Syllabus
CG 140A – Career and Life Planning
Portland Community College – Winter 2007 – 3 Credit Hours

Instructor – Allen Hall
Office – Cascade Campus SSB 111
Office Hours – By Appointment
Phone – 503.978.5507
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Required Text:
The Career Fitness Program – Exercising Your Options – Eighth Edition
Diane Sukiennik, William Bendat, Lisa Raufman

Course Objectives:
This course is designed to assist students in understanding how their interests, values, skills, personality, activities, and self concept relate to decisions regarding academic and career planning. Following this course, students should be able to:

1. Identify present primary interests.
2. Understand values as a guiding force of behavior and decision-making.
3. Identify proficiency level of skills and abilities, areas in need of development, and desired amounts of usage of these skills and abilities in possible jobs and careers.
4. Relate personality, learning, work, and life style(s) to career and academic decisions.
5. Research occupational trends, growth outlooks, salaries, licensing, qualifications, networks, training, and employers using PCC and community resources.
6. Identify any personal barriers or special considerations relevant to academic planning and/or career development.
7. Develop a plan of action and specific objectives for reaching personal and professional goals.

Course Requirements:

1. Attendance – Attendance is expected and required for many in-class activities. Absence from more than two classes will result in a loss of five grade points per absence. Students with 100% attendance will receive an additional 10 grade points.

2. Career Assessment(s) – Students will be given access to the Oregon Career Information System Interest Profiler, Discover (web-based career exploration site), and other text based assessment tools. The Myers-Brigg Type Indicator and the Strong Interest Inventory will be available via career counselors in the Cascade Career and Advising Office for extra credit of 10 final grade points.

3. Occupational Research and Presentation - Students will research an occupation or occupations of personal interest and complete a career research worksheet and at least two informational interviews. Presentation details provided in a separate document.
4. Resume – Students will complete an updated resume that is suitable for use in a job search for a specific occupation or career area.

5. Homework – Homework assignments from the text and class handouts will be detailed in the course outline. These assignments are due on the date specified in the course outline. Late assignments will be subject to decreased credit.

**Grading:**

- Assessments – (30 points total)
  - Oregon CIS Interest Profiler - 10 points
  - Oregon CIS Skills Assessment - 10 points
  - Discover Inventory Summary - 10 points

- Occupational Research and Presentation - 30 points

- Resume - 10 points

- Homework - 30 points

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  Total Possible Points - 100 points

Possible Extra Credit:
100% Attendance – 10 points
One on One career counseling completed with PCC career counselor – 10 points – details to be announced

**CELL PHONE USE IN CLASS WILL NOT BE TOLERATED.**
**TARDINESS OR EARLY DEPARTURE IN EXCESS OF FIFTEEN MINUTES WILL RESULT IN HALF-CREDIT FOR ATTENDANCE THAT DAY.**
**ILLEGIBLE OR UNIDENTIFIED WORK WILL RECEIVE NO CREDIT.**

**ASSIGNMENTS SHOULD BE TYPEWRITTEN.**

100-90 points = A
<90-80 points = B  Other grade options:
<80-70 points = C  Pass/No Pass – must request by 8th week
<70-60 points = D  Audit – must request by 3rd week
<60 points = F  Please see instructor

Students with Disabilities:
Students with disabilities should notify their instructor if special accommodations are needed to take this class. For information about technologies that help people with disabilities in taking classroom-based classes please visit the Office for Students with Disabilities website. Students desiring services should see the instructor outside of class and make arrangements with and OSD counselor.
Service-Learning Option:

In lieu of the Occupational/Career Research Assignment students will be given the option of completing a volunteer assignment with a local agency or organization and submitting a reflective paper on the experience. Those selecting this option will also be required to conduct an informational interview with somebody working for the agency or organization and submit a transcript of that interview.

This service-learning option is designed to give students the opportunity to experience a work or career environment in an up close and personal manner. Students are encouraged to choose a volunteer assignment that coincides with their personal or career/occupational interest(s). Students will be given the opportunity, through this experience, to gain a better understanding of a particular work environment, or career area, by coming in contact with those working in that field, the clients, or public, that are served, and the administrators that orchestrate the activities of that particular agency or organization.

- The volunteer assignment shall consist of no fewer than twenty (20) direct contact/service hours with the agency or organization.
- Students will be assisted in locating and securing the volunteer assignment by the instructor, career center personnel, or the Cascade Campus Service-Learning Coordinator. A list of organizations and agencies with which PCC has an existing service-learning relationship can be found on the PCC website.
- The reflective paper shall be two to three pages in length, double spaced, typewritten, and will be due on the last day of class.
- The informational interview should be transcribed in a general way; detailing the questions that were asked and the “gist” of the reply by the interviewee. Guides and questions for informational interviewing will be provided in class.