



FLORIDA STATE UNIVERSITY
Educational Psychology & Learning Systems, College of Education

*Instruction that moves, leadership that inspires,
scholarship that makes a difference for the 21st century.*

Student Syllabus, Summer 2018

A. Course Prefix, Number, Title & Credits

SDS 3340 Introduction to Career Development (1-3, variable credit)
Class Location: The Career Center, Dunlap Success Center (DSC), Room 2208

B. Prerequisites or Co-requisites

Enrollment is open to any student in the University. A sincere interest in engaging in a broad range of educational and career development activities, including research about the changing nature of work, should be the primary factor considered in deciding to enroll in the course.

C. Objectives/Description

SDS 3340r: Introduction to Career Development

The two purposes of this syllabus are (1) to orient students to the learner outcome goals of the course and the related instructional strategies, and (2) to inform faculty, students, and other professionals about the history of this course.

Introduction to Career Development is a systematically designed course based on the cognitive information processing (CIP) theory for career problem solving and decision making developed at FSU, incorporating modularized multi-media instructional materials. The course is designed to inform students about career planning and management interventions and to accommodate students at different levels of decidedness about their career aspirations. Lectures, small group activities, electronic media, computer-based career guidance systems, outside projects, and readings constitute a sample of the techniques used to deliver instruction in the course. In addition, one-to-one consultations with course instructors and personnel in the Career Center are encouraged.

SDS 3340 Introduction to Career Development is a joint venture of several FSU units, including the Department of Educational Psychology & Learning Systems (Psychological & Counseling Services program), the Career Center, and the Division of Undergraduate Studies. The Career Center Library and other Career Center resources are fully integrated into the course, and the Career Center offers access to resource materials which contain information on various aspects of occupational choice, e.g., families of occupations, job outlook information, decision-making models. Students completing the course will directly experience more than 50 career interventions.

Why Is The Course Needed?

Career planning and management is a relatively recent social invention. For hundreds of generations, from the time of cave dwellers to the early years of industrial society, there was very little freedom of choice in occupational selection. Sons of farmers became farmers, sons of miners became miners, sons of factory workers became factory workers, and the daughters of all three became housewives and mothers. But in the last 100 years society has undergone drastic changes. Contemporary Americans have thousands of different occupations from which to choose. In just a little over a century we have gone from a no choice or limited choice situation to a point where the sheer multitude of possibilities often makes the process of choosing an occupation very frustrating, time consuming, and haphazard. Individuals will likely go through the career decision making and problem solving process many times over their lives. This course is designed to increase the likelihood that individuals will successfully navigate the challenges they face when making career choices in a complex, global economy.

Introduction to Career Development is designed to meet the professional training needs of students majoring in education, human resource management, human services, and related fields. It is also offered as a service course for individuals wishing to develop personal skills in career planning and management.

Career management and planning involves more than just helping persons choose or enter an occupation. It also includes self-assessment of interests, values, and skills, understanding the steps in career decision making, and learning the necessary employability skills to obtain and keep a job once a choice has been made. The basic mission of this course is to provide an opportunity for students to learn about and develop the necessary skills to assist other persons or themselves in all areas of life/career planning. This purpose may be broken down into the following student learning outcomes for the course.

As a result of completing the SDS 3340 class, students will achieve the following learning outcomes:

1. learn the importance of being purposefully responsible and active in the life/career planning process;
2. understand how personal characteristics, e.g., interests, values, and skills, influence career development;
3. become aware of the changing global economy and labor market and how it impacts individual and family career systems;
4. be able to identify appropriate academic major, occupational, and/or employment alternatives in relation to personal characteristics;
5. increase knowledge about and use a variety of information resources to explore academic major, occupational, and/or employment options;
6. understand career development theories and use decision-making skills for life/career planning and management;
7. learn about and use job search strategies and related employment-seeking skills;
8. understand how to formulate action plans and strategies for implementing life/career goals.

D. Required Texts, Readings, and/or other Resources

Career Development and Planning: A Comprehensive Approach (5th ed.), by Drs. Robert Reardon, Janet Lenz, James Sampson, and Gary Peterson, is the textbook for SDS 3340. Kendall-Hunt publishes it. Copies are available through the Florida State and Bill's Bookstores. The text is used extensively in the class and all students enrolled in the class need to have their **own** copy and bring it to all class meetings. Most occupational information and reference materials used in the course are available in the Career Center Library, other educational or public libraries, and online.

E. Topical Course Outline—see attached at end

F. Teaching Strategies

The class will meet two or three times a week during the academic year (summer course sections follow a different schedule). Course activities include self-directed study, completion of written assignments, reading of current literature on career planning, and participation in class discussion and open-ended small group discussion. Lectures, guest speakers, and panel presentations will also be used. The course is divided into three units, each with one hour of credit: (1) Career Concepts and Applications, focusing on self-assessment, occupational exploration, and decision making; (2) Social Conditions Affecting Career Development, focusing on social, economic, family, and organizational changes affecting careers; and (3) Implementing a Strategic Career Plan, focusing on employability skills and strategies for implementing academic/career development plans.

The course is team-taught by several instructors with professional interests and expertise in career development. A variety of guest speakers will also meet with the class. One team member serves as the instructor-of-record (“lead instructor”); one instructor is identified as a primary contact person for each student enrolled. Lead instructors will post their office hours and other instructor office hours will be by appointment.

Performance Contract

During the first week of class all students enrolled will complete a performance contract in consultation with a course instructor. Credits of 1 to 3 hours covering units I, II, and/or III may be elected, depending on student interests and instructor consent. A summary of the academic year performance contract is included in this syllabus (the summer course offering differs slightly).

G. Field/Clinical Activities N/A

H. Expectations/Attendance

Students in SDS 3340 are expected to attend each class, arrive on time, share their views about life/career issues, and to participate in class discussions. Students are also expected to respect persons with views that are different from their own and to be courteous in class discussions. This includes attentive listening and not interrupting other speakers. Students are expected to avoid engaging in behavior that is disruptive to fellow students, instructors, or guest presenters, i.e., turn-off cell phones and related media devices during class. Students may bring computers to class for note taking purposes only. Any other use of a computer or related device is not permitted once class begins, unless the instructor chooses to use them as part of a class activity. Be aware that university policy prohibits food and beverages in classrooms in order to protect floor coverings and equipment.

University Attendance Policy

“Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.”

Sexual Harassment Policy

“Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.”

Course Expectations

I. Grading/Evaluation Criteria

Grades in this course reflect student accomplishments and contributions, without regard to the performance of other students. A letter grade is assigned based on the accumulated points for the unit(s) that students complete. The plus/minus grading option is used in the class. It should be noted that Incompletes are given in only the most exceptional cases, and rules governing "I's" are found in the *FSU Bulletin* (<http://registrar.fsu.edu/bulletin/undergrad/>). (Rules for dropping courses are also quite explicit and should be followed for this course.) Papers turned in late are accepted with reservations, and the points awarded will be reduced by **5% per class meeting** after the due date. Test make-up dates will be considered only if arrangements are made with the instructor **before** the scheduled examination and a valid, written excuse is provided. All due-dates for course projects are identified in the **Schedule of Activities and Assignments**. Procedures for assigning letter grades are described in the **Performance Contract Summary**.

SDS 3340 Plus/Minus Grade Distribution Range Table

<i>A</i> = 582-626	<i>B-</i> = 501-519	<i>D+</i> = 419-437
<i>A-</i> = 563-581	<i>C+</i> = 482-500	<i>D</i> = 394-418
<i>B+</i> = 545-562	<i>C</i> = 457-481	<i>D-</i> = 375-393
<i>B</i> = 520-544	<i>C-</i> = 438-456	<i>F</i> = <392

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

J. Academic Honor Policy

“The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.”

K. ADA Requirements

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167

(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

L. Syllabus Change Policy

“Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.”

M. Bibliography

Reardon, R. C., Lenz, J. G., Sampson, J. P., Jr., & Peterson, G. W. (2017). *Career development and planning: A comprehensive approach* (5th ed.). Dubuque, IA: Kendall Hunt.

FSU Civility Statement

The Florida State University is a diverse community with a longstanding tradition of respect for the dignity and worthy of each person. We recognize the importance of disagreement and informed debate for a dynamic learning environment, we also expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility to promote these values. Uphold the Garnet and Gold by demonstrating respect for ourselves and others, taking responsibility for yourself and those around you, and reflecting the values of Florida State.

History of Course

This course evolved through a number of revisions from BSA 415--Career Planning and Occupational Choice. The original course was conceived in 1966 by Dr. John Lee as a result of a speaking engagement at a Society for the Advancement of Management meeting at Arizona State University. This experience, coupled with his previous experiences as a college recruiter for industry, led Dr. Lee to begin working with Dr. William Anthony in 1969 to develop a series of career seminars for students which developed into BSA 415. Dr. Anthony's background in vocational education and workforce planning added a very important perspective to the course.

During the summer of 1972, Drs. Lee and Anthony were recipients of an FSU Council for Instruction grant to revise BSA 415. In conducting the revision they consulted extensively with Dr. Robert Reardon of the University Counseling Center, Dr. Robert Stakenas of the Division of Instructional Research and Service, and Mr. Robert Shoemaker who directed the Career Planning and Placement Center. Lee and Anthony (1974) described this work in the *Journal of College Placement*.

During the Fall Quarter, 1973, in order to further accentuate the interdisciplinary nature of the course, discussions were held with the Vice President for Student Affairs regarding that division assuming the primary responsibility for offering the course. The Vice President enthusiastically responded and an agreement was reached whereby the director of the Career Planning and Placement Center would assume the prime responsibility for the course beginning in Spring Quarter, 1974, with continuing support provided by the School of Business.

Early in the summer of 1974, a further revision of the course was proposed by Mr. Robert Shoemaker and Dr. Robert Reardon in consultation with Dr. John Furman and Ms. Cathy Bennett. Reardon, Furman, and Bennett were all associated with the newly created Academic and Career Advising Services program in the University and agreed to assume a primary role in this revision and subsequent offerings of the course. In this revision, heavy emphasis was placed on a careful instructional design of the course incorporating the multi-media career development resources available through the new Curricular-Career Information Service developed and supervised by Dr. Reardon. Dr. John Furman, a specialist in instructional design, worked with Ms. Cathy Bennett, a student in Counselor Education, for approximately three months to develop the revised course which was offered for the first time in the Winter Quarter 1975. The course, cross-listed through Counseling and Human Systems in the College of Education was offered as BSA 319/PCB 319: Career Planning.

Further revision of the course was undertaken during the summer of 1975 based on data obtained during the winter and spring offerings of the course. The course was extensively revised in August 1977 and August 1980. An article (Reardon & Regan, 1981) based on SIRS evaluations reported very positive student evaluations of the course, especially the course organization and the level of student-instructor interaction.

Another revision of the course was undertaken in late 1984 and continued through 1986. The purpose was to enrich class activities and broaden the conceptual base of the course with regard to individual, career, and family systems.

At the invitation of Catalyst, the national not-for-profit organization that works with corporations, institutions, and individuals to develop career and family options, Ms. Dumont Gerken and Dr. Reardon incorporated materials from the Catalyst Campus Resource into MAN 3935 Career Planning (Gerken, Reardon, & Bash, 1988).

In 1987 the course was expanded to seven sections offered through the Colleges of Business, Education, Social Science, and Arts and Sciences. The Department of Human Services and Studies was the academic home for the course, and offered two sections primarily for Rehabilitation Services and undecided majors. One section (management) was available to any major, three sections were primarily for political science, social science, and economic majors, and one section was for arts and sciences students. Because the course was supported by the College of Education and required in the Rehabilitative Services undergraduate major, the course prefix, number, and title were changed for Fall 1989 to EGC 3000 Introduction to Career Development. In the Fall of 1993, the course prefix and number were changed to SDS 3340 to comply with Florida university system common course numbering requirements.

The most recent revision of the course, begun in 1993 and completed in 1999, involved the development of the first (2000) edition of the text, followed by the second (2006), third (2009), and fourth (2012) editions. This work featured the application of CIP theory in career problem solving and decision making and was developed by a team of researchers at FSU. Articles (Reardon & Wright, 1999; Reed, Reardon, Lenz, & Leierer, 2001) highlighting this approach were published, and a five year follow-up of the course impact was reported by Folsom, Reardon, Peterson, & Mann (2005). Other publications related to the course are shown below.

References

- Bertoch, S. C., Lenz, J. G., Reardon, R. C., & Peterson, G. W. (2013). Goal instability in relation to career thoughts, career decision state, and performance in a career course. *Journal of Career Development*. doi: 10.1187/0894845313482521
- Folsom, B., Peterson, G., Reardon, R., & Mann, B. (2004-2005). Impact of a career-planning course on academic performance and graduation. *Journal of College Retention*, 6, 461-473.
- Freeman, V. F., Lenz, J. L., & Reardon, R. C. (2017). Career course impact on college students' career decision and affective states. *VISTAS Online*. Available at https://www.counseling.org/docs/default-source/vistas/article_3289ce2bf16116603abcacff0000bee5e7.pdf?sfvrsn=17d84b2c_4
- Gerken, D., Reardon, R., & Bash, R. (1988). Revitalizing a career course: The gender roles infusion. *Journal of Career Development*, 14, 269-278.
- Lee, J., & Anthony, W. (1974). An innovative university career planning course. *Journal of College Placement*, 35, 59-60.
- Reardon, R., Leierer, S., & Lee, D. (2007). Charting grades over 26 years to evaluate a career course. *Journal of Career Assessment*, 15, 483-498.
- Reardon, R. C, Melvin, B., McCain, M-C., Peterson, G. W., & Bowman, J. *The career course as a factor in college graduation*. (manuscript in preparation).
- Reardon, R., & Regan, K. (1981). Process evaluation of a career planning course. *Vocational Guidance Quarterly*, 29, 265-269.
- Reardon, R., & Wright, L. (1999). The case of Mandy: Applying Holland's theory and cognitive information processing theory. *The Career Development Quarterly*, 47, 195-203.
- Reed, C., Reardon, R., Lenz, J., & Leierer, S. (2001). A cognitive career course: From theory to practice. *The Career Development Quarterly*, 50, 158-167.
- Vernick, S., Reardon, R., & Sampson, J. (2004). Process evaluation of a career course: A replication and extension. *Journal of Career Development*, 30, 201-213.

Performance Contract Summary

This course may be taken for variable credit (1, 2, or 3 hours) and it may be repeated up to 3 hours maximum credit. The three credit/unit options are described below. This contract is to be negotiated between a course instructor and student during the first 2 weeks of the course. The learning activities enumerated under each unit below will complete objectives for the unit. An asterisk (*) indicates that the learning activity was also assigned in a previous unit and does not have to be repeated. Plus/minus letter grades are assigned on the basis of the percentage of points earned for the course units contracted, e.g., A = 90-100% of 626 total possible points for 3 units (see Table below).

Unit I: Career Concepts and Applications, 1 hour (238 points)

- _____ Participate in all class activities (10)
- _____ Attendance (18)
- _____ Chapter 1 Quiz (10)
- _____ Career Field Analysis (100)
- _____ Autobiography (20)
- _____ Self-Directed Search Interpretive Report (10)
- _____ FSU Career Portfolio Skills Activity (10)
- _____ 1 Computer Feedback Form (15)
- _____ Career Thoughts Inventory (10)
- _____ Individual Action Plan (10)
- _____ Unit I Quiz (25)

Unit II: Social Conditions Affecting Career Development, 1 hour (180 points)

- _____ Class participation (10)
- _____ Attendance (10)
- _____ *Career Field Analysis (100)
- _____ *Autobiography (20)
- _____ Information Interview (15)
- _____ Unit II Quiz (25)

Unit III: Implementing a Strategic Career Plan, 1 hour (208 points)

- _____ Class Participation (10)
- _____ Attendance (18)
- _____ *Autobiography (20)
- _____ Strategic Academic/Career Planning Project (100)
- _____ Resume (15) and Cover Letter (5) [Final versions]
- _____ *Information Interview (15)
- _____ Unit III Quiz (25)

Optional Course Activity

- _____ Research Participation (variable points depending on activities)
- _____ FSU Career Portfolio Extra Credit Activity (a maximum of 15 points)
- _____ Extra credit career learning activity (5)

SDS 3340 Plus/Minus Grade Distribution Range Table

	A	B	C	D
Letter +	-----	545-562	482-500	419-437
Letter Only	582-626	520-544	457-481	394-418
Letter -	563-581	501-519	438-456	375-393

SDS 3340 INTRODUCTION TO CAREER DEVELOPMENT				
Summer 2018 M/T/W/R Schedule				
Unit I, Career Concepts and Applications				
5/14/18-5/30/18				
WEEK	Date	Topic	Readings Due	Assignments Due
1	M 5/14/18	Orientation and Course Procedures	<input type="checkbox"/> Review syllabus and course schedule	
	T 5/15/18	Introduction to Career Planning & Values Clarification	<input type="checkbox"/> Read Chapter 1 on Introduction to Career Planning and Chapter Study Guide in Appendix B <input type="checkbox"/> Review for Quiz on Chapter 1 <input type="checkbox"/> Read Chapter 2 on Values (pp. 13-16) and Appendix B <input type="checkbox"/> <i>Assign Autobiography Appendix C</i>	<input type="checkbox"/> Performance Contract <input type="checkbox"/> Text purchased
	W 5/16/18	Exploring Interests & Skills Identification	<input type="checkbox"/> Read Chapter 2 on Interests (pp. 16-21), Skills (pp. 21-26), and Appendix B <input type="checkbox"/> <i>Assign Self-Directed Search</i> <input type="checkbox"/> <i>Assign FSU Portfolio Skills Activity</i>	<input type="checkbox"/> Chapter 1 Quiz
	R 5/17/18	Knowing about My Options	<input type="checkbox"/> Read Chapter 3 on Knowing about my Options and Appendix B <input type="checkbox"/> <i>Assign Computer Feedback Form in Appendix M using <u>one</u> CACG system (Focus <u>or</u> SIGI), Career Field Analysis (CFA) Paper, and CFA Worksheet</i>	<input type="checkbox"/> Self-Directed Search Assessment Booklet
2	M 5/21/18	Career Center Tour and Scavenger Hunt	<input type="checkbox"/> <i>Assign the Career Thoughts Inventory</i> <input type="checkbox"/> <i>Sign up for an Instructor Conference</i>	
	T 5/22/18	Decision Making	<input type="checkbox"/> Read Chapter 4 and Appendix B and F <input type="checkbox"/> <i>Assign Individual Action Plan (IAP) in Appendix G</i> <input type="checkbox"/> <i>Assign Information Interview in Appendix I</i>	<input type="checkbox"/> Autobiography <input type="checkbox"/> Career Thoughts Inventory (CTI)
	W 5/23/18	INSTRUCTOR CONFERENCE or Career Center Library	<input type="checkbox"/> Review example of Individual Action Plan (IAP) in Appendix G <input type="checkbox"/> Complete the CFA Worksheet in Appendix E <input type="checkbox"/> Review Self-Directed Search (SDS) Interpretive Report	Due at Instructor Conference: <input type="checkbox"/> Career Field Analysis (CFA) Worksheet <input type="checkbox"/> Draft Individual Action Plan (IAP)
	R 5/24/18	INSTRUCTOR CONFERENCE or Career Center Library	<input type="checkbox"/> Review example of Individual Action Plan (IAP) in Appendix G <input type="checkbox"/> Complete the CFA Worksheet in Appendix E <input type="checkbox"/> Review Self-Directed Search (SDS) Interpretive Report	Due at Instructor Conference: <input type="checkbox"/> Career Field Analysis (CFA) Worksheet <input type="checkbox"/> Draft Individual Action Plan (IAP)
3	M 5/28/18		NO CLASS, MEMORIAL DAY!	
	T 5/29/18	Thinking about My Career Decisions	<input type="checkbox"/> Read Chapter 5 on Thinking about My Career Decisions, Appendix B and H	<input type="checkbox"/> FSU Portfolio Skills Activity
	W 5/30/18	Quiz Day	<input type="checkbox"/> Review for Quiz on Chapters 1-5	<input type="checkbox"/> Unit 1 Quiz

Unit II, Social Conditions Affecting Career Development 5/31/18-6/07/18				
W E E K 3	Date	Topic	Readings Due	Assignments Due
		R 5/31/18	Careering in a Changing World Working in the New Global Economy	<input type="checkbox"/> Read Chapter 6 on Careering in a Changing World and Appendix B <input type="checkbox"/> Read Chapter 7 on Working in the New Global Economy and Appendix B
W E E K 4	M 6/04/18	Organizational Culture and Effective Work	<input type="checkbox"/> Read Chapter 8 on Organizational Culture and Effective Work and Appendix B	<input type="checkbox"/> Final Version of Individual Action Plan (IAP)
	T 6/05/18	Alternative Ways to Work Panel	<input type="checkbox"/> Read Chapter 9 on Alternative Ways to Work and Appendix B	<input type="checkbox"/> 2 questions for Alternative Ways to Work Panel <input type="checkbox"/> 1 Computer Feedback Forms, Appendix M (Use SIGL ³ OR FOCUS2 to complete forms)
	W 6/06/18	Career and Family Roles Panel	<input type="checkbox"/> Read Chapter 10 on Career and Family Roles and Appendix B	<input type="checkbox"/> 2 questions for Career and Family Roles Panel
	R 6/07/18	Quiz Day	<input type="checkbox"/> Prepare for Quiz on Chapters 6-10	<input type="checkbox"/> Unit II Quiz
Unit III, Implementing a Strategic Career Plan 6/11/18 – 6/21/18				
W E E K 5	Date	Topic	Readings Due	Assignments Due
	M 6/11/18	Launching an Employment Campaign	<input type="checkbox"/> Read Chapter 11 on Launching an Employment Campaign and Appendix B <input type="checkbox"/> <i>Assign Résumé and Cover Letter draft</i>	
	T 6/12/18	Written Communications in Job Hunting Job Searching on the Internet	<input type="checkbox"/> Read Chapter 12 and Appendix B <input type="checkbox"/> <i>Assign Strategic Academic/Career Plan Project in Appendix J</i>	<input type="checkbox"/> Career Field Analysis (CFA) paper
	W 6/13/18	Employer Panel		<input type="checkbox"/> Two Information Interview Reports, (Appendix I) <input type="checkbox"/> 2 questions for Employer panel
	R 6/14/18	Critiquing Résumés and Cover Letters		<input type="checkbox"/> Rough draft of Résumé and Cover Letter <input type="checkbox"/> Critiqued rough drafts and final edits of Résumé/Cover Letter due 6/21/18

W E E K 6	Date	Topic	Readings Due	Assignments Due
	M 6/18/18	Interpersonal Communications in Job Hunting	<input type="checkbox"/> Read Chapter 13 on Interpersonal Communications in Job Hunting and Appendix B	
	T 6/19/18	Negotiating Job Offers Evaluating Employment Offers	<input type="checkbox"/> Read Chapter 14 on Negotiating and Evaluating Job Offers <input type="checkbox"/> Appendix B and Appendix L	
	W 6/20/18	The First Job and Early Career Moves	<input type="checkbox"/> Read Chapter 15 on The First Job and Early Career Moves and Appendix B	
	R 6/21/18	Quiz Day and Last Day of Class	<input type="checkbox"/> Prepare for Quiz on Chapters 11-15	LAST DAY TO TURN IN ALL ASSIGNMENTS! <ul style="list-style-type: none"> <input type="checkbox"/> Unit III Quiz <input type="checkbox"/> Completed Strategic Academic/ Career Plan Project <input type="checkbox"/> Final version of Résumé and Cover Letter with rough drafts attached <input type="checkbox"/> All other materials, including extra credit