

Syllabus

Career Pathways Career Planning

Save the Date! Completion Celebration on Friday, Date to be Determined

Time: TBD
Location: TBD
Instructor: STAFF
Phone:
Email:

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*, 3rd 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

PCC Career Pathways Career Planning

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	Networking Strategies Informational Interviews Networking
Week 5	Resume Writing for Job Transition Chronological and functional resume writing Writing effective accomplishment statements
Week 6	Resume Writing Part II Have your <i>new</i> resume critiqued in class groups Receive feedback from Career Pathways staff
Week 7	Education/Career Goals Plan Goal Setting/Roadmaps/Financial Aid Volunteerism/Internships Cooperative Education/Occupational Skills
Week 8	Interviewing Strategies Interview preparation/research Skills Stories Interview Questions (group activity)

✓ **Student Interviews will take place on weeks 9 and 10 . Please schedule your interview time with Michelle. There will be no make-up interview sessions. Interview times are the following:**

Week 9	Interviews	8:00 a.m. – 12:00 p.m.	Panel at SE Center
		1:00 p.m. – 5:00 p.m.	Panel at SE Center

Week 10	Interviews	8:00 a.m.– 12:00 p.m.	Panel at SE Center
		1:00 p.m.– 5:00 p.m.	Panel at SE Center

Week 11	Videotaped Mock Interview Review/Peer Feedback/Online job application
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