

SYLLABUS

CPAM 1110 Career Planning and Management Semester _____

Classroom & Time: Moody Hall 134, Independent Study

*Instructors:
Emily Salazar
&
John Lucas*

*Instructors' Offices:
Moody Hall 134 – CPEL department*

Instructors: Ms. Emily Salazar and Mr. John Lucas
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On all E-mails: Please type “CPAM 1110 – Your Name” on the subject line of ALL e-mails to instructors.
Classroom Location/Time: Moody Hall 134; Independent Study
Texts: N/A (Students will utilize CPEL library books and literature)

Course Mission

To provide St. Edward’s students an opportunity for enhanced career planning and management through personalized advisement, planning, and courses of action through direct supervision with opportunity for independent study.

Course Objectives

At the completion of this course:

1. students will be familiar with the CPEL library and resources,
2. students will be familiar with career resources specific to student’s individual stage of career management,
3. students will know how to conduct an information interview,
4. students will know how to conduct career related research on the internet,
5. students will learn the skills of networking and begin to develop a network file,
6. students will develop a career portfolio,
7. students will develop a resume or update an existing resume,
8. *students working on self-assessment* will begin the process of self-assessing interests, personality, skills, and values,
9. *students working on exploration of careers* will research major fields of study and careers and explore experiential learning opportunities such as: volunteer work, internships, study abroad, and SEU campus activities and organizations,
10. *students who are job searching* will learn resume writing strategies and learn the skills for successful interviewing and job search,
11. *students planning to go to graduate or professional school* will learn the strategies behind selecting a school, researching and comparing schools, learn how to prepare for grad./prof. school, and learn about the application process,
11. and students will develop short-term and long-term career plans of action.

Experiential Learning

This is an independent study experiential course. Use the CPEL resources and follow the instructor’s assignments according to your personal CPAM Contract Agreement. Take advantage of on-campus and off-campus research and experiential opportunities and use this class as a springboard to develop career contacts. You will get out of the class what you are willing to put into it.

Course Content

1. **Orientation class:** All students will meet with instructors the first week of classes in small group sessions. Every student must sign up for one of the pre-scheduled orientation sessions. Students will receive a syllabus, an overview of the course, and descriptions of career planning and management tracks.

Students will submit a course intake form which will include their course objective. Each student will also set up appointments for 5 required individual class sessions with an instructor. (After the orientation class, the instructors will review student intakes and divide the students evenly amongst the Career Counselor instructors. Students will receive a follow-up e-mail from their instructor.)

2. **Individual meetings:** After the orientation session, students will start meeting one on one with their instructor at their scheduled times. Students must meet with the instructor a minimum of 5 times over the course of the semester.
3. **Career portfolio:** Every student will maintain a career portfolio including information from the instructor, research, and assignments. Portfolios should be bound and should include a cover page and Table of Contents. **FLOPPY DISK:** Students will keep career related data from this class on a labeled floppy diskette. Students should bring their Career Portfolio and disk to every meeting with the instructor.
4. **Resume development:** Every student will develop a resume or update an existing resume. Final resume will be printed on resume paper which can be purchased at SEU Copy Center.
5. **CPAM Contract Agreement:** In the first individual meeting the student and instructor will determine a career management track based on the student's career needs. Objectives and assignments will be incorporated into the CPAM Contract Agreement which the student will sign. The final grade in this course is based on how successfully the student completes assignments in the Contract Agreement. The Contract Agreement will include grade point distribution for each assignment.
6. **Final individual meeting:** In the last meeting of the semester, the student and instructor will review the Career Portfolio and discuss career goals for the future.
7. **Attendance:** Students are required to attend the orientation small group class and 5 individual meetings with the instructor.
8. **Exams:** There is no mid-term or final examination in this class.

Course Guidelines

The student should complete all of the assignments listed on the Contract Agreement, however, it is to the student's advantage to manage his/her time efficiently during the semester and to try to perform career related activities over and beyond those stated on the agreement. While the minimum requirement for meeting with the instructor is 4 sessions, it is highly recommended that the student schedule as many instructor meetings as necessary during the semester to maximize the benefits of this course. The student should also take the time to familiarize him/herself with CPEL resources as much as possible for utilization throughout academic years.

Manage your time efficiently in this course. You will work at your own pace; however, don't procrastinate and postpone assignments until the end of the semester. Career development and management is a process, not an "overnight" assignment.

Attendance: Failure to attend the orientation class and 5 individual instructor meetings will affect the student's final grade. Meetings may be rescheduled for emergencies (death in the family or documented illness) or with instructor approval. If you need to reschedule a meeting, notify the instructor by calling 448-8530; allow 24 hours notice.

Assignments

Each student will have personalized assignments that will be outlined in the Contract Agreement.

Calendar for Fall Class

- _____ 1st Class meeting in small groups, Monday – Friday
- _____ Labor Day Holiday
- _____ Official Headcount Day; last day to drop unrecorded
- _____ Founder's Day
- _____ Last day to withdraw
- _____ Thanksgiving Holiday

_____ Last day of classes, and, **ALL CPAM ASSIGNMENTS MUST BE TURNED IN BY THIS DATE!**

Calendar for Spring Class

_____ 1st Class meeting in small groups, Monday – Friday

_____ Holiday – MLK Day

_____ Official Headcount Day; last day to drop unrecorded

_____ Spring Break

_____ Last day to withdraw

_____ Holiday – Easter break

_____ Last day of classes, and, **ALL CPAM ASSIGNMENTS MUST BE TURNED IN BY THIS DATE!**

Grade Determination

There are a total number of 100 points for this class.

Final grades will be based on:

-Attendance of 5 required class meetings + Orientation session	10 points
-Career Portfolio and Career Disk organization	5 points
-Resume	10 points
-Additional Individualized Assignments in Contract Agreement*	<u>75 points</u>
	100 points

**You will be given a minimum of 5 additional individualized assignments for the semester over and beyond: Attendance, Career Portfolio/Disk organization, and Resume. Total number of possible points for these 5 additional assignments is 75 points. Distribution of points is up to the instructor. Signing the Contract Agreement indicates that you agree with your instructor's point distribution designation.*

The instructors are available to advise you throughout the semester regarding your grade point accumulation.

A = 90 – 100 points

B = 80 – 89 points

C = 70 – 79 points

D = 60 – 69 points

F = 59 points and below

Special Accommodations

If you have a specific disability and require accommodations, please let us know immediately so your learning needs may be appropriately met. If you have not already done so, you will need to provide documentation to Student Disability Services in Academic Planning and Support Moody Hall 155.

Academic Integrity

Academic dishonesty includes cheating on exams or assignments as well as plagiarizing (presenting another individual's work as your own.) The St. Edward's University Student Handbook states that "the normal penalty for a student who is dishonest in any work is to receive a mark of F for that course." Students caught committing academic dishonesty in this course will be subject to the full range of penalties as described in the Student Handbook.