

POFT 1310-Career Exploration & Planning

On-line

Instructor--Pat Grubbs, Assistant Professor

Office Location--College of the Mainland, TVB-120

Phone--409-938-1211, X256

Office Hours--Please call for an appointment

Description

Your Career How To Make It Happen is an introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes, and interviewing.

Prerequisite

READ 0340 or equivalent.

Credit

3 Semester Hours

Required Textbook

Levitt, Julie Griffin. *Your Career How To Make It Happen*, 5th Edition. Thomson-South-Western Educational Publishing.

Course Materials

- E-mail address and access to a computer to complete assignments
- Storage disk for backing up your sent files

Course Objectives

Students will be able to:

- Assess your occupational qualifications
- Identify and confirm the best job and career choices
- Use the Internet for job search and career management success
- Prepare on-line resume, cover letter and employment application
- Research prospective employers
- Prepare successful application, resume and cover letter
- How and where to look for a job
- Prepare for an interview
- How to follow-up an interview
- Adjust and achieve peak success in a new position
- Apply techniques on the job that result in advancement

In addition to developing career skills, students will explore successful workplace skills such as time management, self-improvement, self-discipline, stress management, and business ethics, emotional intelligence, etc.

Course Format

On-line class sessions may consist of a variety of instructional methods including PowerPoint presentation lectures, videos, e-mails and chat group activities.

Assessment

Students will participate in a variety of assessment activities and projects to determine competencies. These assessments may include projects, reading assignments, worksheets, reports, job search tools and quizzes.

Grading

Since much of career development is based on self-direction, students will determine their own achievement goals. Grade analysis will reflect the student's commitment toward achieving his or her personal goals. Online students will be graded on assigned classwork and quizzes. Each assignment will be worth a designated number of points.

Grade	Scoring	GRADE	
A	90-100	Quizzes	50%
B	80-89	Action Sheets	50%
C	70-79		
D	60-69		
F	Below 60	TOTAL	100%

Expectations

Class members are expected to:

1. complete each assigned worksheet
2. be responsible and set up class time productively to complete assignments and projects.
3. interact in appropriate formats throughout the course and with other students during all on-line activities.
4. turn in assignments on the given due date. Since most workplace standards involve deadlines, **late work will not be accepted unless extenuating circumstances have been discussed with the instructor prior to class.**
5. actually read assigned chapter "reading assignments".
6. complete all course work in a professional manner, free of errors. Students may be asked to revise work to meet workplace standards.

Course Withdrawal

It is the student's responsibility to formally withdraw from this course; the instructor will not withdraw a student from this course for any reason. Students failing to formally withdraw by the "W" date will be awarded a grade commensurate with the points earned through the date of the student's last day of attendance.

Academic Honesty Policy

Students are expected to be honest in all academic endeavors. Students enrolled in this course will adhere to College of the Mainland's Academic Honesty Policy:

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

(copied from COM Policy Manual)

Any student violating this policy will be reported to the Dean of Student Affairs and shall be subject to discipline and/or suspension.

Americans With Disabilities

College of the Mainland complies with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. If you have a documented disability and need special accommodations, please contact the Advisement Center (409-938-1211, X124).

Education Agreement

College of the Mainland has signed an education agreement in which we agree not to sell, license, distribute, loan or make copies of software. Access codes are designed for one semester use and should not be shared with other students. Students in this course are expected to adhere to the above stated agreements.

Course Document Revision

The instructor reserves the right to modify the current syllabus if deemed necessary during this course.

ASSIGNMENT SHEETS

Many chapter action activities require Internet research. Submit documentation for this action. Be sure you take the quiz after each chapter. Usually “Yes” or “No” is not an acceptable answer to your Action Sheet Questions. You are required to justify or explain all answers.

Assignments.

Submit assignment via an e-mail attachment. Action sheets must be completed and submitted by the correct due date. Send all chapter work at the same time. Do not send partials.

Chapter 1
Complete Career Action Worksheets
1-1, 1-2, 1-3, 1-4, 1-5
E-mail all Chapter 1 worksheets when complete
Take Quiz

Chapter 2
Complete Career Action Worksheets
2-1, 2-2, 2-3, 2-4, 2-5, 2-6
E-mail all Chapter 2 worksheets when complete
Take Quiz

Chapter 3
Complete Career Action Worksheets
3-1, 3-2, 3-3, 3-4, 3-5
E-mail all Chapter 3 worksheets when complete
Take Quiz

Chapter 4
Complete Career Action Worksheets
4-1, 4-2
E-mail all Chapter 4 worksheets when complete
Take Quiz

Chapter 5
Complete Career Action Worksheets
5-1, 5-2, 5-3
E-mail all Chapter 5 worksheets when complete
Take Quiz

Chapter 6
Complete Career Action Worksheets
6-1, 6-2
E-mail all Chapter 6 worksheets when complete
Take Quiz

Chapter 7
Complete Career Action Worksheets
7-1, 7-2, 7-3, 7-4
E-mail all Chapter 7 worksheets when complete
Take Quiz

Chapter 8
Complete Career Action Worksheets
8-1, 8-2, 8-3
E-mail all Chapter 8 worksheets when complete
Take Quiz
Chapter 9
Complete Career Action Worksheets
9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7
E-mail all Chapter 9 worksheets when complete
Take Quiz

Chapter 10
Complete Career Action Worksheets
10-1, 10-2, 10-3, 10-4
E-mail all Chapter 10 worksheets when complete
Take Quiz

Assignments

Complete all work and submit to instructor via an e-mail attachment.

Chapter 11
Complete Career Action Worksheets 11-1, 11-2, 11-3, 11-4, 11-5, 11-6
E-mail all Chapter 11 worksheets when complete
Take Quiz

Chapter 12
Complete Career Action Worksheets 12-1, 12-2, 12-3
E-mail all Chapter 12 worksheets when complete
Take Quiz

Chapter 13
Complete Career Action Worksheets 13-1, 13-2
E-mail all Chapter 13 worksheets when complete
Take Quiz

Chapter 14
Complete Career Action Worksheets 14-1, 14-2
E-mail all Chapter 14 worksheets when complete
Take Quiz

Chapter 15
Complete Career Action Worksheets 15-1, 15-2, 15-3
E-mail all Chapter 15 worksheets when complete
Take Quiz

Chapter 16
Complete Career Action Worksheets 16-1, 16-2
E-mail all Chapter 16 worksheets when complete
Take Quiz

Chapter 17
Complete Career Action Worksheets 17-1, 17-2
E-mail all Chapter 17 worksheets when complete
Take Quiz

Chapter 18
Complete Career Action Worksheets 18-1
E-mail all Chapter 18 worksheets when complete
Take Quiz

Chapter 19
Complete Career Action Worksheets 19-1, 19-2, 19-3
E-mail all Chapter 19 worksheets when complete
Take Quiz

Chapter 20
Complete Career Action Worksheets 20-1, 20-2, 20-3, 20-4, 20-5
E-mail all Chapter 20 worksheets when complete
Take Quiz