



GST 1116-01 Major & Career Planning

Fall 2015 (Thursdays 1:00-1:50 pm, Anselm 220)

INSTRUCTOR

Sharon G. Oster, M.Ed.

Academic Success Advisor

CONTACT INFORMATION

972-721-5056 (office); 972-656-9779 (text messaging)

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OFFICE LOCATION & HOURS

Augustine Hall, room 114; 8:00am-5:00pm M-F, walk-ins welcome

COURSE DESCRIPTION

This course is designed primarily for freshman and sophomore students who want to explore the opportunities available to them with various majors and careers. Class instruction encompasses: decision-making and goal-setting; self-assessment and advising; connecting personal profile with majors and careers; evaluating graduate school for various professions; and exploring various career settings. This class is particularly helpful for “undeclared” students.

UNIVERSITY MISSION

The University of Dallas is a Catholic institution that seeks to educate its students, to develop intellectual and moral virtues, to prepare themselves for life and work, and to become leaders in the community. Through intensive teaching, interactive discourse, and critical analysis, the university pursues truth, virtue, and wisdom in the liberal arts and professional studies.

COURSE OBJECTIVES

Upon successful completion of this course, students should be able to:

- Make informed decisions about their college major and career
- Incorporate decision-making and goal-setting strategies into all aspects of their lives
- Utilize all career and major planning resources at their disposal effectively
- Turn ideas and interests into assets that could potentially benefit society as a whole
- Learn to make the most of their college experience

TEXTBOOK

No textbook. Readings and handouts will be available on eCollege and handed out in class throughout the semester.

POLICIES & PROCEDURES

Attendance

In order to get the most from this experience, you must be on time and present. Because this course is interactive, it is very important you attend every class. Class attendance is 25% of your final grade. If you



have an emergency or extenuating circumstances, please make sure you contact your instructor as soon as possible. If you miss more than 2 unexcused class periods, you will automatically receive a No Pass (NP) for this course regardless of your overall course achievement.

Special Accommodations

If you have a documented condition (e.g., physical or learning disability) requiring a special accommodation, it is your responsibility to provide the instructor with the proper documentation. If you have any questions about this or believe this applies to you and still need to set up accommodations with UD, please contact Jeffrey Taylor by email at ada@udallas.edu or by phone at 972-721-5385. Please feel free to contact your instructor after class or at her office if you need to set up accommodations for this course.

You can also access the accommodation form online at:

<http://www.udallas.edu/aboutus/offices/hr/ada/accommodations>

Late Work

All assignments must be turned in by the date due. Unless otherwise noted, late work will not be accepted.

Grading

Students will earn a grade of either Pass or No Pass in this course. The following grading scale will be used to determine your final grade for the class:

PASS	70-100 pts.
NO PASS	0-69 pts.

ASSIGNMENTS

Assigned Reading

All course reading must be done prior to each class meeting (unless otherwise noted).

Attendance and Participation (25 points)

Participation is a key component to getting the most out of this course and your college experience. Each time we gather, students are expected to make meaningful contributions to discussions and be present (mentally and physically).

Interest Inventories (15 points)

The purpose of these assignments are for you to discover more about yourselves and for me to get to know you. Use them to explore your interests and to set measureable goals. Activities will occur throughout the semester and will usually take 5-15 minutes for each assessment. Part of this grade includes fully accessing the Focus 2 program which will give you access to a wide range of major and career information.

Individual Meetings (10 points)

Studies have shown that students are more successful when they have an active academic advisor or “academic coach” and it is essential for specialized assistance when conducting career planning. Students are required to attend a minimum of 2 meetings throughout the course with the instructor in order to help move their individual career planning process along. Additional meetings beyond the required are welcome and encouraged.

Interviews (10 points)

It is never too early to start exploring your major or field of interest. The purpose of this assignment is to promote self-efficacy, increase awareness of major/career options and to expedite the major selection/change process. All students should meet with at least 3 people for face-to-face interviews to find out more about the majors and careers they are considering. Undeclared students should meet with people from different departments. Declared majors can meet with people from their chosen department. At least one interview should be a faculty member and the others may be with students or alumni who will give them perspectives on their experiences in that major or career. Please prepare a one to two page summary (total) of what you discussed in your interviews. **Must be completed and turned in on by midnight on April 28.**

Reflection questions (10 points)

Some weeks you will have either a discussion question or reflection question to complete on eCollege. Discussion questions will require you to respond to the question and also give constructive feedback to at least one other colleague. For reflection questions, please write about a page on the topic given and submit it via eCollege in specified drop box. The discussion questions or reflection journals will be related to the topic for that week. If a discussion question is assigned for that week, it will be available a couple of days before class and through the weekend following class. eCollege has been set to not allow late submissions on questions so plan accordingly.

Build a resume’ or improve your current resume’ (10 points)

Regardless of whether or not you have a major, it is good to know the opportunities that exist within any given field. Students must:

- Draft or update a resume’ appropriate to the major you are considering
- Create a list of 6 business you respect and would want to work for and why
- Find a professional organization you could join within your field of interest (on or off-campus)

Please turn in a copy of your resume’, the business list and the professional organization(s) you researched on eCollege by April 7.

Attend a Career Services, Academic Success, or Departmental Workshop/Event (10 points)

One of the best ways to make the most of your college experience and learn more about potential majors and careers is to get involved in campus events. Attend any event on-campus hosted by Career



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Services, Academic Success, or any academic department (PHI Colloquium and thesis presentations are options) and write a 1 page summary of the event. Please submit your summary via email within a week of the event. Summaries must contact the following information:

- Name, date and time of event
- Event host (s) and purpose of event
- What you learned or experienced
- How it helped you

Must be completed by May 5. Please don't wait until the end of the semester though as you never know what will be offered and you could have difficulty fulfilling this assignment.

Putting it all together- Career Planning Paper and Presentation (10 points) Due by May 5.

No goal can be achieved without a plan. Please write a short paper detailing your plan for achieving your academic and career goals. You've looked at lots of things over the course of the semester in class and through assignments outside of class in an attempt to assist you with your career planning. Here is your chance to put it all together into a short paper (about 2 pages) and presentation (5 minutes) detailing:

- Personal goals and action items
- Measureable outcomes
- Prospective (or actual) major
- Prospective plans after graduation

Feel free to make this assignment representative of you by including graphs, charts or pictures. Be creative as this is an opportunity for you to reflect upon everything you have been researching about yourself in relation to majors/careers and decide on your next steps in the coming semesters.

This syllabus is subject to change at the discretion of the instructor. Whenever possible, students will be consulted and advance notice will be provided for any changes.

Weekly Schedule

Week	Topic	Assignment due
1 2/11	Introductions, Expectations, Accomplishments	
2 2/18	Focus 2 Introduction and Holland Codes	
3 2/25	No Class	Complete learning and decision making styles assessments
4 3/3	MBTI	
5 3/10	No Class – Spring Break	Complete Focus 2 assessments
6 3/18	Resume' writing	Complete MBTI assessment
7 3/24	Factors influencing choices and work	
8 3/31		
9 4/7		Resume assignment due
10 4/14		
11 4/21		
12 4/28	Non linear career paths	
13 5/5	Presentations and evaluations	Event assignment & Planning paper due