

# CAREER PLANNING

This course will help students develop their personal career strategies and find the appropriate college/work path. Students will gain a better understanding of themselves through self-assessment and career exploration. In addition students will have the opportunity to search and explore for the college that best meets their career goals and individual styles. Students will also have the opportunity to research and apply for scholarships.

Students will be expected to develop the skills to seek, obtain and maintain jobs. These skills are critical to each student's future ability to navigate the complex world of work. Students will develop resumes, cover letters, thank you notes and enhance their interview skills. Students will also engage in informational interview sessions with a chosen professional in a career field.

Students will be expected to address issues related to personal development, such as accepting responsibility for their own learning and understanding expectations for performance. They are also expected to demonstrate positive work behaviors and ethics, the ability to work individually and cooperatively in groups, and respect for others of diverse and social backgrounds.

## **SELF-ASSESSMENT:**

- GETTING TO KNOW YOURSELF
- CAREER INVENTORIES
- YOUR PERSONAL PROFILE
- IDENTIFYING YOUR PASSIONS
- PERSONALITY TRAITS
- YOUR STRENGTHS/WEAKNESSES
- DEVELOP COMMUNICATION SKILLS
- USE OF ASSESSMENT PROFILES SUCH AS "BRIDGES", COLLEGE BOARD, XAP, NAVIANCE ETC

## **EXPLORING CAREERS/COLLEGES:**

- Researching careers/colleges through
  - Internet
  - Print media
  - Job shadowing
  - Workplace experience
  - Career/college fairs
  - Career exploration software
  - Networking
  - Internships/Externships
  - Guest speakers
- Reflection/shared discussion of experiences
- Developing an individual career/college plan
- Evaluate career/college choices
- Your plan of action

## **DEVELOP SKILLS AND COMPETENCIES FOR A JOB:**

- RESUME
- COVER LETTER
- THANK YOU LETTER
- INTERVIEW SKILLS AND TECHNIQUES
- INFORMATIONAL INTERVIEWING
- PUBLIC SPEAKING
- WORKING WITH OTHERS

❖ **TRUST**

❖ **COMMITMENT**

❖ **CARE**

**Do what's right**

**Do the best you can**

**Show people you care**

The majority of the written work will be done in class. Active participation is required for the success of the class and your growth and enrichment. Your grade will be determined by the quality of your written work and active participation. Inappropriate use of computers in class will lower your grade by 5 points for each infraction. Papers are due on their due date. Late papers/projects will **NOT** be accepted. If you are not in class (i.e. sickness, lab, field trip etc) it is **your** responsibility to see me for instructions to make up work.

## **TERM GRADES:**

10% CLASS PARTICIPATION

40% CLASS WORK PRODUCTS AND PUBLIC SPEAKING  
ASSIGNMENT

50% TERM PROJECT (THERE WILL BE A DIFFERENT PROJECT FOR  
EACH TERM, DETAILS TO FOLLOW)

Please feel free to come by the Career Center at any time with questions or if you ever need help.