HMDV 1200, Sec. 80 – ACADEMIC & CAREER ORIENTATION – Fall 2006

INSTRUCTORS:

Janet de Vries, Career Center, Administration Building Rm. 110
Casper College, 125 College Dr., Casper WY 82601
268-2446 or 1-800-442-2963 ext. 2446 (in WY) 8:00 a.m.-5:00 p.m.
jdevries@caspercollege.edu

Wesley Bertagnole, Career Center, Administration Building Rm. 110
Casper College, 125 College Dr., Casper WY 82601
268-2392 or 1-800-442-2963 ext. 2446 (in WY) 8:00 a.m.-5:00 p.m.
wesleyb@caspercollege.edu

LECTURE: 2 hours LAB: 0 hours CREDIT HOURS: 2

DAYS & TIMES: Thursdays 10/26/06-12/14/06 1:00-5:00 p.m.

LOCATION: AD 285 + field trips

COURSE DESCRIPTION: This course consists of three primary components:
self-assessment, educational and career choices, and job search skills.

PREREQUISITES: None

GOAL: based on the National Career Development Guidelines for adults:

1. Gain self-knowledge by (a) maintaining a positive self concept and (b) understanding
developmental changes and transitions.
2. Explore educational and occupational options by gaining skills (a) to enter and
participate in education and training; (b) to participate in work and life-long learning; (c)
to locate, evaluate, and interpret information; (d) to prepare to seek, obtain, maintain,
and change jobs; and (e) to understand how the needs and functions of society
influence the nature and structure of work.
3. To learn the skills necessary to do career planning by (a) learning decision-making
skills, (b) understanding the impact of work on individual and family life, (c)
understanding the continuing changes in male/female roles, and (d) learning the skills
necessary to make career changes (National Occupational Information Coordinating
Committee, 1988).

OUTCOMES:
1. Self-assessment through an interest inventory.
2. Research occupations using labor market information, informational interviews, and direct
observation through site visits.
3. Practice computer literacy through library research and written assignments.
4. Produce resume and cover letter.
5. Practice verbal communication skills through informational interviews, mock interview, in-
class discussions and presentations.

METHODOLOGY: lecture, library research, field trips, interviews, service learning project

REQUIRED TEXT, READING & MATERIALS: none
EVALUATION CRITERIA:

Class Participation (5 pts per class) 35
RIASEC worksheets (5 pts each) 30
Resume 5
Cover Letter 5
Career Research Paper 5
Informational Interview 5
Job Shadow OR Service Learning (4 hours) 10
30 second Sales Pitch 5
Mock Interview 5
Chamber Meet & Greet (Nov. 2) 5
Fall Jobs for All Job Fair (Nov. 4) 5
Entrepreneurship in Casper (Nov. 16) 5

Total possible points 120

GRADING: Earn points from list above.
91 pts = Satisfactory (>79%) 0-90 pts. = Unsatisfactory

ASSIGNMENTS:

Career Research Paper – choose a career based on your interest inventory results
  ▪ 2-3 pages double-spaced
  ▪ APA style
  ▪ 3 references – at least 1 hard copy, 1 internet

Informational Interview
  ▪ Complete informational interview worksheet provided
  ▪ Submit a copy of your Thank You note

Job Shadow
  ▪ Spend at least 4 hours observing an occupation you would like to explore
  ▪ Complete informational interview worksheet provided
  ▪ Submit a copy of your Thank You note
  ▪ 5 minute oral presentation to the class during final meeting

Service Learning Project
  ▪ Spend at least 4 hours giving service to others
  ▪ Write a 1-2 page reflection paper
  ▪ Submit a copy of your Thank You note
  ▪ 5 minute oral presentation to the class during final meeting

30 second Sales Pitch
  ▪ Using the worksheet provided, develop a 30-second sales pitch for yourself
  ▪ Present yourself to a partner in class

Mock Interview
  ▪ Practice a mock interview in class or with another interviewer approved by the instructor

Chamber of Commerce Meet & Greet, Thurs., Nov. 2, 7:30-9:00 a.m.
  ▪ RSVP to Chamber 234-5311 by noon on Nov. 1
  ▪ Introduce yourself to 5 people and get their business card
  ▪ Complete a RIASEC worksheet for Social careers
Fall Jobs for All job fair – Sat. Nov. 4 10-6 p.m.
- Practice your 30 second sales pitch on 5 companies, get a business card or other literature
- Complete one informational interview worksheet provided

ASSIGNMENT DEADLINES:
- RIASEC worksheets are due immediately after each speaker or field trip.
- All written assignments are due at the class following the lecture or activity.
- Late assignments will be docked up 2 points per day, up to 10 points.

COURSE CALENDAR:

Oct. 26  Strong Interest Inventory, Bibliographic Instruction & Career Research
Nov. 2   Campus Scramble & 30 Second Sales Pitch
         3:30 p.m.  (C) Office Max Call Center tour
Nov. 3   11 a.m. – 1 p.m. (S) Health Science Division Open House – explore careers in health sciences; nursing, rad tech, respiratory therapy, pharmacy tech, OTA. Food!!
Nov. 9   2:00 p.m.  (R) Natrona Co. Detention Center tour
         Resume, Cover Letter
Nov. 16  1:00-3:00 p.m. (R) WOTCO tour
Nov. 16  6:30-8:30 p.m.  (E) "Entrepreneurship in Casper," Krampert Black Box Theater

The Business Division is sponsoring a Business Enrichment Event intended to inspire and educate people about entrepreneurship. The event is going to be a panel discussion with the panel made up of entrepreneurs from the Casper area. Each business person will introduce himself or herself and talk about his or her business. At the end of the individual discussions, there will be time for a question/answer session with the audience. A representative from the Small Business Administration will be present, and we're also offering refreshments. We will have representatives from the following industries on the panel:

Internet/Communication- based business
Oil & Gas / Energy - based business
High Tech Manufacturing
Outdoor/Sports
Medical-based business

Nov. 23  Thanksgiving holiday
Nov. 30  1-3 p.m.  (I) Halliburton guest speakers
Dec. 7   (A) Casper Star-Tribune tour (tentative), Interviews
Dec. 14  (E) Metro Coffee Shop & Randall W. Hein Architects tour
         (S) Service Learning reflection or Job Shadow report
CAMPUS RESOURCES:

- Casper College Student Survival Guide available at the Admissions Office (AD 132).
- Student Handbook & Datebook available at Student Services (AD 112).
- Access the Casper College home page at http://www.caspercollege.edu
- Access the Casper College Career Center home page at http://www.caspercollege.edu/students/cost/jobs/index.html
- Computers are available in the Career Center (AD 110) and computer labs (AD 6 & 7, BU 126 & 122, LIB, PS 106) for student use to type papers, resumes, and access the internet for class assignments.
- Career Center (AD 110) & Library for researching careers, sample resumes & cover letters.
- Writing Center (CE 1st Floor)

CLASS POLICIES:

ACADEMIC DISHONESTY: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

CHEATING: Any form of cheating will result in a failing grade for the course.

PLAGIARISM: Plagiarism is using all or part of someone else's work without giving them credit for it. You may both cite and quote the work of others for your written assignment, but you must indicate that the work is not your own.

ATTENDANCE: In order to earn enough points to earn a Satisfactory in the class, it is highly recommended that students attend all hours of each scheduled class.

ADA ACCOMMODATIONS POLICY: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

CHAIN OF COMMAND: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

STUDENT RIGHTS AND RESPONSIBILITIES: Please refer to the Casper College Student Conduct & Judicial Code for information concerning your rights and responsibilities as a Casper College student. Available at Student Services, Administration Building Room 112, or on the web at http://www.caspercollege.edu/students/whileyouhere/handbook/index.html.

LAST DAY TO CHANGE AUDIT STATUS: Dec. 7, 2006

LAST DAY TO WITHDRAW WITH A W GRADE: Nov. 16, 2006

This syllabus may be modified with notification.