

SYLLABUS SP16

Office/Phone/Online Appointments: Monday (Online Chat 5-6pm); Tuesday (Online Chat;8pm-9pm); Wednesday (1:00pm to 3:05p.m, Thursday (5-6pm) and Friday (2pm-3pm)

Instructor's Office location: SSB 210C or via the **Private Message link within ETUDES**

Class Meeting Day & Time: On-Campus

Wednesdays, 4:30pm to 6:05pm

Class Meeting location: General Classroom (GC) #250 (2nd Floor)

NOTE: Your first class meeting will be in room (----) for your online orientation and first class meeting.

COURSE TEXT BOOK: Career Flow: A Hope-Centered Approach to Career Develop by Spencer G. Niles;
Norman E. Amundson: Roberta A. Neault

West Los Angeles College 2014-2016 Catalog course description of P.D. 8:

This course is an introduction to career planning and is designed for students who are considering vocational careers. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

STUDENT LEARNING OUTCOMES

1. Students will identify why personal assessment is the factor leading to career satisfaction:
 - Family and personal life in terms of responsibility, personality and study skills development.
 - Students will apply job search skills to actively seek employment:
 - Develop Reading, Writing (resume, cover letter and/or portfolio) and Time Management skills.
 - Practice weekly Portfolio Time log in class and at home.

- Draft Short and Long Term Goal Plans(Goals and values of life)
- Practice and role-play job search skills to actively employment
- Students will demonstrate an understanding of a career decision-making process:
- Students will effectively develop self-esteem and study skills.
- Students will identify, describe and discuss various Time Management skills such as: How To Spend Time To Save Time, practice Weekly Portfolio Time Log in class and home; draft Short and Long Term Goal Plans, practice and role-play job search skills to actively seek employment.

OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. Understand and explain Personal Development(P.D.) 8 course requirements.
2. Identify and discuss resources available in West Los Angeles College campus after making a fact-finding campus tour.
3. Read and analyze Career Flow Metaphor.
4. Analyze the effect of Personality influences in career success.
5. Examine skills mapping.
6. Assess different Career Interests.
7. Compare and contrast values in workplace attraction.
8. Analyze the effects of stress on the body and evaluate various stress management techniques.
9. Compare and contrast drug and alcohol use, misuse,and abuse, and their effects and their effects on the body/career success

WEEKLY SCHEDULE

WEEK 1, April 11, 2016

A WEEKLY NEWSPAPER READING is highly recommended. Read a newspaper or online educational article (Science, Opinion, Health pages articles are okay). Write a page (typed and double-spaced) and

keep it in your course folder/portfolio. Your course portfolio needs be submitted at the end of the course for review and grading.

ETUDES Hands-on in-class session will take place in (----) It is highly recommended all enrolled P.D.5 students attend this hands-on session on this date in CE building, room (---). This session will afford each student an ample opportunity to understand and use all the ETUDES tools needed to survive and succeed in this course.

Remember, our FACE-TO-FACE class sessions will subsequently meet every Wednesday of each week in the General Classroom (GC) Room # 250 promptly at 4:30 p.m. till 6:05p.m. You will keep all course handouts in the face-to-face session. Organize your course portfolio. Remember to file all your course assignments in your course portfolio. Your course portfolio will be reviewed and graded as part of your final grades.

CHAPTER 1: INTRODUCING CAREER FLOW (Page 1)

CHAPTER 2: ESSENTIAL CAREER FLOW COMPETENCIES (page 11)

Complete the Time Management journal (Hand Out).

WEEK 2- April 18, 2016: Have you read a newspaper or online article this week?

CHAPTER 3: Pursuing Your Interests (Passion)----page.33

Read and analyze CASE STUDY. Complete Activity 3.1(pages 35 thru'39) and Activity 3.2(pages 39 thru' 42) on a separate sheet of paper. Keep it in your course portfolio.

Viewing interests through the John Holland Lens (page 42): REALISTIC(R), INVESTIGATIVE (I), ARTISTIC (A), SOCIAL(S), ENTERPRISING (E), CONVENTIONAL (C)

WEEK 3- April 25, 2016:

Read "**SHOP CLASS AS SOUL CRAFT**" by Mathew B. Crawford, an inquiry into the value of work (hand out), and keep in your course portfolio. (There is a 10 page synopsis of this book under the Resources link on the left side menu)

CHAPTER 4:

MAPPING YOUR SKILLS: Those you have and those you need (page 51).

Read and analyze CASE STUDY: Complete Activity 4.1(pages53 thru' 55)(ACCOMPLISHMENT PROFILE); Complete ACTIVITY 4.2(STAR STORY)(pages 56 thru' 58) in a separate sheet of paper, and keep in your course portfolio.

WEEK 4- May 2, 2016;

THINK CRITICALLY

Discuss and analyze the article about the "VALUE OF LIFELONG LEARNING"

HINT: Currently, nearly half of all U.S. adults are involved in some formal type of lifelong learning. Also, it is now common to have more than one career, and perhaps several, over your lifetime in this global

financial melt-down era. Consider and describe how you think an understanding of your learning style and personality will help you in any chosen career path. Give examples of your career interests. Then, looking at one career area that interests you, analyze what kind of lifelong learning may be necessary for your success in that area, perhaps comparing and contrasting with the day-to-day demands of other career areas. Type 200 words and double spaced. Reminder, keep your completed course work in your folder.

CHAPTER 5: PERSONALITY STYLE (page 71)

READ & ANALYZE CASE STUDY (page 71)

ACTIVITY 5.1; Complete Personal Style Assessment (pages 72 thru' 74) in a separate sheet of paper. File completed work in your folder.

Describe and discuss how you can understand and accept others (type, double space). Keep in your course portfolio.

WEEK 5 - May 9, 2016

CHAPTER 6:

UNDERSTANDING VALUES THROUGH WORKPLACE ATTRACTION. Assignments: Read pages 85 thru' 87. In a separate sheet of paper, complete ACTIVITIES 6.1; thru' 6.4.

READ AND ANALYZE CASE STUDY (pages 85 thru' 86)

EXAMINE THE FACTORS ASSOCIATED WITH A WORKPLACE ATTRACTION MODEL: Security, Location, Relationships, Recognition, Contribution, Work Fit, Flexibility, Learning, Responsibility, Learning, Responsibility, Innovation

Complete Activity 6.1: WORK PLACE ATTRACTOR (pages 88 thru' 89)

Complete Activity 6.2: RANK ORDERING (page 91)

Grade Bonus Journal Assignment: see "Practice" below

Practice: Put a health improvement plan into action. Choose two actions---one to improve your attitude and the other to improve your behavior---that you think would have positive effects. Commit to these actions with specific plans, and watch the positive change or changes

Describe and Discuss:

1. YOUR ATTITUDE IMPROVEMENT PLAN
2. YOUR BEHAVIOR IMPROVEMENT PLAN

WEEK 6: May 16, 2016

CHAPTER 7: CONNECTING WITH OTHERS, SOCIAL, EMOTIONAL, FINANCIAL SUPPORT (page 97).

Read and Analyze CASE STUDY (pages 97 & 98):

Complete Activity 7.1(SELF-CLARITY THEMES)(page 99)

Complete Activity 7.2 and Activity 7.3(pages 100 thru' 101)

WEEK 7: May 23, 2016

CHAPTER 8: VISIONING, GOAL-SETTING and PLANNING; OPTIMAL CAREER FLOW AND SETTING GOALS.

CHAPTER 9: CONNECTING TO THE WORLD OF WORK, RESEARCH, JOB LEADS AND TREND-SPOTTING

WEEK 8 May 25, 2016: IMPLEMENTING:TURNING POSSIBILITIES INTO REALITIES(page155)

CHAPTER 10: CAREER FLOW INTERRUPTED: REALIZING YOUR DREAMS IN CHALLENGING TIMES (pg189).

WHITEWATER AND STILL WATER CAREER FLOW EXPERIENCES (pg 201)

WEEK 8: May 30, 2016

CHAPTER 11: ENGAGING THE SEARCH: GENERATING LEADS, NETWORKING, INTERVIEWING, AND MAKING A SUCCESSFUL TRANSITION (page 171)

DEADLINE TO SUBMIT YOUR COURSE FOLDER IS June 6, 2016: Remember to pick up your folder from my office by June 15, 2016.

IMPORTANT INFORMATION

REFLECTION:

What has Crawford, the author, offered in this article in terms of career choices in life? Based on Crawford's experience as an electrician and a mechanic, what is Crawford's career opinion about manual work, for example, builders and mechanics?

Weekly NEWSPAPER READING and WRITING a page report of what you have read is highly recommended. Keep all written (typed, double-spaced) reports in your course folder. Newspaper articles need to be educational (Health Science and etc. are acceptable).

: DEVELOPING STAYING POWER FOR LIFETIME SUCCESS: A PERSONAL QUESTION: What are my goals and achievements in life?

JOURNAL ASSIGNMENTS:

It is highly recommended that you keep all your completed assignments in your P.D.8 Course Portfolio. Make copies of the Review Question and each of the Self-Assessment pages before you start working on the assignments.

EXTRA RESOURCES TO YOUR CAREER PATHWAY TO SUCCESS:

Read a Newspaper or a periodical this week: Describe and discuss what you have read in one page summary.

Read pages 89-112: Learning Style (pages89-112)

ANALYZE, CREATE, PRACTICE

ANALYZE: (a) Describe a recent class in which you were able to listen effectively and take notes (course title, classroom setting etc)

(b) Describe the instructor's style (lecture, group discussion, Q&A) and any listening barriers)

(c) Describe your level of preparation and attitude toward the class.

(d) Describe your note-taking style and the effectiveness of your notes as study tools

(e) Describe a class in which you found it hard to listen and take notes (course title, type of classroom setting, etc.)

(f) Describe the instructor's style (lecture, group discussion, Q&A) and any listening barriers.

(f) Describe your level of preparation and attitude toward the class.

CREATE: Brainstorm two ways to improve your listening and note taking in the more difficult situation.

PRACTICE: Apply your plan this week and see what happens. Make adjustments until you can listen well and take effective notes. Write about your experience here.

SENSORY PREFERENCES:

- Auditory Learning
- Visual Learning
- Tactile Learning

Go to the Discussion Question (DQ) Board and answer this week's DQ.

- Intelligent Career Choices(Course text book, page 142)
- Using the JOHN HOLLAND System(pg.44)

Build a bright future by using your learning style to shape your career:

- Target an intelligent career
- Find the right mix
- Keep a flexible outlook
- Find a suitable mentor

Keep and organize your completed work in your course folder.

Have you read a newspaper this week?

THINK CRITICALLY

The Stylish Major: Does your major suite your learning style in terms of : Reflection, Active Learning, Critical or Creative Thinking?

CAREER CRUISING ON THE WEB: Conduct a web search, and identify the relationship between your career choice and your Learning style.

EXPAND YOUR THINKING SKILLS

KNOW YOURSELF: which ones apply to you?

- I can describe how critical thinking differ
- I know how to ask good questions
- I argue well

- I use systematic strategies to solve problems
- I practice an open mindset to improve my quality of life.
- I regularly make sound decisions
- I can avoid routine thinking problems that prevent good decisions
- I make connections between thinking skills and effective career preparation.

(1) Information Avoiders (2) Consumers (3) Strategists

A class visit to the Metropolitan Transportation Authority (MTA) Facility plans are in progress. This tour will afford students the opportunity to have Career Development Hands-on in the Business and Engineering/Human Resources Departments in MTA. It is highly recommended all enrolled students in this course participate in the MTA tour. Expect further information with respect to the proposed MTA tour during class sessions. Approval by the Vice President of Student Services and the Dean of Academic Affairs will confirm the proposed MTA tour.

THE DEADLINE TO TURN IN YOUR CLASS INDIVIDUAL FOLDER IS IN December 9, 2015 (WEDNESDAY). IT IS HIGHLY RECOMMENDED YOU BRING YOUR COURSE FOLDER AND TEXT BOOK TO THE CLASS ROOM DURING CLASS SESSIONS.

Remember to pick up your course portfolio in my Financial Aid Office(SSB RM 210C) by June 15th.

The West Los Angeles College Policies and information are in the 2014-2016 West Los Angeles College catalog.

GRADING

Grading criteria for the Personal Development 8 course is based on a scale of 100%,encompassing all fully completed reading and writing assignments in FACE-TO-FACE(on campus sessions) and ON-LINE sessions (Class attendance and participation inclusive). You will be issued a letter grade at the end of this course. Below you will find the grading outline for course work completed:

A: 100-91%

B: 90-82%

C: 81-73%

D: 72-64%

F: 55% or BELOW

GENERAL COURSE REQUIREMENTS

Students will be responsible for all assigned reading, writing and all materials presented in both FACE-TO-FACE (on campus lectures) and online Discussion sessions in this course.

IT IS HIGHLY RECOMMENDED STUDENTS ORGANIZE, AND KEEP ALL THE COURSE HANDOUTS/MATERIALS IN YOUR COURSE PORTFOLIO/FOLDER. I WILL REVIEW AND GRADE YOUR PERSONAL DEVELOPMENT & COURSE PORTFOLIO (80% WEIGHTED) AT THE END OF THIS COURSE.

CLASS ATTENDANCE:

REGULAR ATTENDANCE AT CLASS SESSIONS IS VERY IMPORTANT, AND IT WILL REFLECT IN YOUR FINAL COURSE GRADE.

GOOD LUCK

Syllabi Hardcopy

Please see attachment if you want to download the revised syllabus

