CAREER PLANNING: STRATEGIES FOR SUCCESS
James A. Woods College of Advancing Studies, Boston College, Fall 2010

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Office: Boston College Career Center, Southwell Hall, 38 Commonwealth Avenue
Office Hours: By appointment, scheduled by phone or email

Six Saturdays, 9:00 AM to 3:30 PM, Room 235 Fulton Hall from September 11 through October 23.
NO CLASS ON OCTOBER 9th

Course Description
AD 72701 and CO 11201
Through readings, class exercises, assignments and group support, students will identify career goals that correspond with their own definitions of success. Strategies toward achievement of goals will be taught and students will develop the necessary skills for a successful job search.

Introduction:
Career planning is more than finding a job. Career planning begins with looking at your own skills, interests, personality traits, and values. Once you have information about yourself, you can assess the world of work to decide where and how you will find career fulfillment. Then you plan your strategies for success – the way that you define success.

At the end of the course, you will have completed a self-assessment career profile; worked on teams to explore career goals; developed a career strategy plan; found an interesting job description, written a resume, cover letter, and follow-up thank you note (Job Search Packet); kept a reflection journal (a series of reflection papers); written summaries of networking opportunities; learned how to effectively use technology in your job search, shared career research with classmates; and submitted a final paper on what career success means to you. Guidelines for the final paper will be provided.

Texts:

Tools for Self-Assessment:
The Myers Briggs Type Indicator and the Strong Interest Inventory
Skillscan card sort
Various selections from texts and in-class handouts
Reflection essays

Independent Career Research:
Each student is expected to make a brief presentation (no more than five minutes) during one of the classes on an article, website, or a book that would be of interest to career planning and choices during a difficult labor market.
Reflection Essays – the ten-minute papers

You will also complete a “ten-minute paper” responding to a reflection question given at the end of each class. I will collect them at the next class and return them to you the following week. You will share your thoughts with classmates in small groups during class time. The depth and amount of what you choose to share is up to you but they should be at least one page or the equivalent of one typed page. Both hand-written and typed papers are acceptable.

Job Search Packet

Packet should be error proof and include the following:
- Resume
- Cover Letter
- Job Description
- Thank you letter / note

Graduate Students – you have an extra assignment because of your student status. Discuss how could you be a mentor to someone at work. Critique two articles on how to be a good mentor and describe at least one strategy you could use when working with a “mentee.” This will be due at the last class.

It is expected that students will attend all 6 class meetings. Class participation is a critical part of this course and is factored into the final grade. If an absence is unavoidable, please contact Amy Flynn by email to let me know of your anticipated absence.
Course Outline and Assignments

**Week One: Saturday, September 11**

INTERESTS
Overview of course and assignments
Approaches to career satisfaction & success / career development theories
Support teams
Introduction to career development
The Three Questions Fr. Himes DVD and reflection
Self-assessment begins – interests and PARTY GAME
Strong Interest Inventory instructions
MBTI brief introduction and distribution

**Your assignments for next class:**

Reflection Paper Questions
Career Fitness Program, Read Chapter 1;
Career Fitness Program, Read Chapter 4, pages 81 – 93 (RIASEC Model)
Workbook pages as assigned – Read pages 195-203 on Networking and informational interviewing
Complete the Strong Interest Inventory online **before Tuesday, Sept. 14th at 5:00 pm**
Complete the Myers-Briggs Type Indicator and bring to next class.
Independent Career research – is this your week?

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**Week Two: Saturday, September 18**

INTERESTS and PERSONALITY STYLE
Independent Career Research Reports
Strong Interest Inventory discussion and exercises
Introduction to personality types & career planning
Myers –Briggs Interpretation – Dom Deleo, BC Career Center
Discussion of chapters 1 and 4
Team Meetings

**Your assignments for next class:**

Reflection Paper
Readings and exercises as assigned
Web site assignment
**BRING CAREER ANCHORS BOOKS TO CLASS ON 9/25**

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**Week Three: Saturday, September 25**

VALUES AND SKILLS
Independent career research reports
Team Meetings
Career Anchors discussion, values exercises
SKILLSCAN exercise
Family Influence on Career Development
Decision-Making Strategies
Discussion of chapters 3, 5 and 8

**Your assignments for next class:**

Reflection Journal Questions
Readings and exercises as assigned
Career Anchors assignment
Networking opportunities (two) written report, due on October 2
Choose a job listing of interest and bring to class
Week Four  Saturday, October 2      RESEARCHING CAREERS / NETWORKING / RESUMES
Analyzing a job description – what do they really want?
Strategies for the job search
Social Networking Strategies – Kelly Alice Robinson, Career Resource Librarian
   Using networking and blogging sites to enhance the career search
Independent career research reports
Resume and Cover Letter Writing
Team Meetings
Final Paper instructions
Discussion of chapters 6, 7, 8 and 9
NETWORKING OPPORTUNITIES SUMMARY DUE
Your assignments for next class:
Readings and exercises as assigned
Complete informational interviews (networking)
Write a targeted resume and cover letter for job listing
Bring in resume and cover letter for peer critiques (you will need your job listing)
Independent career research – is this your week?
Reflection Paper

Week Five: Saturday, October 16   RESUME and COVER LETTER DEVELOPMENT
Decision-making skills and continuation of discernment discussion
Generating alternatives, career planning strategy & team support
Job description, cover letter, and resume samples
Resume and cover letter peer critiques
Interview Strategies – Interview Stream
Independent career research reports
Team Meetings
Discussion of chapter 10 and 11
Your assignments for next class:
Readings and exercises as assigned
Reflection Paper
Final paper due, Optional job search packet drop-off

Week Six: Saturday, October 23  INTERVIEWING, SALARY NEGOTIATION
Networking breakfast
Final resume and cover letter peer reviews
Mock interview demonstrations
Negotiating the offer
Managing a career over a lifetime
Setting goals/designing career action plans
Letter, six months later
Discussion of chapter 12
FINAL PAPER DUE, WITH POSSIBLE EXTENSION TO 11/1
CAREER FITNESS REVIEW – BRING WORKBOOKS TO CLASS
Job Search Packet (job description, resume, cover letter, and thank you,) is due no later than Monday, November 1, at 12:00 pm. You may deliver them to the Career Center or send the assignments by regular or e-mail. All assignments must be received by Amy no later than 12:00 pm ON MONDAY NOVEMBER 1! Your Final paper and Job Search Packet will take the place of a final exam.

Grading:

Your grade will reflect the total number of points earned for the following assignments. The amount of points per assignment will depend on the quality of the work submitted. Your final paper, which is worth 20% of your grade, is considered your take-home examination, covering all the work done throughout the course.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Maximum No. of Points</th>
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<tbody>
<tr>
<td>Class participation</td>
<td>15</td>
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<tr>
<td>Independent Career Research information sharing</td>
<td>10</td>
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<tr>
<td>Networking Opportunities (two) Summary</td>
<td>10</td>
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<tr>
<td>Reflection journal/small group sharing</td>
<td>15</td>
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<tr>
<td>Job search packet</td>
<td>30</td>
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<tr>
<td>Resume</td>
<td>15</td>
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<td>Cover letter</td>
<td>10</td>
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<td>Thank you correspondence</td>
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<td>Paper: How I Define Success</td>
<td>20</td>
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<td>100</td>
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95 – 100 points  A
90 – 94 points  A-
87 – 89 points  B+
84 – 86 points  B
80 – 83 points  B-
77 – 79 points  C+
74 – 76 points  C
70 – 73 points  C-
67 – 69 points  D+
64 – 66 points  D
60 – 63 points  D-
00 – 59 points  F