Instructor: Colleen Perry, Director
Andrew Young School of Policy Studies
Career Services & Student Life Office

Class Meeting: 9:30 – 10:45 a.m. Tuesdays & Thursdays
Office Hours: Tuesdays (3-4pm) & Friday (9-10 am), or by appointment

Email: cperry25@gsu.edu  *DO NOT send messages to me via BrightSpace. Use my e-mail address.
Phone: 404-413-0103 (My preference is email.)

Purpose of the Course: To provide students with the necessary career exploration and management skills and tools to effectively move forward in pursuing professional career opportunities.

Catalog Description: Principles, methods, and practice in achieving career goals with emphasis on the exploration of career opportunities, identification of strengths, resume development, cover letter composition, interviewing, salary and benefits negotiations, networking, professional image, and the use of technology in achieving career goals.

Course Objectives:
1. Students will have at least one targeted resume ready for their job/internship search or graduate school application.
2. Students will enhance writing skills through the reflection papers, development of resume & cover letter, and thank-you notes as well as networking outreach materials.
3. Students will be able to clearly articulate job titles and career fields they are going to pursue throughout their studies/after graduation.
4. Students will be trained on behavioral interviewing.
5. Students will develop skills in utilizing social media and technology in the job search process and to develop a professional network.
6. Students will expand their professional network through attendance at professional events and strategic outreach.

Course Requirements:

1. Attendance & Class Assignments
   - You are expected to be at our classroom and ready to work by 9:30 a.m. (Please remember that arriving late causes disruptions for everyone.)
   - You will sign in (just like clocking in at a job/internship) at the start of every class.
   - Assignments must be submitted to me (Ms. Perry) by 9:30 a.m. on the date the assignment is due. Late work will only be accepted within one week immediately following the close of class in which the assignment is due, for a maximum of 80% of your grade. After that, late work will not be accepted unless pre-arranged with me (See “Attendance Policy” in this syllabus).

2. Classroom Protocol
   - Cell phones should be silenced when you come into the room and put away when class starts (not on the desk).
   - Headphones should be put away when class starts (not on the desk).
   - Laptops/iPads, etc. are to be used only for taking notes. I will ask you to put your device away if I see that you are checking emails, browsing the web, looking at Facebook, etc. during class. Please respect our time together and stay engaged in the class. (This is a HUGE pet peeve of mine! 😊)

3. Writing and requirement
   - Strong communications skills (written, verbal and listening) are highly valued by employers and will therefore be critical to your success in the job/internship search process as well as in the workplace. As a result, writing will be a central focus in this class. The following resources are available to you on campus:
     - Writing Studio: http://www.writingstudio.gsu.edu/5736.html

[last updated 8/2015]
Keep in mind, I can serve as a reference for you at the completion of this class. Your overall performance will influence both my decision regarding being a reference as well as the substance and strength of my reference.

**Grading:**

Grades for this course will be based on the following system:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>15%</td>
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<tr>
<td>Self-Assessment Paper</td>
<td>10%</td>
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<tr>
<td>Informational Interviews (2)</td>
<td>10%</td>
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<tr>
<td>LinkedIn Profile</td>
<td>10%</td>
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<tr>
<td>Gap Analysis</td>
<td>10%</td>
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<tr>
<td>Professional Dress Requirement (5)</td>
<td>5%</td>
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<tr>
<td>Home Work Assignments</td>
<td>20%</td>
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<tr>
<td>Final Portfolio</td>
<td>20%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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</table>

*(NOTE: No "curving" based upon class averages will be done.)*

This class moves very quickly. Do not wait to ask for help. If you need assistance anytime this semester, reach out to me ASAP (see office hours on page 1 and/or schedule an appointment: career.aysps.gsu.edu/individualized-career-counseling/).

**Large Assignments/Major Projects:**
1. Self-Assessment Paper
2. Gap Analysis
3. Informational Interviews (2)
4. LinkedIn profile
5. Portfolio/Final Resume

**Home Work Assignments:** (Subject to change – ALL changes will be announced in class and on BrightSpace):
1. Myers Briggs Assessment Completed and Submitted
2. Occupational Outlook Handbook assignment
3. Resume (2 drafts)
4. Cover letter
5. Job/internship (industry) website/resource list
6. Professional dress (5 dates – see calendar below for specific dates)
7. Career fair reflection paper [You are required to attend at least 1 fair and submit a reflection paper. See requirements based on major below.]

**Fair attendance, based on major:**
1. **SW majors** - Nonprofit Volunteer & Internship Fair - 9/15 OR 9/16
2. **ECON majors** - All Majors Career & Internship Fair – 10/14
3. **CJ majors** - Criminal Justice Career Fair – 11/11
4. **PMAP majors** - Choose between the Nonprofit/Volunteer Fair OR the All Majors Career Fair

Again, don’t wait to ask for help, reach out to me ASAP (during office hours or schedule an appointment: career.aysps.gsu.edu/individualized-career-counseling/).

**Course Outline:**
This course is roughly divided into 2 sections. During the 1st half of the semester, we’ll cover the “nuts & bolts” of the career search process. The 2nd half you’ll have opportunities to meet professionals in your field, learn more about on-the-job success and consider your long-term career plan.

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[Last updated 8/2015]
Self-Assessment and Exploration:

Unit 1: Self-Exploration
- Introduction to the course and review of the syllabus.
- Myers Briggs Type Indicator and other in-class assessments/activities
- Identify preferences, values, interests and decision-making patterns and learning how those relate to your career choices

Unit 2: Exploring Career Opportunities
- Explore career fields and resources

Unit 3: Gap Analysis
- Look closely at career fields and positions of interest
- Review your skills, knowledge and experience; what you have and what you want to build
- Map out a plan to gain those skills/expertise

Career Tools:

Unit 4: Informational Interviews
- Benefits of informational interviewing
- How to find appropriate people to reach out too
- How to conduct an informational interview & follow up

Unit 5: Effective Resume Development
- Resume essentials
- How (and when) to tailor to your resume for industries, organizations or positions

Unit 6: Effective Career Correspondence: Writing Professionally
- Cover letters, thank you notes and writing samples

Internships/Job Searching:

Unit 7: Effective Networking
- Networking Principles
- Elevator statement
- Career fairs/large career events
- Professional dress

Unit 8: Job Search Process
- On-line resources & social media
- Steps in the search process

Unit 9: Interviewing
- Interview formats (i.e., behavioral, case) as well as group, phone, skype
- Practice interviewing
- After the interview – follow-up protocol

Unit 10: Negotiation & Assessing the Compensation Package
- Salary research & negotiation

2ND ½ - TAKING YOUR SHOW ON THE ROAD: Managing your career

[Please note: The topics and dates for speakers will change. Check BrightSpace for most up-to-date agenda.]

In the field – Professional Interactions, Financial Responsibility, Mentoring, etc.

Unit 10: On-the-job: Navigating through today’s work place
- Protocol, maintaining your network, continuous skills building, co-workers, managers, etc.

Unit 11: Being Financially Savvy
How to Be Smart in Your Personal Finances & After Graduation

**Unit 12: Employment Trends**
- Understanding current employment trends

**Other Paths:**
- Graduate School Application process
- US Government - career paths

## COURSE SCHEDULE
*(Subject to change):*
The calendar **WILL** change. I will announce changes at least one week in advance as well as post them on Brightspace. Check Brightspace regularly for updates.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT(S)</th>
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<tbody>
<tr>
<td><strong>FIRST ½ OF CLASS – NUTS &amp; BOLTS</strong></td>
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<tr>
<td>Aug. 25</td>
<td>Overview of course/syllabus, introductions, expectations</td>
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</table>
| Aug. 27 | **Self-exploration [part 1]:** Learning to hear your “inner voice”  
Looking more closely at yourself before you begin your career search. | |
| Sept. 1 | **Self-Exploration [part 2]:** Myers Briggs Type Indicator (MBTI) (a.k.a., Jung Typology 'test') | Assignment Due:  
1. MBTI assessment completed Complete  
2. AYS CareerLink registration |
| Sept. 3 | **Resources for researching careers fields, job titles, etc.**  
[Guest speaker: Matthew Henderson, University Career Services, GSU]  
- Career Shift  
- Occupational Outlook Handbook  
- University Career Services – overview | Assignment Due:  
1. **Come to class dressed in “Business casual”** |
| Sept. 8 | **Self-exploration [part 3]:** Values | Assignment Due:  
2. Occupational Outlook Handbook assignment |
| Sept. 10 | Gap Analysis | |
| Sept. 15 | Working through the “gaps” | Assignment due:  
1. Self-Assessment reflection paper |
| Sept. 17 | **NONPROFIT VOLUNTEER & INTERNSHIP FAIR ATTENDANCE REQUIRED: SW majors** *(optional PMAP)*  
(This is a 2 day fair but, SW majors - or anyone interested - only has to attend one day.)  
*Highly recommended for anyone interested in nonprofit work.* | LOCATION:  
Dahlberg Hall, 10-2pm |
| Sept. 22 | Resumes | Assignment due:  
1. Gap Analysis  
2. 1st draft of resume (upload in Brightspace and bring hard-copy to class) |
| Sept. 24 | Cover letters, thank you notes, writing samples | Assignment due:  
1. Reflection paper **SW majors** |
| Sept. 29 | Networking | Assignment due:  
1. Resume – 2nd draft |
| Oct. 1 | **The Job/Internship Search Process** | |

[last updated 8/2015]
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>Oct. 1</td>
<td><strong>ALUMNI &amp; STUDENT MIXER</strong>, 6-8pm [Extra Credit] [Attendance optional – Extra credit if attend]</td>
<td></td>
<td><strong>LOCATION: NoMa's Restaurant</strong> (registration in early Sept.)</td>
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<tr>
<td>Oct. 6</td>
<td>Social Media &amp; the Internship/Job Search</td>
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<td>Assignments Due: 1. Cover letter assignment</td>
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<td>Oct. 8</td>
<td>Interviewing (Part 1)</td>
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<tr>
<td>Oct. 14</td>
<td><strong>ALL MAJORS CAREER &amp; INTERNSHIP FAIR ATTENDANCE REQUIRED:</strong> <strong>ECON majors</strong> (optional PMAP)</td>
<td>Student Center Ballroom, 1-4pm</td>
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<tr>
<td>Oct. 15</td>
<td>NO CLASS</td>
<td></td>
<td>Assignments due: 1. Informational Interview #1</td>
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<td>Oct. 20</td>
<td>Career Fair Protocol: Make the most of a career fair</td>
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<td>Assignment Due: 1. Job/internship (or industry) website list</td>
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<td>Oct. 22</td>
<td>Salary Negotiation &amp; Expectations</td>
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<td>Assignments Due: 1. Career Fair Reflection paper <strong>ECON majors</strong></td>
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<td><strong>2ND HALF OF CLASS – TAKING YOUR SHOW ON THE ROAD:</strong> Managing your career</td>
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<td>Oct. 27</td>
<td>Employer Panel of HR Professionals</td>
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<td>Assignment Due: 1. Complete Strengths Quest (info received from Kristina Clement) 2. <em>Come to class dressed professionally - IN A SUIT</em></td>
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<td>Oct. 29</td>
<td>TBD</td>
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<td>Nov. 3</td>
<td>Alumni Guest Panel</td>
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<td>Assignment Due: 1. LinkedIn profile completed</td>
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<td>Nov. 5</td>
<td><strong>StrengthsFinder:</strong> Contributing to a professional team</td>
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<td>Assignment Due: 1. Informational Interview #2 2. <em>Come to class dressed professionally – “Business casual”</em></td>
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<td></td>
<td>Guest Speaker - Kristina Clement,</td>
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<td>Leadership Development GSU</td>
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<td>Nov. 10</td>
<td>On-the-job: Workplace etiquette, working with co-workers, managers,</td>
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<td>Assignment Due: 1. Final resume</td>
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<td>on-going skills development, etc</td>
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<td>Nov. 11</td>
<td><strong>Criminal Justice Career Fair ATTENDANCE REQUIRED:</strong> <strong>CJ majors</strong></td>
<td>Dahlberg Hall, 11-1pm</td>
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<td>Nov. 12</td>
<td>Guest speaker – From Operation Hope</td>
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<td>Assignment Due: 1. Come to class dressed professionally – “Business casual” (RECOMMENDED NOT REQUIRED- EXTRA CREDIT)</td>
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<tr>
<td>Nov. 17</td>
<td><strong>Mentoring:</strong> Finding and Working with a Mentor</td>
<td></td>
<td>Assignment Due: 1. Career Fair Reflection paper <strong>CJ majors</strong> 2. <em>Come dressed business casual</em> (RECOMMENDED NOT REQUIRED- EXTRA CREDIT)</td>
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<td></td>
<td>Speaker – Rochelle Lindsey</td>
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<td>Nov. 19</td>
<td>Graduate School Application Process</td>
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<td>Assignments Due:</td>
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<tr>
<td>Nov. 24&amp;26</td>
<td>NO CLASS – Thanksgiving break</td>
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<td>Dec. 1</td>
<td><strong>Managing Your Career:</strong> Building skills, thinking strategically, etc.</td>
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[last updated 8/2015]
Dec. 3 | Final Class | 1. Portfolio Due  
| | | 2. Come to class dressed professionally IN A SUIT

Professional Events/Career Fairs – ATTENDANCE REQUIREMENT:

You are ALL required to attend 1 career fair (and submit a reflection paper). However, I encourage you to attend any professional events that interest you.

Fair attendance, based on major:

5. **SW majors** - Nonprofit Volunteer & Internship Fair - 9/15 OR 9/16
6. **ECON majors** - All Majors Career & Internship Fair – 10/14
7. **CJ majors** - Criminal Justice Career Fair – 11/11
8. **PMAP majors** - Choose between the Nonprofit/Volunteer Fair OR the All Majors Career Fair

**Fall 2015 Career Fairs & Events:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Sponsor</th>
<th>Location</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues-Wed, Sept. 15-16th</td>
<td>10-2pm</td>
<td>Volunteer &amp; Internship Fair</td>
<td>Sponsored by University Career Services</td>
<td>Student Center Ballroom</td>
<td>REQUIRED: SW (PMAP optional)</td>
</tr>
<tr>
<td>Wed, Oct. 14th</td>
<td>1-4pm</td>
<td>All Majors Career &amp; Internship Fair</td>
<td>Sponsored by University Career Services</td>
<td>Student Center Ballroom</td>
<td>REQUIRED: Econ, (PMAP optional)</td>
</tr>
<tr>
<td>Wed, Nov. 11th</td>
<td>11-2pm</td>
<td>Criminal Justice Career Fair</td>
<td>Sponsored by University Career Services</td>
<td>Dahlberg Hall</td>
<td>REQUIRED: CJ</td>
</tr>
</tbody>
</table>

For a complete list of events: [http://career.aysps.gsu.edu/calendar/action~posterboard/](http://career.aysps.gsu.edu/calendar/action~posterboard/)

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**Attendance Policy**

Excused absences are recognized in the following cases:

- Absences due to activities approved by the Office of the Provost, in which a student is an official representative of the University will be recognized as excused when the student informs the instructor in writing during the first week of the semester of his or her participation in an activity that may generate excused absences and the dates of planned absences for the semester. If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity. Absences due to similar events, which could not have been anticipated earlier in the semester, will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or administrator.
- Absences due to legal obligations (for example, jury duty, military orders) will be recognized as excused absences. The student must provide the instructor with written documentation of such absences at the earliest possible date.
- Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each instructor by the end of first week of classes.
- The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance for any reason. Instructors must report to the Registrar’s Office the absence of a veteran student as soon as it is known that the veteran student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a veteran student.
- In addition, it is suggested that the faculty give due consideration to absences relating to the following events: death or major illness in student’s immediate family, illness of a dependent family member, illness that is too severe or contagious for students to attend class. Proof of illness or death will be required to be given credit for missed absences.

**Additional Information:**

1. Students who wish to request accommodation for a disability may do so by registering with the **Office of Disability Services**. Students will only be accommodated upon issuance by the **Office of Disability Services** of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought. **Document must be provided within the first two weeks of class.**
2. Academic Dishonesty – please refer to the GSU Student Handbook regarding this policy. Make sure you understand what plagiarism is.

[last updated 8/2015]