

**Syllabus**  
Career Pathways Career Planning  
***Save the Date! Completion Ceremony on xxx***

Time: TBA  
Location: TBA  
Instructor: Michelle Parr  
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Pathways Course Overview: This course is designed for students to participate as a cohort in developing their skills as a student, intern and job seeker. We will use a job search portfolio as an organizational framework for the course. At the conclusion of the term you will have a portfolio that will include:

- Up-to-date resumes, cover letters, and/or letters of interest
- Pre-Interview research strategy
- College resources
- Individual Education/Career pathway goals plan
- Personal networking list
- Labor market information
- Pathway Roadmaps
- 2 completed informational interviews and a list of 4 employer contacts that interest you
- Employer Contact List

Learning Outcomes: Your role as a Career Pathways student is to be a competitive and productive employee in your chosen career. To this end the intended outcomes of this course are that you:

- Develop a plan of short and long-term goals that lead to a career promotion, credential, advanced certificate or degree.
- Experience peer learning by working in small groups to share ideas, information and strategies.
- Conduct employer research and networking strategies to improve your employment opportunities.
- Learn how to market yourself more effectively verbally and through your application materials.
- Expand and utilize your personal network to enhance career opportunities.
- Create and maintain a job search portfolio.
- Present effective interview strategies for present and future job searches.
- Identify and apply constructive communication strategies with employers, supervisors and colleagues.
- Learn how to develop internships and career opportunities related to your career goal.

Course Materials:

Whitcomb, S (2007) *Resume Magic*, 3<sup>rd</sup> Edition, JIST Publishing, Inc., Indianapolis, IN.

- Portfolio Binder with course materials and electronic data storage device (such as CD Rom Disc or flash drive) for student to store resumes, cover letters and other work completed in training.
- PCC Student Handbook (handed out at Orientation)
- Career Pathways Classroom Guidelines and Policies

Attendance Policy: If you are unable to attend class please notify me by email or phone. For more details on attendance please see the classroom policies and guidelines form.

Course Calendar:

Week 1	Orientation to Career Pathways and Career Planning Introductions Review Classroom Policies and Guidelines Review College Resources (Students pick a resource to present next week) Marketing Yourself Power Point
Week 2	Education/Career Planning College Resource Presentations (Limit to 3 minutes or less) Develop your marketing sales pitch Group Activity (Tell me about yourself)
Week 3	Employer Research/Networking Labor market information (OLMIS) website introduction Employer Research Mini Interviews
Week 4	Education/career goals plan Goal Setting/ Roadmaps/ Financial Aid Volunteerism/Internships Cooperative Education Occupational Skills
Week 5	Networking Strategies Informational Interviews Communicating with personal network
Week 6	Resume Writing for Job Transition - Effective accomplishment statements - Chronological and functional resume writing
Week 7	Interviewing Strategies Interview preparation/research Skills stories Interview Questions (group activity)
Week 8	Advising for Individual Pathways Student Interviews (Schedule with Michelle) Communication for the Workplace Negotiating terms of employment Job Search Portfolio (review with instructor)

**The Instructor will schedule a formal interview with you in a panel setting for week 8 of the term. You will have a few days and time schedules to choose from.**

Week 9	Student Interviews (Schedule with Michelle)
Week 10	Videotaped Mock Interview Review/Peer Feedback