SYLLABUS
Career and Life Planning (HUMA 212)
Spring 2011

Instructors: Jackie Hing, MS, LPC, (Interim) Director
e-mail: jhing@rice.edu
Nancy Wendlandt, MEd, Career Counselor
Email: nancy.wendlandt@rice.edu

Office: Center for Career Development
http://ccd.rice.edu
The Huff House
713-348-4055

Course Objectives:

1. Develop an understanding of your interests and personality preferences as it relates to post-graduate planning.
2. Become familiar with a variety of resources to research a variety of post-graduate options and to gain relevant experience.
3. To generate two to three options for further exploration.
4. To develop an action plan for achieving your goals.

Course Materials:
Reading material and assignments will be distributed directly to you in class. There is a $30 fee for the test materials and scoring which can be charged to your tuition account.

Grades and Expectations:
Grading is broken down into:
Personal Action Plan 25%
Personal Assessment Paper 20%
Informational Interview and Paper (2) 20%
Resume and Cover Letter 10%
Class Presentation and Participation 15%
Life Vision Paper 5%
Rice Career Expo Paper 5%

This class is experiential, and your participation is strongly encouraged. Therefore, class attendance is VERY IMPORTANT. After one unexcused absence, your final grade will drop one letter grade for each additional unexcused absence. 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.
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<th>Date</th>
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| January 11 | • Course expectations/syllabus overview  
• Myths about Rice and choosing a major  
• Group exercise                             | • Life Vision assigned  
• Complete Strong Interest Inventory online                                              |
| January 18 | • Interpretation of Strong                                                      | • Life Vision paper due  
• Complete skills assessment at [http://online.onetcenter.org/skills](http://online.onetcenter.org/skills) |
| January 25 | • Attend the Rice Career Expo  
• Check in with instructor at door of the Grand Hall                                  | • Career Expo paper assigned                                                      |
| February 1 | • Relating skills to career choice: Bolles Party Game  
• Reading job descriptions for skills                                                   | • Complete MBTI online  
• Career Expo paper due                                                                |
| February 8 | • Speaker: Dr. Al Napier (Enterprising)  
• Relating values to career choice                                                     |                                                                                   |
| February 15| • Interpretation of MBTI  
• Integrating Assessments                                                                  | • Personal Assessment paper assigned  
• Integrating Strong & MBTI worksheet                                                  |
| February 22| • Speaker: Michelle Passo, Assistant Director, Instructional Media (Artistic)  
• Informational Interviews                                                              | • Informational Interviews assigned (2)                                            |
| March 1    | • Spring Break – no class                                                       |                                                                                   |
| March 8    | • Speaker: Dr. Mark Jenkins, Director of Student Health Services (Investigative)  
• Researching Fields & Industries; Understanding Company Culture                        | • Personal Assessment paper due                                                   |
| March 15   | • Speaker: Mac Griswold, Director of Community Involvement (Social)  
• The Graduate School Option                                                           |                                                                                   |
| March 22   | • Speaker: Bill Studak, NASA Engineer (Realistic)  
• Speaker: Elaine Britt (Conventional)                                                  | • Informational interviews due                                                   |
| March 29   | • Professional Communications: Developing Effective Written Documents           |                                                                                   |
### Assignments:

**Life Vision Paper:** This is a one-page paper describing your ideal career and/or lifestyle, no matter how outlandish. You can focus on a career or spend the time exploring your ideal work environment. Include an explanation of why you believe you are suited for such a life/career. (Due January 19)

**Career Expo Paper:** In at least one page, describe your experiences and observations at the Expo. Whether or not you’re looking for a job or internship, what did you learn about companies present, what was most useful about the expo and why, what was it like talking to the recruiters if you did so, and what did you learn about yourself and your post graduate plans? (Due February 1)

**Personal Assessment Paper:** In no more than three pages, express what you have learned about yourself during the first half of the semester. Discuss your values, interests, skills, and personality, focusing on the implications of these findings for your own career choice. (Due March 8)

**Informational Interview and Paper:** You will interview two (2) people from the community in an effort to explore a possible career path, and then complete a two-page paper outlining your experience, why you would be interested in the career, and why you will continue or not continue pursuing the career. (Due March 22)

**Resume and Cover Letter:** You will be responsible for writing your own resume and a sample cover letter to be used during the summer job search. (Due April 12)

**Personal Action Plan:** A detailed action plan will be written which will include a strategic plan for achieving your post graduate plans. This should include, among other details, what classes will be taken, what types of summer experiences will be pursued, and a career timeline. Include the information sheets and discuss how the research assisted you in developing your plans. (Due April 27)

**Class Presentations:** This is a report given to the whole class on a career field you learned about through your research (i.e., informational interviews, information sheets,
etc.). It should be about 5-7 minutes in length and include the nature of the work, what interested you about it, and how you benefited from learning about that field.