<table>
<thead>
<tr>
<th>DATE 18</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16</td>
<td>Outline of Course</td>
<td>Start Reading, <em>The Alchemist</em></td>
</tr>
<tr>
<td>1/23</td>
<td>Career Management, Individual and Institutional Perspectives, Introduction to the Written Interview</td>
<td>Your Obituary - Submit same, Your Eulogy - Submit same</td>
</tr>
<tr>
<td>1/30</td>
<td>Continuation--Written Interview, The Career Concept</td>
<td>Discussion: <em>The Alchemist</em></td>
</tr>
<tr>
<td>2/6</td>
<td>Written Interview Analysis, Resume and Cover Letter</td>
<td>C, 23, C, 26, pps. 297-306. Submit draft of resume and cover letter. Start reading, <em>The Defining Decade</em></td>
</tr>
<tr>
<td>2/13</td>
<td>Making a Career of Careers, The First Year Out: Sorting Career and Life Values</td>
<td>C, 4, use the aspect cards in back of C after p.444. Submit same</td>
</tr>
<tr>
<td>2/20</td>
<td>Survey of Behavioral Characteristics, Survey of Managerial Style</td>
<td>C, 5, Please score as well, C, 6, Submit both instruments. Discussion: <em>The Defining Decade</em></td>
</tr>
<tr>
<td>2/27</td>
<td>Interviewing, Interpersonal Style Inventory</td>
<td>C, 27; C28, C, 9, This needs 5 friends to take a short survey about you - start early. <strong>Do not do standard deviation</strong> Submit a letter recommending you for a position</td>
</tr>
<tr>
<td>3/6</td>
<td>Spring Break</td>
<td>Mid-Term Advisory Grade</td>
</tr>
<tr>
<td>3/13</td>
<td>The Early Career</td>
<td>C, 37; Skim C, 25 &amp; 26</td>
</tr>
</tbody>
</table>

"You are who you are until you die." - John LeCarre, *Single & Single*

"All we want to be in life is to be remembered." — Anon.

"Is the life I am living the same as the life that wants to live in me? Before you tell your life what you intend to do with it, listen for what it intends to do with you. Let your life tell you what truths you embody, what values you represent." — Parker Palmer, *Let Your Life Speak*

"At the end of you life all you have left is guilt." — Anon.

"Be bold and mighty forces will come to your aid." — The Bible
3/20
Guest: Ms. Amy Flynn, Career Counselor, Career Center; Interpreting the Strong Int. Inventory
Guests: Mr. Joseph McKenney, ‘83 Private Investor and Ms. Cecilia McKenney, C-Suite Executive, Frontier Communications
The Predisposition Test
Analyzing the Written Interview
Submit Written Interviews

3/27
Easter Week

4/3
Company Visits
The Myers-Briggs Type Indicator—TypeCoach
Guest: Mr. Michael Connolly, Cambridge Consulting
Start reading Tuesdays with Morrie

4/10
Assessing a Job Offer/Accepting a Job Offer
24 Hour Diary
Creating Life Style Representations
Submit same

4/17
The Perspective of Young Professionals
Discussion: Tuesdays With Morrie

4/24
Financial Management for the Young Executive
The Balanced Person
Submit Your First Personal Budget

5/1
Reflections on Quotations on the Syllabus/Course Review

All written assignments due in class

“All that we will have to do is to decide what to do with the time that is given to us.”
--Gandolf, “Lord of the Rings”

“As children, learn good manners, as young men, learn to control the passions. In middle age, be just. In old age, give good advice. Then die, without regret.” Incription on a pillar at Ai Khanum, the military headquarters of Alexander the Great in Afghanistan

N.B.: Students may only take one Capstone course during matriculation.