pdf>

18 - Nov 7

Transition, College to Career

Watch this video <http://www.youtube.com/watch?v=hNQRRsL3R4A>

19 - Nov 9

Professionals Panel

To conclude our segment on transitioning to the workplace, we have invited a panel of early career professionals from a range of fields to share their insights about going from college to the workforce, building your career and finding your success. For today's panel, please create 5 questions you would like to ask the panelists to better prepare yourself for your career transition. Write them on your PLW.

#20 - Nov 14

Bringing It All Together

Our class has covered a lot of ground this semester. You have taken time to reflect on who you are, and how your unique qualities and characteristics have prepared you to travel your career path. You have explored your chosen career(s) and have developed skills to navigate the job search and graduate school admissions processes and learned excellent techniques to network to success. What final thoughts and concerns do you have about taking next steps to achieve success? Consider where you would like to be in 5 years, 10 years. What do you need to do to ensure you reach your goals?