

**SDS 3340**

Monday/Wednesday

Fall 2024

**Assignments by Unit**

<b>Assignment</b>	<b>Due</b>
<b>Unit I (8/26-10/9)</b>	
Participation Unit 1 (10)	
Attendance Unit I (26)	
Chapter 1 Quiz (10)	9/4
Self-Directed Search Interpretive Report (10)	9/11
Autobiography (20)*	9/16
Career Thoughts Inventory (CTI) (10)	9/18
Instructor Conference (IAP & CFA worksheet)	9/30 or 10/2
Individual Action Plan (10)	10/7
<b>Career Field Analysis Paper (100)*</b>	<b>10/21</b>
Unit I Quiz (25)	10/9
<b>Unit II (10/14-10/30)</b>	
Participation Unit II (10)	
Attendance Unit II (12)	
<b>Autobiography (20)*</b>	<b>9/16</b>
Career Field Analysis Paper (100)*	10/21
<b>AI Ready Applicant Badge (45)*</b>	<b>12/6</b>
Unit II Quiz (25)	10/30
<b>Unit III (11/4-12/6)</b>	
Participation Unit III (10)	
Attendance Unit III (20)	
<b>Autobiography (20)*</b>	<b>9/16</b>
Strategic Academic/Career Plan Presentation (25)	12/4
Strategic Academic/Career Plan Paper (75)	12/6
<b>AI Ready Applicant Badge (45)</b>	12/6
Unit III Quiz (25)	12/6
<b>Extra Credit</b>	
Research Participation (variable points)	12/6
Career Portfolio (15)	12/6
Career Learning Activity (5)	12/6

For students enrolled in one or two credit hours, **pay special attention to assignment in red**, as they are due outside the dates of when you attend class for the unit(s) enrolled

**SDS 3340 INTRODUCTION TO CAREER DEVELOPMENT**

**Fall 2024 M/W Schedule**

**Unit I, Career Concepts and Applications**

**8/26/24–10/9/24**

<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>	<b>Assignments Due</b>
<b>Week 1</b>			
<b>M</b> <b>8/26/24</b>	Orientation And Course Procedures	<ul style="list-style-type: none"> <li>Review syllabus and course schedule</li> <li><b>Purchase textbook:</b></li> <li><a href="https://he.kendallhunt.com/product/career-development-and-planning-comprehensive-approach-3">https://he.kendallhunt.com/product/career-development-and-planning-comprehensive-approach-3</a></li> </ul>	
<b>W</b> <b>8/28/24</b>	Introduction to Career Planning	<ul style="list-style-type: none"> <li>Read Chapter 1 on Introduction to Career Planning (pp. 1-14)</li> <li>Appendix B (pp. 261-262)</li> <li><b>Assigned: Autobiography (pp. 263-264) due 9/16</b></li> </ul>	<ul style="list-style-type: none"> <li>Text purchased</li> <li>Performance Contract</li> </ul>
<b>Week 2</b>			
<b>M</b> <b>9/2/24</b>	Labor Day No Class		
<b>W</b> <b>9/4/24</b>	Knowing About Myself: Values Clarification	<ul style="list-style-type: none"> <li>Review for Quiz on Chapter 1</li> <li><b>Assigned: AI Ready Applicant Badge due 12/6</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Chapter 1 Quiz</b></li> </ul>
<b>Week 3</b>			
<b>M</b> <b>9/9/24</b>	Knowing About Myself: Exploring Interests	<ul style="list-style-type: none"> <li>Chapter 2 on Interests (pp. 15-23)</li> <li><b>Assigned: Self-Directed Search (SDS) Assessment (email from PARi Connect) due 9/11</b></li> </ul>	
<b>W</b> <b>9/11/24</b>	Knowing about Myself: Skills	<ul style="list-style-type: none"> <li>Chapter 2 on Skills (pp. 23-28)</li> <li>Appendix B (pp. 261-262)</li> </ul>	<ul style="list-style-type: none"> <li>Completed SDS</li> </ul>
<b>Week 4</b>			
<b>M</b> <b>9/16/24</b>	Career Center Tour and Scavenger Hunt	<ul style="list-style-type: none"> <li><b>Assigned: Career Thoughts Inventory (email for PARi Connect) due 9/18</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Autobiography</b></li> </ul>
<b>W</b> <b>9/18/24</b>	Knowing About My Options	<ul style="list-style-type: none"> <li>Chapter 3 on Knowing about My Options (pp. 29-44)</li> <li>Appendix B (pp. 267-279)</li> <li><b>Assigned: Career Field Analysis (CFA) Paper (pp. 267-274) due 10/</b></li> <li><b>Assigned: CFA Worksheets (pp. 275-277) due at instructor conference 9/30 or 10/2</b></li> </ul>	<ul style="list-style-type: none"> <li>Completed CTI</li> </ul>
<b>Week 5</b>			
<b>M</b> <b>9/23/24</b>	Career Center Resume Café	Attend Resume Café instead of regular class	
<b>W</b> <b>9/25/24</b>	Decision Making	<ul style="list-style-type: none"> <li>Chapter 4 on Career Decision Making (pp. 45-56) and Appendix B (pp. 261-262)</li> <li><b>Assigned: Individual Action Plan (IAP) (pp. 283-285) draft due at Instructor Conference 9/30 or 10/2 and final copy due 10/7</b></li> </ul>	

Week 6			
<b>M</b> <b>9/30/24</b>	Instructor Conference	<ul style="list-style-type: none"> <li>Review your completed CFA Worksheet (pp. 275-277)</li> <li>Review Individual Action Plan (IAP) (pp. 283-285)</li> <li>Review Self-Directed Search (SDS) Interpretive Report</li> <li>Review Career Thoughts Inventory (CTI)</li> </ul>	<b>Due at Instructor Conference:</b> <ul style="list-style-type: none"> <li>CFA Worksheet</li> <li>Draft of IAP</li> </ul>
<b>W</b> <b>10/2/24</b>	Instructor Conference	<ul style="list-style-type: none"> <li>Review your completed CFA Worksheet (pp. 275-277)</li> <li>Review Individual Action Plan (IAP) (pp. 283-285)</li> <li>Review Self-Directed Search (SDS) Interpretive Report</li> <li>Review Career Thoughts Inventory (CTI)</li> </ul>	<b>Due at Instructor Conference:</b> <ul style="list-style-type: none"> <li>CFA Worksheet</li> <li>Draft of IAP</li> </ul>
Week 7			
<b>M</b> <b>10/7/24</b>	Thinking about My Career Decisions	<ul style="list-style-type: none"> <li>Chapter 5 (pp. 57-69)</li> <li>Prepare for Quiz on Chapters 1-5</li> </ul>	<ul style="list-style-type: none"> <li>Final Version of Individual Action Plan (IAP)</li> </ul>
<b>W</b> <b>10/9/24</b>	Unit 1 Quiz Day		<ul style="list-style-type: none"> <li><b>Unit 1 Quiz</b></li> </ul>
Unit II, Social Conditions Affecting Career Development 10/14/24–10/30/24			
Date	Topic	Readings Due	Assignments Due
Week 8			
<b>M</b> <b>10/14/24</b>	Careers in a Changing World	<ul style="list-style-type: none"> <li>Chapter 6 on Careering in a Changing World (pp. 71-80)</li> <li>Appendix B (pp. 271-280)</li> </ul>	
<b>W</b> <b>10/16/24</b>	Working in the Global Economy	<ul style="list-style-type: none"> <li>Chapter 7 on W the New Global Economy (pp. 81-95)</li> <li>Appendix B (pp. 261-262)</li> </ul>	
Week 9			
<b>M</b> <b>10/21/24</b>	Organizational Culture and Effective Work	<ul style="list-style-type: none"> <li>Chapter 8 on Organizational Culture and Effective Work (pp. 97-113)</li> <li>Appendix B (pp. 261-262)</li> <li>Chapter 9 on Alternative Ways to Work (pp. 115-130)</li> </ul>	<ul style="list-style-type: none"> <li><b>Career Field Analysis (CFA) paper</b></li> </ul>
<b>W</b> <b>10/23/24</b>	Alternative Ways to Work & Career and Family Panel		<ul style="list-style-type: none"> <li>2 questions for the panel</li> </ul>
Week 10			
<b>M</b> <b>10/28/24</b>	Career and Family Roles	<ul style="list-style-type: none"> <li>Chapter 10 on Career and Family Roles (pp. 131-143)</li> </ul>	
<b>W</b> <b>10/30/24</b>	Quiz Day	<ul style="list-style-type: none"> <li>Prepare for Quiz on Chapters 6-10</li> </ul>	<ul style="list-style-type: none"> <li><b>Unit II Quiz</b></li> </ul>

**Unit III, Implementing a Strategic Career Plan**

**11/4/24–12/6/24**

**Week 11**

<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>	<b>Assignments Due</b>
<b>M</b> <b>11/4/24</b>	Launching an Employment Campaign	<ul style="list-style-type: none"> <li>• Chapter 11 on Launching an Employment Campaign (pp. 145-159)</li> <li>• Appendix B (pp. 261-262)</li> <li>• <b>Assigned: Strategic Academic/Career Plan Paper (pp. 293-295) due 12/6</b></li> <li>• <b>Assigned: Strategic Academic/Career Plan Presentation due 12/4</b></li> </ul>	
<b>W</b> <b>11/6/24</b>	Written Communications in Job Hunting	<ul style="list-style-type: none"> <li>• Chapter 12 on Written Communications in Job Hunting (pp. 161-190)</li> <li>• Appendix B (pp. 261-262)</li> </ul>	

**Week 12**

<b>M</b> <b>11/11/24</b>	Veteran's Day No Class		
<b>W</b> <b>11/13/24</b>	Critiquing Resumes and Cover Letters		<ul style="list-style-type: none"> <li>• Bring a rough draft resume and cover letter to class</li> </ul>

**Week 13**

<b>M</b> <b>11/18/24</b>	Interpersonal Communications in Job Hunting	<ul style="list-style-type: none"> <li>• Chapter 13 on Interpersonal Communications in Job Hunting (pp. 191-215)</li> </ul>	
<b>W</b> <b>11/20/24</b>	Employer Panel		<ul style="list-style-type: none"> <li>• 2 questions for the panel</li> </ul>

**Week 14**

<b>M</b> <b>11/25/24</b>	Negotiating Job Offers & Evaluating Employment Offers	<ul style="list-style-type: none"> <li>• Chapter 14 on Negotiating Job Offers (pp. 217-236)</li> <li>• Chapter 14 on The First Job and Early Career Moves (pp. 217-236)</li> </ul>	
<b>W</b> <b>11/27/24</b>	Thanksgiving		

**Week 15**

<b>M</b> <b>12/2/24</b>	The First Job and Early Career Moves	<ul style="list-style-type: none"> <li>• Chapter 15 on The First Job and Early Career Moves (pp. 237-254)</li> </ul>	
<b>W</b> <b>12/4/24</b>	SACP Presentations	<ul style="list-style-type: none"> <li>• Give an in-class presentation on the SACP paper</li> <li>• Prepare for the Quiz on Chapters 11-15</li> </ul>	
<b>F</b> <b>12/6/24</b>	<p align="center"><b>Quiz Day and</b> <b>LAST DAY TO</b> <b>TURN IN ALL</b> <b>CLASS</b> <b>ASSIGNMENTS</b></p> <p align="center"><b>11:59 PM</b> <b>FINAL DEADLINE</b></p>		<ul style="list-style-type: none"> <li>• Unit III Quiz</li> <li>• Strategic Academic/Career Plan Project</li> <li>• AI Ready Applicant Badge</li> <li>• Extra credit assignments</li> </ul>