CAREER PLANNING: STRATEGIES FOR SUCCESS
James A. Woods College of Advancing Studies, Boston College, Fall 2012

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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, Rm. 235 Fulton Hall /September 8 through October 20, 2012. NO CLASS ON OCT 6

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 (provided)
Skillscan card sort (provided)
Various selections from texts and handouts
Reflection papers
Assignments:

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 Papers (journal)
You will also complete a reflection paper responding to questions 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 have the opportunity to 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.

Job Search Packet
Packet should be error proof and include the following:
- Resume
- Cover Letter
- Job Description
- Thank you letter / note
- Social networking / media brief write up

Networking Reports
Students will interview 2 individuals who are working in different industries and write up summaries of the interviews. Papers should be at least 4 pages total and should follow the guidelines provided in class.

Final Paper
“How I Define” Success – Paper should be 5 pages or more and is an integration of students’ self-knowledge, industry information and goal-setting strategies. Specific guidelines provided and will be posted on blackboard site.

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.

Students will utilize course blackboard site for obtaining documents and assignments.
Course Outline and Assignments

**Week One: Saturday, September 8**

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

*Your assignments for next class:*

Reflection Paper Questions – on blackboard site

*Career Fitness Program*, Read Chapters 1 and 2;

*Career Fitness Program*, Read Chapter 4, pages 64-69 (RIASEC Model)
Complete exercises 1.1, 1.2, 1.4, 2.1, 4.2, 9.1
Read pages 195 - 205 on Networking and informational interviewing

**COMPLETE THE STRONG INTEREST INVENTORY ONLINE BEFORE TUESDAY, SEPT. 11TH AT 5:00 PM / COMPLETE THE MYERS-BRIGGS TYPE INDICATOR AND BRING TO NEXT CLASS.**

Independent Career research – is this your week?

**Week Two: Saturday, September 15**

**INTERESTS and PERSONALITY STYLE**
Independent Career Research Reports
Strong Interest Inventory discussion and exercises
Introduction to personality types & career planning
Myers –Briggs Interpretation – MBTI and Careers
Discussion of chapters 1 and 4
Team Meetings

*Your assignments for next class:*

Reflection Paper questions

*Career Fitness Program* – Read chapters 3 and 5,
Complete exercises 3.2, 3.4, 3.5, Activity pg 80-81
Continue working on Networking Report

**BRING CAREER ANCHORS BOOKS TO CLASS ON 9/22**

**Week Three: Saturday, September 22**

**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 paper questions
Career Anchors assignment
Networking opportunities (two) written report, due on Sept. 29
Bring in a job description of interest
Career Fitness Program – read chapters 6, 7, 8, 9; Complete portfolio pages 7.2, 7.4, 7.5
Optional: Exercise 7.2, 7.4, 7.5

Week Four  Saturday, September 29  RESEARCHING CAREERS / NETWORKING / RESUMES
Independent career research reports
Analyzing a job description – what do they really want?
Strategies for research and the job search
Social Networking Strategies – LINKED IN, TWITTER, FACEBOOK and more
Presenter: Kelly Alice Robinson, Career Resource Librarian
Using social networking and blogging sites to enhance the career search
Resume and Cover Letter Writing
Team Meetings
Final Paper instructions

NETWORKING OPPORTUNITIES SUMMARY DUE

Your assignments for next class:
Write a targeted resume and cover letter for job listing
Investigate a networking site that is new to you or add to your professional profile
Bring in resume and cover letter for peer critiques (you will need your job listing)
Independent career research – is this your week?
Reflection Paper questions
Career Fitness Program, Read chapters 10 and 11

NO CLASS – OCTOBER 6th

Week Five: Saturday, October 13  RESUME and COVER LETTER DEVELOPMENT
Decision-making skills / discernment discussion
Generating alternatives, career planning strategy & team support
Job description, cover letter, and resume samples
Resume and cover letter peer critiques
Interview Strategies and types of interviews
Independent career research reports
Team Meetings
Discussion of chapter 10 and 11

Your assignments for next class:
Career Fitness Program – Chapter 12
Reflection Paper
Final paper due, Optional job search packet drop-off
Week Six: Saturday, October 20

INTERVIEWING, SALARY NEGOTIATION

Networking breakfast
Final resume and cover letter peer reviews
Mock interview demonstrations
Negotiating the offer
Discussion of chapter 12
Managing a career over a lifetime
Setting goals/designing career action plans
Letter, six months later

FINAL PAPER AND JOB SEARCH PACKET MAY BE HANDED IN TODAY OR EMAILED BY 10/29 AT 12:00 PM; Five points deducted for each day after 10/29.

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.

Maximunm No. of Points

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<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>15</td>
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<tr>
<td>Reflection journal/small group sharing</td>
<td>10</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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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