

CRER 137

LIFE AND CAREER PLANNING

Fall Semester 2006
3.0 Units, Letter Grade or Credit - No Credit
Tuesdays and Thursdays, 9:35 - 10:50 a.m.

INSTRUCTOR: Eric Larson
Building 2, Room 2214
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Course Website: <http://skylinecollege.edu> -> Faculty Web Pages -> Larson, Eric
Hours: By Appointment through the Counseling Office (738-4317).

OBJECTIVES

In this course you will learn to:

1. Identify your interests, abilities, values, personality and potentialities as they relate to the career decision process.
2. Explore the Job Market.
3. Use the Career Center resources to research careers and majors.
4. Develop a life and career plan based on effective decision-making and goal-setting.
5. Write a Resume and Cover Letter.
6. Prepare for a Job Interview.

IMPORTANT POINT:

The work you do in this class will be for yourself and for your personal growth.
What you put into this course will determine what you get out of it.
Class time will be used for exercises and activities. Attendance is vital.
Points will be deducted for any missing work and/or missing classes.

REQUIRED MATERIALS:

1. A warm, conscious body and an open mind.
2. Assessment Materials Packet - available at Skyline Bookstore.

GRADING:

Letter Grade (A - F); or Credit/No Credit (you must request this option)

ATTENDANCE:

NOTE: Regular attendance is very important to success in this class. Students who accumulate more than six absences may be dropped from the course.

TARDY POLICY:

Please make every effort to come to class on time. Arriving late disrupts the class. Students who are tardy will receive only half-credit for attendance.

(OVER)

REQUIREMENTS FOR CREDIT:

Your grade will be based upon the following:

1. Attendance and participation in class, including lecture summaries. (Attendance is an important part of your grade. Points for lecture summaries and some other in-class assignments cannot be made up if you are absent.)
2. Completion of all self-assessment exercises and assignments.
3. Completion of the Summary Sheet.
4. Completion of a Career Study, based on research about a career you are interested in.
5. A career description printout from the Eureka computer program.
6. Completion of one written description of an Information Interview you conduct with an individual working in a career you are interested in.
7. Completion of a Resume and Cover Letter.
8. Class Presentation and Summary Exercise.
9. Class Participation.

NOTE: All work completed outside of class must be word-processed (10 or 12 point font), double-spaced and stapled. Please proof-read and spell-check your work. Sloppy presentation and/or poor grammar will affect your grade.

LATE WORK:

All assignments are expected to be received on or before the day they are due. Assignments received after the due date will be subject to a 10% reduction in points per school day, up to a maximum of 5 days. No late work will be accepted past one week from the date it was due.

GRADING POLICY:

	<u>Points</u>	GRADING SCALE:	
		<u>POINTS:</u>	<u>GRADE:</u>
Attendance (7 pts./class)	224		
Summary Sheet	150		
Lecture Summaries	49	570 - 633	A
Career Study	60	506 - 569	B
Eureka Print-out	10	443 - 505	C
Information Interview	40	380 - 442	D
Resume & Cover Letter	40	< 380	F
Presentation/Summary	20		
Class Participation	40		
TOTAL:	633		