HPC 3540-101: Advanced Life and Career Planning
Fall 2013
TR 12:30-1:45
RCOE 424

Justin Edwards       Tori Ford
edwardsjl@appstate.edu       fordv@appstate.edu
(828) 460-0507       (570) 401-8410

Office Hours: By appointment only

*E-mail is the best way to reach both instructors. Calling an instructor should be reserved for
emergencies only between 10am and 10pm!!!*

“Action is the foundational key to all success.” – Pablo Picasso

Course Description
This individually oriented course helps students consider those career choices and related
factors contributing to satisfaction and happiness in life. The process of decision making, goal
setting and self-management by objectives will be studied in order for the student to plan
systematically for a career. Emphasis will be placed on preparing the student for issues related
to job searching, resume building, work place environment/requirements, and graduate
admissions.

Attendance Policy/Tardiness
To learn, you have to be present. To interact, you have to be present. To get a good grade, you
have to be present. All class meetings are structured around each other. If you miss one class,
you fall behind. With the workload on the students as well as the workload on the professors,
helping students who fall behind due to absences can be a difficult task, one that may not benefit
the student. Therefore, be in class. You are allowed no more than 2 absences over the
semester; any classes missed beyond the allowed 2 will result in the loss of 5
attendance/participation points per day missed. In the event of an emergency, please
notify us through e-mail before class. Tardiness is not an example of professionalism; therefore,
2 tardies will count as 1 absence.

Academic Integrity Code
Students are expected to be familiar with and adhere to policies and procedures outlined in the
Appalachian State University Code of Conduct and Academic Integrity booklet. Students will
refrain from plagiarism, cheating, lying, accepting of unauthorized assistance, etc. Please refer
to the ASU Handbook or website for requirements: http://studentconduct.appstate.edu

Student Religious Observance
Students must be allowed a minimum of 2 excused absences each academic year for religious
observance required by the faith of a student. Written notice must be given to each instructor no
later than three (3) weeks after the first day of the term.
*We understand the importance of your religion and/or spiritual beliefs – please let us know if you will be out due to a religious observance, and it will not count as a “missed” class.

**Accommodating Students with Special Learning Needs**

ASU is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the American Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at [http://www.ods.appstate.edu](http://www.ods.appstate.edu) or by calling 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

**Inclement Weather Policy**

In the event of bad weather, we will make every effort to notify you by e-mail no later than 11am as to whether we will have to reschedule that day’s class. Campus closings can be found on ASU’s home page.

**Electronic Devices**

Any electronic devices should be TURNED OFF or SILENCED during class time. If you are text messaging or engaging in any other forms of electronic communication during class, we reserve the right to deduct points from your final participation grade and/or confiscate the device until the end of class.

**Assignments**

All assignments will be due at the beginning of class and late work will NOT be accepted

All written work should be typed, 12pt font, double spaced

**Class-Starters** Students will be paired up on the first day of class. Each pair will then open a subsequent class with an activity of their choice to help develop cohesion within the class. Teamwork, cooperation, and camaraderie are important aspects in any job, so we want to develop those skills now.

**Resumes & Cover Letters** Students are expected to develop 3 resumes and cover letters by the end of this course. The instructors will review and edit the first draft of the resume. You will be responsible for setting up an appointment with the Career Development Center (3rd floor JET building) or attending the Resume Clinic in the Student Union to have your second draft resume reviewed and corrected by a career counselor, you must get their signature on your resume. The final copy – which should be tailored to a specific job application or graduate program – including original version and corrected version, will be included in your final portfolio.

**Leisurely Reflection Paper** Partake in any recreational or leisure activity such as yoga, snowboarding, skiing, climbing, scrapbooking, volunteer work, visiting a museum, etc (feel free to ask an instructor if you need additional ideas). This activity must be something you have never done before. Write a 2-4 page reflection paper about your experience and answer the following questions: What is the importance of recreation/leisure in your life? What level of
importance do you want it to have in your life when you are working and pursuing a career? What would happen if you made more time for recreation and leisure? How can you overcome barriers (time, money, location, etc.) to experience more recreation and leisure? As well as anything else you gained from the experience

**Career Fairs** Students will attend one of two career fairs held on ASU’s campus. Students will have the option to choose between:

- **JobFest:** October 2, 2013 (from 12-4 outside of class time)
- **Graduate and Professional School Fair:** October 3, 2013 (during class time)

Students are expected to write a 1-2 page reflection paper describing their experience at the fair, something new that they learned, and who they met at the fair.

**Interview Reaction Paper** Students will be responsible for setting up an interview at the Career Development Center. Students will have the option to choose between an interview with a career counselor (set this up as soon as possible!) or online through InterviewStream. It is imperative that you set up this interview as soon as possible to ensure that it is done before the due date. Students are expected to write a 1-2 page reflection paper describing the interview experience and their strengths and weaknesses during the interview process. If students decide to interview with a career counselor, the counselor must sign a form that the instructors will provide. If students decide to interview online through InterviewStream, they must e-mail their interview to the instructors.

**Diversity Project** Students will work in groups of two to three to develop a presentation on a diverse topic in the workforce. Suggested topics include: Disabilities, Sexual Harassment, Discrimination, GLBTQ, Women, Affirmative Action, Ageism, Veterans, Cultural Differences, or any other relevant topic of your choice. This presentation should be 30-40 minutes long and should include the following: overview of topic, relevance to work environment, difficulties your selected population encounters when applying for job, suggestions for overcoming difficulties and/or available support networks, and any other relevant information. Group members are expected to provide a handout to classmates and instructors and also include a hands-on activity during the presentation. Presentations will be scheduled throughout the semester.

**Final Portfolio** Students will develop a portfolio and presentation on a career field or graduate program of interest. This presentation should be 10-15 minutes and should include the following: overview of career field, education required, expected growth within the next 10 years, current salary, job requirements, and other pertinent information. The final portfolio will include an application for a job in that career field or a graduate program in the field of study, a resume, a cover letter, and any other necessary documents. Creativity in the presentation is encouraged! The class period before presentations start, we will have “Portfolio Review Day” where you will meet one on one with an instructor to discuss your concerns and to receive feedback. All students should be prepared to present on the first day of presentations, as presentation slots will be assigned randomly on that day.
Grading Scale

Attendance/Participation/Readings 200 points
Class Starters 10 points
Career Fair Reflection 50 points
1st Resume and Cover Letter 50 points
2nd Resume and Cover Letter 70 points
Interview Reaction Paper 70 points
Leisure Activity Reflection 100 points
Diversity Project 150 points
Final Portfolio 300 points (150 portfolio/150 presentation)

Total Possible Points: 1000
A: 1000-950
A-: 949-900
B+: 899-860
B: 859-830
B-: 829 – 800
C+: 799-760
C: 759-730
C-: 729-700
D: 700-600
F: 599 and under
## Course Calendar/Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment(s) Due</th>
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<tbody>
<tr>
<td>8/20</td>
<td>Introductions &amp; Ice Breakers</td>
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<tr>
<td>8/22</td>
<td>Group Activities &amp; Class Expectations</td>
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<tr>
<td>8/27</td>
<td>Personal Assessment</td>
<td>Bring assessments to class</td>
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<tr>
<td>8/29</td>
<td>Personal Vision</td>
<td>In-class activity</td>
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<tr>
<td>9/3</td>
<td>The Job/School Search</td>
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<tr>
<td>9/5</td>
<td>Walk for Awareness (??)</td>
<td>8pm location TBD</td>
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<tr>
<td>9/10</td>
<td>Resumes</td>
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<td>9/12</td>
<td>Cover Letters</td>
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<td>9/17</td>
<td>Work Place Diversity</td>
<td>Resume &amp; Cover Letter Draft 1</td>
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<td>9/19</td>
<td>Graduate School Panel</td>
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<td>9/24</td>
<td>Ethics and Values</td>
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<td>9/26</td>
<td>Decision Making</td>
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<td>10/1</td>
<td>How to “Work” a Career Fair</td>
<td>Attend JobFest 10/2 from 12-4</td>
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<td>10/3</td>
<td><strong>Graduate School Fair</strong></td>
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<td>10/8</td>
<td>Interviews</td>
<td>JobFest/Grad Fair Reflection</td>
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<td>10/10</td>
<td>Interviews (cont’d)</td>
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<td>10/15</td>
<td>Leisure / Life-Career Balance</td>
<td>Leisure Reflection</td>
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<td>10/17</td>
<td>NO CLASS</td>
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<td>10/22</td>
<td>Dining Etiquette</td>
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<td>10/24</td>
<td>In-Class Movie</td>
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<td>10/29</td>
<td>Social Networking: Good/Bad/Ugly</td>
<td>Resume &amp; Cover Letter Draft 2</td>
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<td>10/31</td>
<td>Ideal Careers vs. Plan B</td>
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<td>11/5</td>
<td>Dress for Success</td>
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<td>11/7</td>
<td>Settling In</td>
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<td>11/12</td>
<td>Managing Finances</td>
<td>Interview Reflection</td>
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<td>11/14</td>
<td>Stress Management &amp; Self-Care</td>
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<td>11/19</td>
<td>Portfolio Review Day</td>
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<tr>
<td>11/21</td>
<td>Final Presentations</td>
<td>Final Portfolio Due</td>
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<tr>
<td>11/26</td>
<td>Final Presentations</td>
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<tr>
<td>11/28</td>
<td>NO CLASS</td>
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<td>12/3</td>
<td>Future Action &amp; Final Discussion</td>
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<td>12/5</td>
<td><strong>Snow Day</strong></td>
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*Attendance noted in italics.*