

Education 164
Introduction to Educational and Vocational Guidance
Summer version
Career Services Website: <http://career.ucsb.edu>

This course is an introduction to career planning. We will cover self-assessment, career exploration, decision-making, and the job search process. Students will learn to articulate their career criteria in order to create a satisfying life in the future.

Instructor: Molly Steen (Molly.Steen@sa.ucsb.edu)
Text: The Complete Job Search Handbook, 3rd edition by Howard Figler (**required**)

Please note: This syllabus is subject to change by the instructor.

MAJOR ASSIGNMENTS:

- Work attitudes paper
- Career criteria checklist draft
- Research paper
- Reflection paper/final career criteria checklist

GRADING:

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| Work attitudes paper | 20 pts. |
| Career criteria checklist draft | 5 pts. |
| Research paper | 20 pts. |
| Reflection paper/final career criteria checklist | 30 pts. |
| Class attendance/participation | 25 pts. |
| TOTAL | 100 pts. |

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| Note: No “+” or “-” grades will be awarded. |
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CLASS SCHEDULE AND ASSIGNMENTS:

It is important that you attend and participate in all class sessions as we will cover a great deal of material in class. The majority of this material will not duplicate what is in the text. It is equally important that you turn in assignments in class on the date they are due because summer session is so fast that there is little time to catch up if you fall behind. If you need clarification on any assignment, please seek help from the instructor or TA well in advance of the due date. Resubmitted work will not be re-graded.

If you are unable to attend class, please e-mail the instructor in advance. One absence will be excused; additional absences will result in missed points.

Late assignments will lose 5 points for every day they are late. Papers will be marked down if they are poorly organized or have spelling and/or grammatical errors. Feel free to use the resources at CLAS if you need assistance in these areas.

Major Assignments:

All major assignments must be turned in to the instructor in the folder provided to the student at the beginning of the quarter. The folders must include the originals of the previous assignments when a new assignment is turned in.

Work Attitudes paper

Write a 7-page typed, double-spaced, and error-free reflection paper. This paper will identify your earliest memories of work as part of what adults did. What attitudes about work did you observe from the adults around you as a child? What do your parents do for a living and how do they feel about their working lives? What did they want to be when they grew up? Did they do it? If not, why not? If they could do anything, what would it be? Why aren't they doing it? How did their working influence or interfere with what you had in mind as a child? This will involve talking to your parents about their working lives. Identify other key career moments in your life. Include people who have influenced you in your thoughts about work. These influences can be either positive or negative. Include some of your own working experiences as well as your feelings and observations about the people, responsibilities and work environments you were in.

This paper is designed to help draw out from your life experiences where some of your attitudes about work might have come from and how they might influence the choices you make now and in the future. **Take this assignment quite seriously** – it is a major influence in grading. Your paper must include evidence of your reflection, analysis and interpretation of experiences throughout your life – it is not simply a stroll through your life so far.

Career Criteria Checklist Draft

Complete and turn in a draft your Career Criteria Checklist. Keep a copy to work on for your research paper.

Research Paper

Write a 5-page typed, double-spaced, and error-free research paper, which includes citations for your research. This paper will be the result of research that you have conducted on 3 occupations that you are interested in. These may be ideas you had before you started this class, or ideas you've had since class began. Your research must include **at least one informational interview** with a person who works in one of the occupations you are interested in. Your paper will include - **for each occupation**: at least two cited sources and the information you gained from them, plus a discussion regarding what about this occupation matches your interests, personality, values, and skills, as well as what about this occupation does NOT match your interests, personality, values, and skills? How has analyzing these occupations in this way affected your interest in doing them? This is an opportunity for you to practice applying the filters you have developed during the class to occupations of interest. Your Career Criteria Checklist should help you to analyze your 3 occupations. Citations must follow the format indicated.

Reflection Paper/Final Career Criteria Checklist

Finalize your Career Criteria Checklist and submit it with a 3-page typed, double-spaced, and error-free reflection paper. In this paper reflect on what you have learned in this class, touching on each of the modules: self-assessment, exploration, decision-making, and job search. Questions to consider when writing this paper: What did I learn in each of these modules? What do I know about myself now that I didn't know before? What do I know now about making decisions about my future and finding a job that I didn't know before? What did I hope to learn that I did not, and how will I go about learning what I need to know? What are the next steps I will take toward making my future what I want it to be?

Class attendance/participation: Your attendance and participation will be evaluated as follows:

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| Attends class regularly and on time | 17 points |
| Takes part in discussions | 4 points |
| Being respectful and attentive to others | 4 points |

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| TOTAL POINTS | 25 points |
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