

SDS 3340

Tuesday/Thursday

Fall 2024

Assignments by Unit

Assignment	Due
Unit I (8/27-10/10)	
Participation Unit 1 (10)	
Attendance Unit I (26)	
Chapter 1 Quiz (10)	9/3
Self-Directed Search Interpretive Report (10)	9/10
Autobiography (20)*	9/19
Career Thoughts Inventory (CTI) (10)	9/24
Instructor Conference (IAP & CFA worksheet)	10/1 or 10/3
Individual Action Plan (10)	10/8
Career Field Analysis Paper (100)*	10/22
Unit I Quiz (25)	10/10
Unit II (10/15-10/31)	
Participation Unit II (10)	
Attendance Unit II (12)	
Autobiography (20)*	9/19
Career Field Analysis Paper (100)*	10/22
AI Ready Applicant Badge (45)*	12/6
Unit II Quiz (25)	10/31
Unit III (11/5-12/6)	
Participation Unit III (10)	
Attendance Unit III (20)	
Autobiography (20)*	9/19
Strategic Academic/Career Plan Presentation (25)	12/5
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 T/R Schedule

Unit I, Career Concepts and Applications

8/26/24–10/10/24

Date	Topic	Readings Due	Assignments Due
Week 1			
T 8/27/24	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 	
TR 8/29/24	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 9/19 	<ul style="list-style-type: none"> Text purchased Performance Contract
Week 2			
T 9/3/24	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"> Chapter 1 Quiz
TR 9/5/24	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 9/10 	
Week 3			
T 9/10/24	**Knowing about Myself: Skills (virtual)**	<ul style="list-style-type: none"> Chapter 2 on Skills (pp. 23-28) Appendix B (pp. 261-262) 	<ul style="list-style-type: none"> Completed SDS
TR 9/12/24	CFA Paper Review Day		
Week 4			
T 9/17/24	Career Center Tour and Scavenger Hunt	<ul style="list-style-type: none"> Assigned: Career Thoughts Inventory (email for PARI Connect) due 9/24 	
TR 9/19/24	Knowing About My Options	<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 10/22 Assigned: CFA Worksheets (pp. 275-277) due at instructor conference 10/1 or 10/3 	<ul style="list-style-type: none"> Autobiography
Week 5			
T 9/24/24	**Decision Making (virtual)**	<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 10/1 or 10/3 and final copy due 10/8 	<ul style="list-style-type: none"> Completed CTI
TR 9/26/24	Attend Seminole Futures: All Majors Career & Internship Fair	Attend Seminole Futures: All Majors Career & Internship Fair	<ul style="list-style-type: none"> Attend Seminole Futures

Week 6			
T 10/1/24	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
TR 10/3/24	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
Week 7			
T 10/8/24	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)
TR 10/10/24	Unit 1 Quiz Day		<ul style="list-style-type: none"> Unit 1 Quiz
Unit II, Social Conditions Affecting Career Development 10/15/24–10/31/24			
Date	Topic	Readings Due	Assignments Due
Week 8			
T 10/15/24	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) 	
TR 10/17/24	**Working in the Global Economy (virtual)**	<ul style="list-style-type: none"> Chapter 7 on W the New Global Economy (pp. 81-95) Appendix B (pp. 261-262) 	
Week 9			
T 10/22/24	Organizational Culture and Effective Work	<ul style="list-style-type: none"> Chapter 8 on Organizational Culture and Effective Work (pp. 97-113) Appendix B (pp. 261-262) Chapter 9 on Alternative Ways to Work (pp. 115-130) 	<ul style="list-style-type: none"> Career Field Analysis (CFA) paper
TR 10/24/24	Alternative Ways to Work & Career and Family Panel		<ul style="list-style-type: none"> 2 questions for the panel
Week 10			
T 10/29/24	Career and Family Roles	<ul style="list-style-type: none"> Chapter 10 on Career and Family Roles (pp. 131-143) 	
TR 10/31/24	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

11/5/24-12/6/24

Week 11

Date	Topic	Readings Due	Assignments Due
T 11/5/24	**Launching an Employment Campaign (virtual)**	<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 12/5 	
TR 11/7/24	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) 	

Week 12

T 11/12/24	Critiquing Resumes and Cover Letters	Bring a rough draft resume and cover letter to class	
TR 11/14/24	AI Badge Review and Workday		

Week 13

T 11/19/24	**Interpersonal Communications in Job Hunting (virtual)**	<ul style="list-style-type: none"> • Chapter 13 on Interpersonal Communications in Job Hunting (pp. 191-215) 	
TR 11/21/24	Employer Panel		<ul style="list-style-type: none"> • 2 questions for the panel

Week 14

T 11/26/24	Negotiating Job Offers & Evaluating Employment Offers	<ul style="list-style-type: none"> • Chapter 14 on Negotiating Job Offers (pp. 217-236) • Chapter 14 on The First Job and Early Career Moves (pp. 217-236) 	
TR 11/28/24	Thanksgiving		

Week 15

T 12/3/24	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) 	
TR 12/5/24	SACP Presentations	<ul style="list-style-type: none"> • Give an in-class presentation on the SACP paper • Prepare for the Quiz on Chapters 11-15 	
F 12/6/24	Quiz Day and 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

