

Course Prefix/Number/Title:

CARS 102/14148/Career Exploration

Number of Credits: 2

Course Description:

The student will learn to conceptualize how the “world of work” is related to them. The student will also gain knowledge about their chosen area of interest by utilizing self assessment, information interview and market research.

Pre-/Co-requisites: None

Course Objectives:

1. Career Awareness: Achieve a greater knowledge of a specific career field through information interviews, job shadows and researching economic forces and labor market trends.
2. Research and Critical Thinking Skills: Develop efficient research skills by finding labor market and college cost information relevant to a potential career choice.
3. Decision Making Skills: Develop greater skills in choosing appropriate careers or occupations by using a rational, systematic method of decision making that incorporates one’s knowledge of self, occupation prospects and the world of work.
4. Portfolio: Achieve greater competence in establishing a major and a career path by construction a career portfolio. Contents of the portfolio would include career interest and ability assessments, personality assessment and career field research.

Instructor: Ashley Pedie

Office: TH 1104

Office Hours: M-F 9am-2pm; by appointment

Phone: 701-228-5615

Email: ashley.pedie@dakotacollege.edu

Lecture/Lab Schedule: Monday and Wednesday 3:00-3:50pm

Textbook(s): None

Course Requirements:

Grading for this course is by the letter grading system. To earn an A, students must earn a minimum of 540 points out of possible 700.

Class Participation 200 points
Clusters 100 Points
Self-Assessments 100 points
Midterm 100 points
Informational Interview 100 points
Final Project: Cluster presentation/paper 100 Points
Total: 700 points

Grading:

540-600= A (90%)
480-539= B (80%)
420-479= C (70%)
360-419= D (60%)
359 & Below= F

As you can see, a good portion of points come from actually showing up for class and participating. If you need to miss a class, you need to make arrangements **BEFORE YOU ARE GONE** to either reschedule (if your class is by arrangement talk to me about an alternative assignment to make up the points if you do not want to lose them for that class period. If you miss due to illness or other unforeseen circumstances, contact me as soon as possible to let me know where you were. The requirements for the complete portfolio will be thoroughly discussed in class. The majority of the portfolio contents will be made up of in-class activities and previous assignments, so if you keep up with your attendance and homework, those 100 points will be pretty much guaranteed. My office hours are on the front page of the syllabus, and you are welcome to come see me any time for any reason. Course materials including lecture synopses and video links are accessible in BlackBoard. You can access BlackBoard with your Campus Connection login and password. The majority of assignments will be submitted through BlackBoard.

Attendance Policy: If you miss TWO classes without talking to me about it, you will drop One Letter Grade.

Tentative Course Outline:

Week 1 Explore You: Personality
Week 2 Explore You: Values
Week 3 Explore You: Interests
Week 4 Explore You: Skills
Week 5 Explore Careers: Career Clusters
Week 6 Explore Careers: Career Clusters
Week 7 Explore Careers: Career Clusters
Week 8 Explore Careers: Career Clusters
Week 9 Explore Education: Different Degrees/Education
Week 10 Explore Education: Colleges
Week 11 Explore Education: 2yr vs 4yr
Week 12 Explore Jobs
Week 13 Explore Jobs
Week 14 Explore Your Future:
Week 15 Explore Your Future:
Week 16 Explore Your Future:

If necessary, modification will be made by the instructor.

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): None

Relationship to Campus Focus:

In this course, we will use technology to help you discover your nature and push beyond what you thought you knew about yourself, to find a career that fits you.

Classroom Policies:

- Respect should be shown to the instructor and classmates
- Attendance and class participation is expected
- Be to class on time and prepared for class.
- Silence cell phones.
- No headphones allowed

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.