UNIV 212: CAREER & LIFE OPTIONS
SYLLABUS - SPRING 2015

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Course Objectives:
1. Develop an understanding of your interests, personality preferences, values and areas of strength and how they relate to post-graduate planning.
2. Become familiar with resources to research a variety of post-graduate options and to gain relevant experience.
3. Identify two to three options for further career exploration.
4. Create an action plan for achieving your goals.

Course Materials:
Reading materials and assignments will be distributed directly to you in class. There is a $40 fee for the career assessment materials and scoring which can be charged to your tuition account.

Grades and Expectations:
<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Personal Action Plan + Presentation</td>
<td>25%</td>
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<tr>
<td>Self-Assessment Paper</td>
<td>20%</td>
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<tr>
<td>Informational Interviews and Papers (2)</td>
<td>20%</td>
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<tr>
<td>Resume and Cover Letter</td>
<td>15%</td>
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<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Life Vision Paper</td>
<td>4%</td>
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<tr>
<td>LinkedIn Profile</td>
<td>3%</td>
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<tr>
<td>Non-Profit &amp; Gov. Career Expo Reflection</td>
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Extra Credit: Attend the Spring Career & Internship Expo and/or Startup Career Fair and write a one-page reflection paper (3 points each).

This class is experiential and your participation is very important. Therefore, class attendance is required. After one unexcused absence, your final grade will drop one letter grade for each additional unexcused absence. If you anticipate being absent, please inform the instructor of the reason prior to the class. Also, if you are absent, it is your responsibility to contact the instructor to obtain handouts, materials, and assignments missed. You must turn in all assignments to receive a passing grade in this course.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics &amp; Speakers</th>
<th>Assignments &amp; Due dates</th>
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| January 13 | • Course expectations/syllabus overview  
                        • “What’s in Your Future?”  
                        • Class activity  
                        • Values & Careers exercise | • Life Vision Paper assigned  
                        • *Complete Strong Interest Inventory online*  
                        • Payment for assessments |
| January 20 | • Interpretation of Strong Interest Inventory | • *Due: Life Vision Paper*  
                        • *Complete MBTI online* |
| January 27 | • Interpretation of MBTI                                                            |                                                                                        |
| February 3 | • Relating skills to career choice/job descriptions  
                        • VIPS: Putting it all together  
                        • Speaker: (Investigative) | • Self-Assessment paper assigned  
                        • Handouts on Integrating Assessments  
                        • Extra credit: Career Expo (Feb. 6) |
| February 10| • What is an Informational Interview?  
                        • Developing a Profile and Using LinkedIn Effectively | • Informational Interviews assigned (2)  
                        • LinkedIn profile assigned  
                        • Career Expo paper due (extra credit) |
| February 17| • Discovering Startups  
                        • Speaker: (Artistic) | • Extra credit: Startup Career Fair (Feb. 20) |
| February 24| • Attend Non-Profit & Government Career & Internship Expo (NO CLASS) | • *Due: Self-Assessment Paper*  
                        • Startup Career Fair paper due (extra credit) |
| March 3    | • Spring Break – no class                                                          |                                                                                        |
| March 10   | • Speaker: (Conventional)  
                        • Speaker: (Realistic) | • *Due: NP & Gov. Expo Reflection Paper* |
| March 17   | • Professional Communications: Resumes & Cover Letters | • Resume and Cover Letter assigned |
| March 24   | • Getting the Most from your Internship  
                        • Gaining Experience outside the classroom | • *Due: Informational Interview Papers (2)*  
                        • *Due: LinkedIn profile/join mentor group*  
                        • Personal Action Plan & Presentation assigned |
| March 31   | • Speaker: (Social)  
                        • Bolles Party Game & Internship Sites |                                                                                        |
| April 7    | • Professional Communications: Effective Interviewing and Oral Presentation Skills  
                        • Speaker: (Enterprising) | • *Due: Resume and Cover Letter* |
| April 14   | • Individual Presentations                                                         |                                                                                        |
| April 21   | • Individual Presentations                                                         |                                                                                        |
| April 28   | • No class or final exam                                                           | • *Due: Personal Action Plan* |
Assignments:
Below is a brief description of the assignments you will be completing in this class. More details on what should be covered in each will be provided. Assignments will be graded on evidence of self-reflection, thoughtfulness in connecting what you are learning, and quality of writing.

Life Vision Paper: Write a one-two page paper describing your ideal career and/or lifestyle, no matter how outlandish! You may focus on a specific occupation or more generally discuss your ideal work tasks and environment. Include an explanation of why you believe you are suited for such a career/life. (Due: January 20)

Self-Assessment Paper: In three-four pages, express what you have learned about yourself during the first half of the semester. Discuss your values, interests, skills, and personality preferences focusing on the implications of these findings for your own career choice. Reference your results on the career assessments. (Due: February 24)

Non-Profit & Gov. Career Expo Reflection: In a one-two page paper, describe your experiences and observations at the Expo. Whether or not you’re looking for a job or internship, what did you learn about the organizations present, what was it like talking to the recruiters if you did so, what was most useful to you about the experience and why, and what did you learn about yourself and your post graduate plans? (Due: March 10)

Informational Interviews and Papers (2): You will interview two people from the community in different occupational roles in an effort to explore possible career paths. Complete two separate two-page papers outlining your experience, why you were interested in exploring the career, and why you will continue or not continue pursuing the career. (Due: March 24)

LinkedIn Profile: Create a LinkedIn profile if you have not already. Also, join the Rice OWL Career Mentor Network. (Due: March 24)

Resume and Cover Letter: Write your own resume and a sample cover letter to be used during the summer job search. (Due: April 7)

Individual Presentation: Make a 5-10 minute presentation providing an overview of what you learned through the semester and how you will apply this knowledge going forward. (Due: April 14 or 21)

Personal Action Plan: Create an action plan summarizing your next steps as they relate to your career decision-making and strategy for achieving your post-graduate plans. (Due: April 28)