

## ECHD 3050 CAREER AND LIFE PLANNING SPRING 2021 COURSE SYLLABUS

**Course: ECHD 3050: Career and Life Planning****Time:** Wednesdays: 3:00 p.m. – 5:00 p.m.**Location:** 216 Student Learning Center<https://zoom.us/j/4276417215>**Instructor:** Chrystal McDowell, Ed.D.**E-mail:** [ccm16@uga.edu](mailto:ccm16@uga.edu)**Phone:** (770) 412-4096**Office:** 105 Flynt Building**Office Hours:** By Appointment

**Text:** 1) The University of Georgia Career Center  
Career Guide (provided)  
2) Career Center Handouts (provided)  
3) Relevant Articles (Provided)

**Career Center phone:** 706-542-3375

This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check eLC for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through eLC email.

### Course Description

This course offers an opportunity for receiving information and acquiring skills necessary for career development and life planning. Processes of self-assessment, occupational exploration and preparation for employment are discussed and investigated. In addition to traditional classroom activities, content is presented in an experiential manner through observation, role-play, simulations, individual projects, and contact with resource experts.

### Course Objectives

**As a result of this course, students will:**

1. Be able to articulate career choices based on assessment of interests, values, skills, personality traits.
2. Be able to create job search correspondence with clear evidence of related knowledge, skills, and accomplishments.
3. Understand how to take steps to conduct a job search, including preparation for career fairs.
4. Gain an understanding of the importance of conducting informational interviews and participating in networking activities.
5. Learn what types of skills and experiences are valued by employers.
6. Learn and practice effective interview techniques.
7. Learn how to evaluate and negotiate job offers.
8. Be able to set, articulate, and pursue personal, educational, and career goals.
9. Gain an understanding of appropriate professional conduct as it relates to the world of work.
10. Learn basic financial concepts that will prepare them for life after college.
11. Gain an awareness of the importance of diversity in the workplace.
12. Gain an understanding of basic concepts necessary for the transition from college to career.
13. To obtain an Arch Ready Professionalism Certificate.

### Textbook & Course Materials

**Required Course Materials will be uploaded in ELC.****Recommended Resources:**

- The University of Georgia Career Center Career Guide (provided on eLC)
- Career Center website: [www.career.uga.edu](http://www.career.uga.edu)
- Arch Ready Website: <https://career.uga.edu/archready>

### Class Meeting Days

January 13, 2021	March 17, 2021   Check-ins
January 20, 2021	March 24, 2021   Check-ins
January 27, 2021	March 31, 2021
February 3, 2021	April 7, 2021
February 10, 2021	April 14, 2021
<i>No Class on February 17, 2021 (Instructional Day)</i>	April 21, 2021   Guest Lecturer
February 24, 2021	April 28, 2021   Check-ins
March 3, 2021	
March 10, 2021	<b>May 10 Final Exam (3:30pm-6:30pm)</b>

### Course Requirements

All classes and supporting materials will be available online. Therefore, it is required that you have a reliable and stable Internet connection and make sure that you have access to the UGA eLearning Commons (eLC). To access this course on eLC you will need access to a supported Web browser (Firefox, Safari, Chrome). To ensure that you are using a supported browser and have required plug-ins please run the [System Check](#) on eLC. You are required to refer to both online course material on eLC throughout the semester for this course.

**Note: It is your responsibility to submit your assignments to eLC by the designated due date. If you foresee an issue with a due date (e.g., you already have extended travel planned or a pre-scheduled surgery) or if an emergency arises, please communicate with the instructor prior to the due date. Missed assignments will be given a grade of zero (0). Very rarely, technical issues occur within the eLC platform. For this reason, please make sure you receive confirmation of your submitted assignments from eLC and retain documentation of such. If you are having technical issues with your UGA e-mail account or with the eLC platform, please notify the instructor as soon as possible and file a ticket with IT for assistance.**

### Technical Assistance

If you need technical assistance at any time during the course or to report a problem with eLC, you can visit the eLC [Student Support Page](#), or call 706-542-3106 to reach the UGA EITS Help Desk. Their business hours are 8am-10pm (Mon-Thurs), 8am-6pm (Fri), and 1pm-7pm (Sat-Sun).

### Mental Health & Wellness Resources

#### Mental Health and Wellness Resources:

- If you or someone you know needs assistance, you are encouraged to contact
- Student Affairs at 770-412-4096. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA Griffin Campus Counseling Services serves as a resource for a student seeking mental health services, and can be contacted at 706-612-8792 or via email at [griffincounseling@uga.edu](mailto:griffincounseling@uga.edu).
  - Students can schedule an appointment, here: <https://bit.ly/3dAWO9d>
- If you need help managing stress anxiety, relationships, etc., you can also contact BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

### Course Structure

This course will be delivered through Zoom and eLC. You will use your MyID and password to login to the course from the [eLC login page](https://uga.view.usg.edu) (<https://uga.view.usg.edu>). You will meet for class at the following Zoom link: <https://zoom.us/j/4276417215>. On eLC, you will access course materials, and resources. At designated times throughout the semester, we will participate in self-paced activities using eLC and alternative Internet-based technologies. Activities consist of online assessment, readings, discussion forums, writing, mini-mock interview, and informational interview.

### Class Participation

Participation is a part of your overall grade for this class. You should actively participate in class discussions and activities; doing so will allow you to take something away from the course. This class truly embodies the adage “You get out of it what you put in.” Participation will be evaluated as follows:

**Excellent** – Proactive participation through leading, originating, informing, challenging contributions that reflect in-depth study, thought, and analysis of the topic under consideration. This does not mean dominating a discussion or using a lot of words to say little. **[76 - 100 points]**

**Satisfactory** - Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect upon opinion rather than study, thought, and contemplation. **[51 - 75 points]**

**Minimally acceptable** – Passive participation including being present, awake, alert, attentive, but not actively involved. **[26 – 50 points]**

**Unsatisfactory** – Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion. **[0 - 25]**

### Acceptance of Late Work

Assignments are expected to be turned in **on the assigned due date**. All assignments must be typed. **No assignment will be accepted after the due date unless it has been arranged with me beforehand. NO EXCEPTIONS.**

### Attendance

Attendance is **critical** to your success in this class. In accordance with our focus on a work-like environment, you will be provided with **1** personal day during the semester. This personal day includes either an “excused” and “unexcused” absence. Also keep in mind that assignments and/or due dates may change during the semester. It is important that you attend class or contact someone to find out what you missed.

Class will start promptly at **3:00 p.m.** Tardiness is frowned on in the work environment. An attendance penalty will be assessed to your final class grade if you are repeatedly late to class.

#### **Civil and Respectful Behavior in the Virtual Classroom:**

*To create and preserve an atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil, non-disruptive forum. This includes being on time to class, participating in classroom discussions in a respectful manner, and being visible on the screen most of the class meeting.*

### Writing Expectations

All written assignments carry the following expectations: Use a standard font (Times New Roman, Arial). Font size should be 12 point, and all narratives should be double spaced. All documents should be proofread for grammatical and spelling errors before turning them in.

### Course Assignments

**Bio Sketch & Handshake registration:** (10 points) This is due by the end of class/day, **Wednesday, January 13<sup>th</sup>**.

The Bio Sketch will allow the class to learn about you. Handshake will prepare you for on-campus interviewing and other job/career search resources. To receive credit for this assignment, you will need to log-in to Handshake and upload proof of registration.

**Career Goals:** (10 points)

This is due by the beginning of class **Wednesday, January 20<sup>th</sup>**.

You will be asked to describe your career plans and goals at the beginning of this course. It is not necessary to be sure about your career goals to complete this assignment successfully. If you are dealing with uncertainty, include that in your statement. You should have your answers typed and ready to share with the class. Please be prepared to respond to the following questions:

- What career/job title would you like after graduation? How did you decide on this career?
- Where would you like to live/work? Why?
- Will this job meet salary expectations/needs? Will this job allow you to pursue outside interests?
- What are the three most important skills required in this job?
- What is your plan to meet your career goals? (include any further schooling options)
- What are some of the pros/cons of your career considerations?

**Job Description:** (10 points) This is due by the beginning of class **Wednesday, January 20<sup>th</sup>**.

Find a job description of a position that you would like to have either presently or following graduation. This job description can come from **any resource**: Handshake, a newspaper, website, or bulletin board. The description should include: **(1) The Name of Employer, (2) Location of the job, (3) Description of Company, (4) Job responsibilities, and (5) Qualifications Desired**. The description will be used to develop the resume and cover letter and will be used as the basis of your mock interview later in the semester.

**Resume and Cover Letter:** (resume = 50 points; cover letter = 25 points)

The resume DRAFT is due **Wednesday, January 20<sup>th</sup>**.

The FINAL resume is due **Wednesday, January 27<sup>th</sup>**.

The cover letter DRAFT is due **Wednesday, January 20<sup>th</sup>**.

The FINAL cover letter is due **Wednesday, January 27<sup>th</sup>**.

You are required to write both rough drafts and final versions of a resume and cover letter targeted toward your chosen job description. The rough drafts should incorporate the instructions given in class.

When submitting the final resume and cover letter, be sure to turn in the following items:

- A cover letter limited to one page and a resume limited to one page.
- A copy of the job description you used to write your cover letter.

**Spring Career Fair Attendance and Reflection:** (30 points) This assignment is in two parts:

1. **Attend the Fall Career Fair on February 3<sup>rd</sup>** (between 12-5pm) at the specified location.
2. **Submit reflection paper and 3 business contacts on February 10<sup>th</sup>**.

At the Career Fair, you must scan your UGA ID Card at the registration area to show proof of attendance. To receive full credit for this assignment, you must:

- Dress professionally- Business Professional Attire.
- Obtain **business contacts** from at least 3 DIFFERENT employers. These business contacts should be turned in **Wednesday, February 10<sup>th</sup>**.
- Come to class **February 10<sup>th</sup>** with a **Career Fair Reflection**—be prepared to share your experiences in a class activity.
  - Your reflection paper should address as many of the following questions as possible:
  - What was your approach when speaking with employers? What worked well? What did not?
  - Which employers did you speak to? Did you find it difficult to talk to employers?
  - *Of the employers you spoke with, which company would be the best fit for you and why?*
  - How would you rate your performance at the fair?

**Mock Interview and Thank You note:** (50 points) This assignment **must be completed by Wednesday, March 3rd**. Schedule and complete a mock interview with the UGA Career Center Consultant via Handshake. It provides you with the experience of a “real” setting with an opportunity to receive feedback. Professional attire is required.

**Three things are required to receive full credit for this assignment:**

- 1) Dress professionally and email a copy of your resume and cover letter before the mock interview.
- 2) Have an evaluation form filled out regarding your performance. You can receive up a copy of the mock interview evaluation form in eLC.
- 3) As you should after any professional interview, you will send a thank you note to the person who conducted your mock interview. This email should be sent within 48 hours of your interview. You must copy your instructor on this e-mail. If handwritten, make a photocopy of the note and upload it in with the mock interview assignment.

**Professional Linked-In:** (60 points total) This is a three-part assignment due throughout the semester.

LinkedIn is a business oriented social media site targeted at professional networking. The purpose of this three-part assignment is to assist you in building your professional online image and network, as well as providing you the skills necessary to leverage social media in your job search.

**Part 1- Sign-up and Set-up** (20 points)

This is due by **Wednesday, January 20<sup>th</sup>**

To receive full-points for this portion of the assignment you will need to watch the 6 video clips introducing you to the power of linked-in, Create a complete online profile and Join the UGA Alumni Group.

- Make the most of using LinkedIn for your job search by watching 6 video clips. Each one is less than 5 minutes and well worth it. <http://learn.linkedin.com/students/>
- Create your Linked-In Profile by filling out all pertinent information (tagline, summary, experiences, education) and uploading a professional picture.
- Join the UGA LinkedIn group, where More than 10,000 UGA alumni share leads with each other. Search → Groups → choose [University of Georgia Alumni Association Group \(UGA\)](#). *This group is for Students and Alumni.*

**Part 2- Build your Network - Get Connected and Recommended** (20 points)

This is due by **Wednesday, February 24<sup>th</sup>**

Once you have updated your profile you need to get connected. Begin adding professional connections to your profile as you meet people; they will add up over time and build your network. Search for professional contacts in your field of interest - connect to friends, family, professors and peers.

- To receive full credit for this portion of this assignment you must connect to at least 3 professional contacts (i.e.: not current students).
- You must receive one recommendation and write one recommendation for a professional contact.
- **Upload a screen shot of your contact page and your “displayed” recommendations.**

**Part 3- Join a Professional Organization/ Group** (20 points)

This is due by **Wednesday, April 14<sup>th</sup>**

Staying current in your field will help build you network and lead you towards success.

- In alignment with your career interests, choose a Group related to your career field and become a member.
- Post at least one professional comment on the group’s board. This will help you begin to network and become a part of discussions related to your career.
- **To receive full credit for this portion of this assignment, upload a screen print of your new group page with your posting.**

**Assessment Results and Reflection:** (40 points) This assignment is due by the beginning of class **Wednesday, February 10<sup>th</sup>**. Two tasks are required to be accomplished to receive full credit for this assignment:

**TypeFocus Assessment:**

1. Take the TypeFocus Assessment. You can find it online at: <http://careers.typefocus.com>. The Site Password is: uga4400
2. Upload into eLC and bring a copy of your assessment results to class.

**Come to class Wednesday, February 10<sup>th</sup> prepared to discuss the following questions:**

- What was your Type Focus code? Were any of the results surprising? If so, what was surprising?
- Of the careers listed, which do you think match your interests most closely?
- How do your results on these assessments affect your career decision-making process?
- Which assessment was the most helpful to you? Why?

**Non-Profit Discussion Assignment:** (20 points)

This is due by the beginning of class **Wednesday, March 10<sup>th</sup>**.

- Read Chapter 1 in the Non-profit "Idealist" booklet, found in eLC. To receive full credit for this assignment, you will need to:
  - Post a discussion summary of your thoughts about what you read.
  - Then, respond to three (3) different comments of your classmates.
  - Totaling, four (4) distinct posts in eLC.

**Informational Interview:** (50 points) This is due by the beginning of class on **Wednesday, March 31<sup>st</sup>**.

You will be required to contact a professional who is in a career that interests you. Conduct an informational interview, either in-person or via telephone with the professional. **YOU CANNOT BE RELATED TO THE PERSON YOU ARE INTERVIEWING.** You will develop your own list of questions to ask, using the Career Guide.

You must do two things to receive full credit for this assignment:

- 1) Submit the list of questions you asked along with the professional's answers. Include the name, title and company of the person interviewed and the date of the interview. Also, please be sure to include the contact telephone number and e-mail address for follow up with them as your assignments are graded.
- 2) Write a thank you note to the person you interviewed for your informational interview. This note should be sent to the person you interviewed. If e-mailed, you must copy me on the e-mail. If handwritten, make a photocopy of the note and upload it in with the informational interview assignment.

**Check-ins:** (40 points) You will schedule 1-2 check-ins with the professor throughout the semester.

**Final Exam:** (75 points) The final exam will be a comprehensive **Career Portfolio**. The final exam is due **Wednesday, May 10<sup>th</sup>, by 6:30 p.m., to be uploaded in eLC.**

<b>Academic Honesty and Integrity</b>
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All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers.

1. No student shall receive or attempt to receive assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as a part of a course or to be submitted in fulfillment of a University requirement. When direct quotations are used, they should be indicated, and when ideas of another are incorporated into a paper, they must be appropriately acknowledged.
2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in such preparation.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the University, excluding questions and answers from test previously administered.
4. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including test, examinations, grade change forms, grade rolls, roll books, laboratory equipment, etc.

Students found in violation of the University's academic honesty policies or codes of professional ethics are subject to review and possible permanent expulsion from the programs offered in the Department.

All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>.

### Special Learning Needs

If you have a disability and require classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Disability Resource Center online at <https://drc.uga.edu> . You must be registered with the Disability Resource Center to receive academic accommodations.

### Evaluation

Assignment	Due Date	Points
Handshake Registration	January 13	10
Career Goals	January 20	10
Job Description	January 20	10
Resume	January 27	50
Cover letter	January 27	25
LinkedIn part 1	January 20	20
Spring Career Fair Attendance and Reflection	February 3/10	30
Assessment Results/ Reflection	February 10	40
LinkedIn part 2	February 24	20
Mock Interview and Thank You Note	March 3	50
Non-Profit Discussion	March 10	20
Informational Interview and Thank You	March 31	50
LinkedIn part 3	April 14	20
Final Exam	May 10	75
Check-ins	Ongoing	40
Participation	Ongoing	<u>100</u>
<b>Total Points</b>		<b>570</b>

#### Grading Scale for ECHD 3050:

A	=	94-100	=	536 - 570 pts
A-	=	90-93	=	513 - 530 pts
B+	=	87-89	=	496 - 507 pts
B	=	84-86	=	479 - 490 pts
B-	=	80-83	=	456 - 473 pts
C+	=	77-79	=	439 - 450 pts
C	=	74-76	=	422 - 433 pts
C-	=	70-73	=	399 - 416 pts
D	=	60-69	=	342 - 393 pts
F	=	59 and Below	<	336 pts

## **Coronavirus Information for Students**

### **Face Coverings:**

As a reminder, the University of Georgia—along with all University System of Georgia (USG) institutions—requires all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Anyone not using a face covering when required will be asked to wear one or must leave the area. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Students seeking an accommodation related to face coverings should contact Disability Services at <https://drc.uga.edu/>.

### **DawgCheck:**

Please perform a quick symptom check each weekday on DawgCheck—on the UGA app or website—whether you feel sick or not. It will help health providers monitor the health situation on campus: <https://dawgcheck.uga.edu/>

### **What do I do if I have symptoms?**

Students showing symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5 p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see <https://www.uhs.uga.edu/info/emergencies>

### **What do I do if I test positive?**

Any student with a positive COVID-19 test is **required** to report the test in DawgCheck and

should self-isolate immediately. Students should not attend classes in-person until the isolation period is completed. Once you report the positive test through DawgCheck, UGA Student Care and Outreach will follow up with you.

### **What do I do if I am notified that I have been exposed?**

#### **Revised Guidelines for COVID-19 Quarantine Period**

Effective Jan. 4, 2021, students who learn they have been directly exposed to COVID-19 but are not showing symptoms should self-quarantine for **10 days** (consistent with updated Department of Public Health (DPH) and Centers for Disease Control and Prevention (CDC) guidelines). Those quarantining for 10 days must have been symptom-free throughout the monitoring period. Please correspond with your instructor via email, with a cc: to Student Care & Outreach at [sco@uga.edu](mailto:sco@uga.edu), to coordinate continuing your coursework while self-quarantined.

We strongly encourage students to voluntarily take a COVID-19 test within 48 hours of the end of the 10-day quarantine period (test to be administered between days 8 and 10). Students may obtain these tests at Legion Field (<https://clia.vetview.vet.uga.edu/>) or at the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5 p.m.). Please DO NOT walk-in the University Health Center without an appointment. For emergencies and after-hours care, see <https://www.uhs.uga.edu/info/emergencies>

If the test is negative, the individual may return to campus, but MUST continue to closely monitor for any new COVID-19 symptoms through 14 days. [DawgCheck](#) is the best method for monitoring these symptoms. If new symptoms occur, the individual must not come to campus and must seek further testing/evaluation.



If the test is positive at the end of the 10-day period, the individual must begin a 10-day isolation period from the date of the test.

**How do I participate in surveillance testing if I have NO symptoms?**

We strongly encourage you to take advantage of the expanded surveillance testing that is being offered from **January 4 – 22: up to 1,500 free tests per day at Legion Field and pop-up locations**. Testing at Legion Field can be scheduled at <https://clia.vetview.vet.uga.edu/>. Walk-up appointments can usually be accommodated at Legion Field, and pop-up saliva testing does not require pre-registration. For planning purposes, precise sites and schedules for the pop-up clinics are published on the UHC's website and its social media as they are secured:  
<https://www.uhs.uga.edu/healthtopics/covid-surveillance-testing>.