
ITDY 109 – 01: Career Exploration & Planning

1 Credit Course for Juniors and Seniors
Instructor: Matt Cardin, M.S., Director, Career Center
(585) 385-8050 ▪ mcardin@sjfc.edu
Office hours: Monday – Friday by appointment 8:30 a.m.- 4:30 p.m.
Seminar Course held: Monday/Wednesday 4:00 p.m. – 4:55 p.m.

Course Objectives - During this lecture/discussion based course, you will:

Develop an Awareness of your Natural Interests & Preferences

- Take the Strong Interest Inventory and complete other career exercises to discover your interests and preferences and how they relate to the job search

Become Exposed to the Aspects of the Job Search Process

- Learn the typical succession of the job search from goal clarification to obtaining a position
- Identify your skills that make you stand out among other candidates

Research Careers and Fields of Interest & Learn Job Search Techniques

- Conduct informational interviews
- Identify methods of job and internship search techniques

Prepare Professional Correspondence Ready for Distribution

- Draft and finalize personal resume, cover letter and references page

Learn From the Experts

- Hear from current professionals about the interviewing process
- Have your specific questions about interviewing answered by those in hiring capacities

Prepare for the Interview Process, and the Transition to Post-Grad Life

- Opportunity to participate in mock interview sessions
- Identify tools for transition into the workplace, review business etiquette tips

Review a Job Search Publication

- Read specific articles related to job/internship search
- Discuss points of interest from the article within the course

In compliance with St. John Fisher College policy and applicable laws, appropriate academic accommodations are available to you if you are a student with a disability. All requests for accommodations must be supported by appropriate documentation/diagnosis and determined reasonable by St. John Fisher College. Students with documented disabilities (physical, learning, psychological) who may need academic accommodations are advised to make an appointment with the Coordinator of Services for students with disabilities in the Office of Academic Affairs, Kearney 202. Late notification will delay requested accommodations.

Course Expectations and Grading:

Attendance is **mandatory, your participation is essential** to the success of the course. In case of an emergency, contact Matt Cardin at 385-8050, or by email at mcardin@sjfc.edu *in advance* of missed class. **One excused** absence is permitted. For any subsequent absences your grade will be reduced one half letter grade per absence. Three absences will result in a final grade of FA – Failure to Attend.

Grading is based upon attendance, participation in classroom discussions and satisfactory completion of assignments as defined in syllabus. All assignments must be typed and are due at the start of class, unless otherwise instructed. Please see attached pages for further details.

If you miss a class with or without instructor approval YOU are responsible for obtaining the materials and information covered that day from a peer. I am unable to teach make-up classes

Week	Date	Topic	Assignment
Week 1			
	9/5	Course overview, introduction to career development	Strong Interest Inventory (SII) and Myers Briggs Type Indicator (MBTI) due on 9/9 at 11:59pm
Week 2			
	9/10	Review results of the Strong Interest Inventory (SII)	Skills Worksheet, due 9/12 Personality Traits Worksheet, due 9/12 Values Worksheet, due 9/12
	9/12	Review the results of the MBTI	
Week 3			
	9/17	Review worksheets, summarize the self-assessment information and use it in developing a job target	Complete Job Search Strategy Worksheet due on 9/19 Read: <i>Starting a Successful Job Search</i> , p.10-11 <i>Job Search Tips</i> , p. 12-13 <i>The Networking Challenge</i> , p. 14-15 <i>Making Career Fairs Work for You</i> , p.16 <i>10 Tips for Using Social Media in Your Job Search</i> , p. 17 <i>Key Strategies for Job-Search Success</i> , p. 11-13 (Handout)
	9/19	Job Search Strategy, Breaking down a job description	Read: <i>The Right Resume for the Job You're Seeking</i> , p.27 & 31 Informational interview paper is due on October 15th <ul style="list-style-type: none"> Identify and submit the names of 2 professionals by 9/24
Week 4			
	9/24	Resume	Create a draft of your resume from Career Center templates or update current resume to reflect knowledge gained through course, due 10/01 Read: <i>The Art of Writing Job Search Letters</i> , p. 22-26
	9/26	Career correspondence – Cover letters, Reference page, Thank you letters ...etc	Create first draft of cover letter, reference page and thank you note following the samples, due 10/01 Three questions for interview panelists due 9/28 Read: <i>Secrets to Interview Success</i> , p. 32-35 <i>How Good Are Your Interviewing Skills</i> , p. 36

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Week	Date	Topic	Assignment
Week 5			
	10/01	Interviewing and Transferable skills	
	10/03	Interview Do's and Don'ts: Advice from experts	Ask questions to the panelists
Week 6			
	10/08	Mock Interviews	Create outline for transferable skills presentation, due 10/10
	10/10	Transferable skills presentations and Career Fair Strategies	Read : <i>The Critical First Year on the Job</i> , p. 46-48 (Handout) <i>Adapting to the Company Culture</i> , p. 46-47 (Handout) <i>Going on to Grad School</i> , p. 52-53 (Handout)
Week 7			
	10/15	Informational interview paper presentations, Transitions & Grad. School	
	10/17	Informational interview presentations	
Week 8			
	10/22	Course wrap up	Final resume, cover letter, reference page & thank you note

Grading Breakdown and Assignment Expectations

Completion of Strong Interest Inventory (SII) and MBTI

Complete the online inventories. Results will be distributed and discussed during class on September 10th and 12th. **Due : 9/9 by 11:59pm EST**

Self-Assessment Worksheets

Complete self-assessment worksheets: Skills, Personality Traits, and Values. Due at the beginning of class on September 12th.

Due: 9/12

Job Search Strategy Worksheet

Complete Job Search Strategy Worksheet (2 pages). Due at the beginning of class on September 19th.

Due: 9/19

Completion of Questions for Panelists

Prior to our guest speaker panel on interviewing, students will need to prepare three questions they would like to have answered by the guest speakers in regard to the topic. All questions will be provided to the guest speakers prior to their visit. Students are also encouraged to ask questions during the class.

Due: 9/28

Completion of First Draft of Resume, Cover Letter, Reference Page, and Thank You Note

Utilizing discussions in class and the examples on the Career Center website, create a resume, cover letter reference page and thank you note that reflects your current status as a student. All documents must be updated to the present and not within a template format (i.e. Microsoft Word template). Grading will reflect content of the correspondence, structure, descriptive wording used, format and overall professionalism of the documents. Correspondence must be accompanied by a position of interest.

Due: 10/01

Transferrable Skills Presentation

Identify something you are an expert at (sport, hobby, part-time job, outside interest, etc.). Describe the skills you have gained from the activity and how those skills will specifically assist you in your future employment. Your presentation must be approximately 2 minutes in length.

Due: 10/08

Completion Informational Interview Paper

Identify two different professionals in your area of interest (cannot be relative). Utilizing informational interview questions provided in a handout, ask at least seven questions that will provide you with a better idea of what the professionals do in their career. Interviews must be conducted separately. The paper will need to compare and contrast your interviews and any information that you found interesting, conflicting and/or eye opening. Reasoning for why you chose the professionals you did and initial and final views of the field based on the interviews is required. Final paper should include a listing of questions asked to each professional and a reference list of the two interviewees. **Minimum** - two double spaced typed pages; **maximum** – three double spaced pages. Reference list and question listing will be an additional two pages. Students will be expected to give a brief summary of their interviews in class on the due date.

Due: 10/15

Completion of Final Draft of Resume, Cover Letter, Reference Page, and Thank You Note

Include the first drafts of resume, cover letter and reference page. Grading will reflect student's ability to incorporate instructor feedback, final presentation, content and formatting of the documents.

Due: 10/22

Class Participation

Students will be graded on their participation in **each** class, including discussions from readings. Remember, if you are not there, you can't participate!