

**HRE 3331: STRATEGIC CAREER DEVELOPMENT/PLANNING**  
**Fall 2012**  
**(Louisiana State University in Baton Rouge)**

**Course Description**

The central focus of this course is a comprehensive approach to career development that incorporates self-awareness, career exploration, and self-marketing techniques into effective career decision making and development of job search skills.

**Objectives**

After completion of this course, the student should be able to:

- review career development theory as it relates to the career planning process;
- explore the importance of choosing careers based on interests, abilities, values and personality and apply the principles in making effective career decisions;
- apply career development theory by taking career assessments and gathering occupational information through available resources and informational interviewing;
- identify career barriers and methods for overcoming them;
- learn how to link personal career competencies to corporate competencies
- develop a strategic career plan including a personal marketing plan;
- understand ethics in the job search process and workplace
- develop lifelong job search skills, with particular emphasis on the ability to market oneself to employers
- demonstrate an understanding of the elements involved in conducting an effective job search, including networking, using available resources, and interviewing;
- understand the components in making an effective transition from college to work
- recognize the importance of on-going professional development throughout the career-span.
- understand the process of applying to graduate and professional school

**Course Materials**

HRE 3331 Course Packet (online through Moodle)

Career Assessments: Career Discovery: TypeFocus Personality Assessment (no charge)

**Academic Honesty**

All students are expected to abide by the LSU Code of Student Conduct. Academic dishonesty cases will be referred to the Office of the Dean of Students.

**Participation**

**Due to the highly interactive nature of this class, it is important that every class is attended. It is expected that you will actively participate by joining in discussions and asking relevant questions, particularly when professionals visit to share their expertise with you. If you miss a total of four classes, your final grade will be reduced one letter grade. Each additional absence will result in a deduction of five percentage points from your final grade. Class begins promptly at 1:40pm. Attendance will be called within the first 5 minutes of class and failure to be in class at the time of roll call will result in an absence. Leaving class early (without prior permission from the instructor) is unacceptable and will be documented as an absence. Assignments turned in after the due date will lose point value for each day they are late, and will not be accepted if turned in more than 7 days late.**

## Career Course Syllabus

<u>Week</u>	<u>Class</u>
<b><u>1</u></b>	
8/21	<b>Introduction to Course</b> Overview, syllabus, and course logistics
8/23	<b>Introduction to Career Exploration</b> <i>Assignment: Take computer-based career assessment and bring report to class on 8/28: Take Focus 2 Assessment</i> ( <a href="https://www.focuscareer2.com/portal/login.cfm?SID=722">https://www.focuscareer2.com/portal/login.cfm?SID=722</a> )
<b><u>2</u></b>	
8/28	<b>Interests and Career Choice</b> <i>Assignment: Type Focus Personality Assessment</i> ( <a href="http://crse002.lsu.edu/careerdiscovery.nsf">http://crse002.lsu.edu/careerdiscovery.nsf</a> )
8/30	<b>Personality, Skills, Values &amp; Career Choice</b> Focus 2 Interest Assessment results in group. <i>Assignment: Informational Interview 1&amp;2 (DUE: 9/20 and 11/8)</i>
<b><u>3</u></b>	
9/4	<b>Think It through, Try It Out</b> <b>Meet in Career Services, B-2 Coates Hall.</b> Connecting the dots of values, skills, interests and personality. Discuss “trying it out” through experiential education. Review resources in the Career Information Center. <i>Assignment: Mock Interview job posting (DUE: 9/6)</i>
9/6	<b>Correspondence in The Job Search: Resume/ How to Do A Career Fair</b> <i>Assignment: Create a Resume (Final draft of resume tailored to your mock interview is DUE on 9/11)</i> <b>Mock Interviews job posting DUE TODAY – bring to class</b>

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- 9/11                    **Career EXPO**  
**Tailored Resume DUE TODAY**
- 9/13                    **Expo Debriefing/Crafting The Job Search**  
The Job Search process: expectations versus reality, how to begin and remain organized. Mock job search project: agenda, expectations, and networking  
*Assignment: Job Search Skills Packet (DUE: 11/6)*
- 5**
- 9/18                    **Correspondence in The Job Search: Cover letter**  
*Activity: Group “round robin” cover letter writing*  
*Assignment: Create a cover letter (DUE: 9/25)*
- 9/20                    **Interview Preparation: Part 1**  
*Activity: In class interviews*
- 6**
- 9/25                    **Interview Preparation: Part 2**  
What Not to Wear, Etiquette guidelines, importance of research, how to research, questions to ask  
**Mid-semester Recap**  
*Activity: Fashion Show*  
*Assignment: Research Worksheet (DUE: 10/2)*  
**Cover Letter DUE TODAY**
- 9/27                    NO CLASS – WORK ON INFORMATIONAL INTERVIEWS
- 10/2                    **Salary Research & Budgeting**  
**Research Worksheet DUE TODAY**  
*Assignment: Personal Budget (DUE: 10/23)*
- 10/4                    **Benefits/Midterm Review**

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- 10/9                    **Mid-Term Exam**  
**Informational Interview DUE TODAY**
- 10/11                   **Mock Interview Preparation**  
Review of interview tips, interview skills, peer interviews
- 9**
- 10/16                   **Mock Interviews**  
(Be dressed to impress in 1502 Patrick F. Taylor Hall)
- 10/18                   **FALL BREAK**
- 10**
- 10/23                   **Post Interview Expectations**  
Thank you letter correspondence, mock interview wrap-up  
**Personal Budget DUE TODAY**
- 10/25                   **Is Graduate School for Me?**  
Making a decision, researching programs, application process
- 11**
- 10/30                   **Writing A Winning Personal Statement**  
*Assignment: Personal Statement (DUE: 11/8)*  
**Informational Interview 2 DUE TODAY!**
- 11/1                    **Panel**
- 12**
- 11/6                    **Ethics in the Job Search Process**  
**Job Search Skills Packet DUE TODAY!**
- 11/8                    **Transition from College to Work**  
Ethics on the job, professionalism, building community  
**Personal Statement DUE TODAY!**

*Assignment: Final reflection paper (DUE: 11/20)  
Final reflection presentation (assigned due dates)*

**13**

11/13                    **Bringing it all together**

11/15                    NO CLASS – 1 on 1 of your choice

**14**

11/20                    **Final Reflection Presentation  
Reflection Papers DUE TODAY!**

11/22                    **Thanksgiving Break**

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11/27                    **Final Reflection Presentations**

11/29                    **Final Reflection Presentations**

**Graded Assignments:**

Mid-term exam – 15%  
Job Search Skills Packet – 25%  
Informational Interviews – 20%  
Reflection Paper and Presentation - 20%  
Personal Statement – 10%  
Personal Budget – 10%

**Grading:**

The grading scale for this course will be:

A	90 - 100%
B	80 – 89.9
C	70 – 79.9
D	60 - 69.9
F	0 – 59.9