Course Description

In this three credit hour course students will learn about the career planning cycle, and understand the life-long nature of that cycle. This class includes self-exploration, career exploration, job search strategies with an emphasis on networking, and on-going career development strategies. Students will create a personal career mission statement and a career transition action plan. This class has application to students looking for a new career, a promotion within their existing company, and for students who want to learn skills to prepare for future career transitions.

Intended Audience

This class fulfills one Doane Plan Liberal Learning requirement, or elective credit.

Textbook

There is no required text for this course. The instructor will provide book recommendations, and bring books to class for students to examine. Numerous online resources and pertinent documents/handouts will be given to students in Blackboard.

Learning Strategies

Lecture, small group work, career assessment exercises, informational interviews, videos, class discussion, 1:1 meeting with instructor, development of career notebook.

Course Objectives

At the completion of this course the students will be able to:

1. Use various self-assessment results to identify personal skills, values and goals as they relate to career planning and goal-setting.
2. Use various job exploration techniques to identify and learn about businesses and jobs to find a good match with identified career goals.
3. Understand the value of networking throughout the career planning cycle.
4. Learn how to maximize use of personal networks to accomplish career goals.
5. Learn how to create a quality resume and cover letter for job search activities.
6. Recognize quality performance in interviews.
7. Identify steps to support lifelong career development.

Class Schedule

This class will be a blend of classroom-based learning and online learning using Blackboard. Students will be required to complete two interviews with businesses in person or on the phone. Students must have access to the internet at home, or be able to come to school to use a computer lab.
to access and complete various online exercises. A detailed class schedule will be shared at the first class meeting.

**Class Attendance**

Since there is no book for this class, all information is conveyed during class meetings. It is imperative that you be able to attend all class meetings. Students who know they will be absent for one or more class meetings should not sign up for the class at this time.

**Assignments / Grading**

| Attendance and participation: | 15 points |
| Career notebook | 85 points |

The career notebook will be a compilation of all of the activities and exercises completed throughout the class, along with the student’s personal career mission statement and career transition action plan.

Students will need to purchase a 1-2” (or larger) binder and an eight-tab binder divider set (reference pictures below). Sheet protectors (10-20) would be helpful, but are not required.

The career notebook is due the last night of class. Late notebooks will be accepted, but the grade will be impacted as follows:

- Late 1-3 days: Three point deduction for each day
- Late 4+ days: Five point deduction for each day

**Academic Integrity Policy**

*The Doane College Academic Integrity Policy will be adhered to in this class. All work for the class will represent your own work. Any use of others’ ideas and words will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.*