

LOCATION CENTER:

Upper Iowa University
4601 Hammersley Road
Madison, WI 53711
608-278-0350 Office Phone / 608-278-0354 FAX

COURSE IDENTIFICATION WITH TERM INFO:

Career Planning
ID 370 - Careers: Theory and Strategies
Term 2 October 26-December 19, 2009
Dates: Oct. 31, Nov. 14 and Dec. 5
Time: 8am-12pm
Credits: 1

INSTRUCTOR:

Ann Fillback Watt, M.S., CDFI
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BIOGRAPHY: Ann Fillback Watt, Senior Outreach Specialist at the Center on Education and Work (CEW) began her career at UW-Madison in 2000. Prior to her work at UW, she taught elementary school and worked as a meeting and conference planner for several companies. Ann received her B.S. in psychology and elementary education from Hamline University, Saint Paul, MN, and received her Master's from UW-Madison in Continuing and Vocational Education with a focus on Career Development. Ann is also a certified Career Development Facilitator Instructor.

REQUIRED TEXT: Sukiennik, D., Bendat, W., Raufman, L. (2007). *The Career Fitness Program (8th ed.)*. Upper Saddle River, NJ: Pearson Education.

COURSE DESCRIPTION: The Career Planning Course introduces students to the world of career planning, job searching skills and techniques and incorporating knowledge acquired in college into a professional setting. The course will include theory as well as practical application of knowledge.

COURSE OBJECTIVES AND SKILLS:

- Students will understand career theories and their relationship to job search strategies.
- Students will understand the importance of accepting responsibility for their own career needs and directions.
- Students will gain familiarity with the world of work.
- Students will learn skills to adapt and thrive in an ever changing job market.
- Students will understand the role of technology in their job search process.
- Students will produce a portfolio and resume which are job search ready.

CITATION Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

ATTENDANCE: Active participation in all class activities is a component of the grade. Regular and timely attendance is expected. One class can be made up by alternative assignments. It is the student's responsibility to make arrangements. Please review Upper Iowa University Policies on Administrative Withdrawal related to repeated absences. Non-

participation in more than one class will lower the grade substantially. Please Note: This course only meets three times during the term.

I wish to fully include persons with disabilities in this course. Please let me know if you need any special accommodations in the curriculum, instruction, or assessment of this course to enable you to fully participate. I will try to maintain the confidentiality of the information you share with me.

EXAMS: There will be no formal exams for this course.

GRADING:

Grades are based on the successful completion of all assignments and class participation.

Grades will be based on a total of 110 points. A= 95- 100% of all points;

A- = 91 – 95% of all points;

B+ = 88 – 91% of all points;

B- = 85-88% of all points;

C+ = 80-84% of all points;

C- = 75-80% of all points;

D+ = 70-75% of all points;

D- = 65 – 70% of all points;

F= 64% of all points and below

Points:

Attendance	10
Participation	10
Theory Activity	30
Assessment Evaluation Activity	10
Resume/Portfolio	50
Total Points	110

ASSIGNMENTS AND READINGS**Course Outline**

October 31, 2009		
Time	Topic	Assignments
8:00-8:15	Welcome, Course Overview	
8:15-9:15	Career Development Activity	
9:15-9:30	Break	
9:30-10:00	Class Discussion	
10:00-10:30	Compass Activity	
10:30-10:45	Break	
10:45-12:00	Career Development Theories: An Introduction	
		Reading Assignment: Chapters: 1-6
November 14, 2009		
8:00-9:00	Theory Discussion Theory Activity presentations	Theory Activity (30 points)
9:00- 9:15	Break	
9:15-10:30	Overview of a Career Development website (WISCareers)	
10:30-10:45	Break	

10:45-12:00	Assessments (Interest Profiler, Work Values, Work Skills) Occupation Overviews, Resume and Portfolio overview	Assessment Activity (10 points)
		Reading Assignment: Chapters: 6-12
December 5, 2009		
8:00-9:15	The World of Work-Labor Market	
9:15-9:30	Break	
9:30-10:30	Putting it all Together –Finding a Job workbook	
10:30-10:45	Break	
10:45-12:00	Resume and Portfolio Presentations	Resume and Portfolio Presentations (50 points)

MISSED ASSIGNMENTS/EXAMS: Please discuss variation of deadlines for assignments with the instructor in advance. Delays without extenuating circumstances may affect the grade. No assignments will be accepted past the last day of class. Learners have diverse learning styles and needs, which will be accommodated gladly. Please notify the instructor about individual learning needs during the first class.

Theory Activity (30 points)

You will chose one of the four theories and describe (one-page paper) why you chose this theory. What do you like about the theory? What are some of the limitations of the theory? You will present this paper in class.

DUE: November 14, 2009

Assessment Evaluation Activity (10 points)

You will complete the Assessment Evaluation form for the Interest Profiler, Work Values and Work Skills assessments in the WISCareers website. You will complete this activity in class and present your evaluation to the class.

DUE: NOVEMBER 14, 2009

Resume and Portfolio Presentations (50 points)

Complete the resume and ePortfolio using the WISCareers website. You will present your resume and portfolio to the class.

DUE: DECEMBER 5, 2009

WISCareers Login Information

Go to <http://wiscareers.wisc.edu>

Click on Register

Type in registration code: uiu-c452

Create user name and password

User Name:

Password:

