

SDS 3340

Monday/Wednesday/Friday

Fall 2024

Assignments by Unit

| Assignment | Due |
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| Unit I (8/26-10/4) | |
| Participation Unit 1 (10) | |
| Attendance Unit I (26) | |
| Chapter 1 Quiz (10) | 9/4 |
| Self-Directed Search Interpretive Report (10) | 9/13 |
| Autobiography (20)* | 9/16 |
| Career Thoughts Inventory (CTI) (10) | 9/18 |
| Instructor Conference (IAP & CFA worksheet) | 9/27 or 9/30 |
| Individual Action Plan (10) | 10/2 |
| Career Field Analysis Paper (100)* | 10/23 |
| Unit I Quiz (25) | 10/4 |
| Unit II (10/7-10/25) | |
| Participation Unit II (10) | |
| Attendance Unit II (12) | |
| Autobiography (20)* | 9/16 |
| Career Field Analysis Paper (100)* | 10/23 |
| AI Ready Applicant Badge (45)* | 12/6 |
| Unit II Quiz (25) | 10/25 |
| Unit III (10/28-12/6) | |
| Participation Unit III (10) | |
| Attendance Unit III (20) | |
| Autobiography (20)* | 9/16 |
| Strategic Academic/Career Plan Presentation (25) | 12/2 & 12/4 |
| Strategic Academic/Career Plan Paper (75) | 12/6 |
| AI Ready Applicant Badge (45) | 12/6 |
| Unit III Quiz (25) | 12/6 |
| Extra Credit | |
| 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/F Schedule

Unit I, Career Concepts and Applications

8/26/24 --10/4/24

| Date | Topic | Readings Due | Assignments Due |
|----------------------------|--|---|---|
| Week 1 | | | |
| M 8/26/24 | Orientation And Course Procedures | <ul style="list-style-type: none"> Review syllabus and course schedule Purchase textbook: https://he.kendallhunt.com/product/career-development-and-planning-comprehensive-approach-3 | |
| W 8/28/24 | Introduction to Career Planning | <ul style="list-style-type: none"> Read Chapter 1 on Introduction to Career Planning (pp. 1-14) Appendix B (pp. 261-262) Assigned: Autobiography (pp. 263-264) due 9/16 | <ul style="list-style-type: none"> Text purchased |
| F 8/30/24 | Knowing About Myself: Values Clarification | <ul style="list-style-type: none"> Review for Quiz on Chapter 1 Assigned: AI Ready Applicant Badge due 12/6 | <ul style="list-style-type: none"> Performance Contract |
| Week 2 | | | |
| M 9/2/24 | Labor Day No Class | | |
| W 9/4/24 | Knowing About Myself: Exploring Interests | <ul style="list-style-type: none"> Chapter 2 on Interests (pp. 15-23) Assigned: Self-Directed Search (SDS) Assessment (email from PARi Connect) due 9/13 | <ul style="list-style-type: none"> Chapter 1 Quiz |
| F 9/6/24 | Knowing about Myself: Skills | <ul style="list-style-type: none"> Chapter 2 on Skills (pp. 23-28) Appendix B (pp. 261-262) | |
| Week 3 | | | |
| M 9/9/24 | Knowing About My Options (Part 1) | <ul style="list-style-type: none"> Chapter 3 on Knowing about My Options (pp. 29-44) Appendix B (pp. 267-279) Assigned: Career Field Analysis (CFA) Paper (pp. 267-274) due 10/23 Assigned: CFA Worksheets (pp. 275-277) due at instructor conference 9/27 or 9/30 | |
| W 9/11/24 | Knowing About My Options (Part 2) | <ul style="list-style-type: none"> Chapter 3 on Knowing about My Options (pp. 29-44) Appendix B (pp. 267-279) | |
| F 9/13/24 | CFA Paper Review Day | | <ul style="list-style-type: none"> Completed SDS |
| Week 4 | | | |
| M 9/16/24 | Career Center Tour and Scavenger Hunt | <ul style="list-style-type: none"> Assigned: Career Thoughts Inventory (email for PARi Connect) due 9/18 | <ul style="list-style-type: none"> Autobiography |
| W 9/18/24 | Decision Making (Part 1) | <ul style="list-style-type: none"> Chapter 4 on Career Decision Making (pp. 45-56) and Appendix B (pp. 261-262) Assigned: Individual Action Plan (IAP) (pp. 283-285) draft due at Instructor Conference 9/27 or 9/30 and final copy due 10/2 | <ul style="list-style-type: none"> Completed CTI |
| F 9/20/24 | Decision making (Part 2) | <ul style="list-style-type: none"> Chapter 4 on Career Decision Making (pp. 45-56) and Appendix B (pp. 261-262) | |

| Week 5 | | | |
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| M 9/23/24 | Career Center Resume Café | Attend Resume Café instead of regular class | |
| W 9/25/24 | Seminole Futures STEM or Seminole Futures | Attend either the STEM Career and Internship Fair on 9/24/2024 or Seminole Futures All Majors on 9/26 | |
| F 9/27/24 | Instructor Conference or | <ul style="list-style-type: none"> Review your completed CFA Worksheet (pp. 275-277) Review Individual Action Plan (IAP) (pp. 283-285) Review Self-Directed Search (SDS) Interpretive Report Review Career Thoughts Inventory (CTI) | Due at Instructor Conference: <ul style="list-style-type: none"> CFA Worksheet Draft of IAP |
| Week 6 | | | |
| M 9/30/24 | Instructor Conference | <ul style="list-style-type: none"> Review your completed CFA Worksheet (pp. 275-277) Review Individual Action Plan (IAP) (pp. 283-285) Review Self-Directed Search (SDS) Interpretive Report Review Career Thoughts Inventory (CTI) | Due at Instructor Conference: <ul style="list-style-type: none"> CFA Worksheet Draft of IAP |
| W 10/2/24 | Thinking about My Career Decisions | <ul style="list-style-type: none"> Chapter 5 (pp. 57-69) Prepare for Quiz on Chapters 1-5 | <ul style="list-style-type: none"> Final Version of Individual Action Plan (IAP) |
| F 10/4/24 | Unit 1 Quiz Day | | <ul style="list-style-type: none"> Unit 1 Quiz |
| Unit II, Social Conditions Affecting Career Development 10/7/24--10/25/24 | | | |
| Date | Topic | Readings Due | Assignments Due |
| Week 7 | | | |
| M 10/7/24 | Careers in a Changing World | <ul style="list-style-type: none"> Chapter 6 on Careering in a Changing World (pp. 71-80) Appendix B (pp. 271-280) | |
| W 10/9/24 | Working in the Global Economy | <ul style="list-style-type: none"> Chapter 7 on W the New Global Economy (pp. 81-95) Appendix B (pp. 261-262) | |
| Th 10/11/24 | **Organizational Culture and Effective Work** Zoom | <ul style="list-style-type: none"> Chapter 8 on Organizational Culture and Effective Work (pp. 97-113) Appendix B (pp. 261-262) | |
| Week 8 | | | |
| M 10/14/24 | Alternative Ways to Work Lecture | <ul style="list-style-type: none"> Chapter 9 on Alternative Ways to Work (pp. 115-130) | |
| W 10/16/24 | Alternative Ways to Work & Career and Family Panel | | <ul style="list-style-type: none"> 2 questions for the panel |
| F 10/18/24 | **AI Badge Review Day** Zoom | | |

| Week 9 | | | |
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| M 10/21/24 | CFA Paper Workday | <ul style="list-style-type: none"> Review drafts and answer final questions in class | |
| W 10/23/24 | Career and Family Roles | <ul style="list-style-type: none"> Chapter 10 on Career and Family Roles (pp. 131-143) | <ul style="list-style-type: none"> Career Field Analysis (CFA) paper |
| F 10/25/24 | Quiz Day | <ul style="list-style-type: none"> Prepare for Quiz on Chapters 6-10 | <ul style="list-style-type: none"> Unit II Quiz |
| Unit III, Implementing a Strategic Career Plan 10/28/24/---12/6/24 | | | |
| Week 10 | | | |
| Date | Topic | Readings Due | Assignments Due |
| M 10/28/24 | Launching an Employment Campaign | <ul style="list-style-type: none"> Chapter 11 on Launching an Employment Campaign (pp. 145-159) Appendix B (pp. 261-262) Assigned: Strategic Academic/Career Plan Paper (pp. 293-295) due 12/6 Assigned: Strategic Academic/Career Plan Presentation due 12/2 or /12/4 | |
| W 10/30/24 | Written Communications in Job Hunting | <ul style="list-style-type: none"> Chapter 12 on Written Communications in Job Hunting (pp. 161-190) Appendix B (pp. 261-262) | |
| F 11/1/24 | Resume and Cover Letter Work Day | <ul style="list-style-type: none"> In-class time to work on your resume and cover letter rough drafts Resume and cover letter rough drafts due 11/4 and 11/6 | |
| Week 11 | | | |
| Date | Topic | Readings Due | Assignments Due |
| M 11/4/24 | Critiquing Resumes | | <ul style="list-style-type: none"> Rough Draft of Resume |
| W 11/6/24 | Critiquing Cover Letters | | <ul style="list-style-type: none"> Rough Draft of Cover Letter |
| F 11/8/24 | Employer Panel | | <ul style="list-style-type: none"> 2 questions for the panel |
| Week 12 | | | |
| M 11/11/24 | Veteran's Day No Class | | |
| W 11/13/24 | Interpersonal Communications in Job Hunting (Part 1) | <ul style="list-style-type: none"> Chapter 13 on Interpersonal Communications in Job Hunting (pp. 191-215) | |
| F 11/15/24 | Interpersonal Communications in Job Hunting (Part 2) | <ul style="list-style-type: none"> Chapter 13 on Interpersonal Communications in Job Hunting (pp. 191-215) | |
| Week 13 | | | |
| M 11/18/24 | Interpersonal Communications in Job Hunting (Part 3) | <ul style="list-style-type: none"> Chapter 13 on Interpersonal Communications in Job Hunting (pp. 191-215) | |
| W 11/20/24 | Negotiating Job Offers | <ul style="list-style-type: none"> Chapter 14 on Negotiating Job Offers (pp. 217-236) | |

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| F 11/22/24 | Evaluating Employment Offers | <ul style="list-style-type: none"> Chapter 14 on The First Job and Early Career Moves (pp. 217-236) | |
| Week 14 | | | |
| M 11/25/24 | The First Job and Early Career Moves | <ul style="list-style-type: none"> Chapter 15 on The First Job and Early Career Moves (pp. 237-254) | |
| W 11/27/24 | Thanksgiving No Class | | |
| F 11/29/24 | Thanksgiving No Class | | |
| Week 15 | | | |
| M 12/2/24 | SACP Presentations | <ul style="list-style-type: none"> Give an in-class presentation on the SACP paper Prepare for Quiz on Chapters 11-15 | |
| W 12/4/24 | SACP Presentations | <ul style="list-style-type: none"> Give an in-class presentation on the SACP paper Prepare for Quiz on Chapters 11-15 | |
| F 12/6/24 | Quiz Day and Last Day of Class! LAST DAY TO TURN IN ALL CLASS ASSIGNMENTS 11:59 PM FINAL DEADLINE | | <ul style="list-style-type: none"> Unit III Quiz Strategic Academic/Career Plan Project AI Ready Applicant Badge Extra credit assignments |