

Course Prefix/Number/Title: CARS 102/10142/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, informational interviews, 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 & 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 constructing a career planning portfolio. Contents of the portfolio would include career interest & ability assessments, personality assessment, and career field research.

Instructor: Laura Halvorson

Office: Thatcher 1109

Office Hours: Tuesday and Wednesday 10:00AM-2:00PM

Phone: 701-228-5680

Email: [laura.halvorson@dakotacollege.edu](mailto:laura.halvorson@dakotacollege.edu)

Lecture/Lab Schedule: Online

Textbook(s): Career Outlook Guide (FREE and found on the welcome page in the course)

Course Requirements:

Grading for this course is by the letter grading system. To earn an A, students must earn a minimum of 630 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       |
| <hr/> Total:                              | <hr/> 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\_ or 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 foreseen 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.

Blackboard: Course materials including lecture synopses and video links are accessible in Blackboard. You can access Blackboard with your CampusConnection login and password. The majority of assignments will be submitted through there.

Tentative Course Outline:

|        |   |
|--------|---|
| Week 1 | Explore You: Personality<br>Explore You: Values   |
| Week 2 | Explore You: Interests<br>Explore You: Skills   |
| Week 3 | Explore Careers: Career Clusters Part 1<br>Explore Careers: Career Clusters Part 2/Introduction to Final Projects |
| Week 4 | Explore Careers: Career Clusters Part 3<br>Explore Careers: Career Clusters Part 4                                |
| Week 5 | Explore Education: Different Degrees<br>Explore Education: Education/Colleges                                     |
| Week 6 | Explore Jobs:<br>Explore Jobs:  |
| Week 7 | Explore Jobs:<br>Explore Your Future:   |
| Week 8 | Explore Your Future: What does your Career Plan look like<br>Explore Your Future/Final Project                    |

## **Final project is Due: July 29<sup>th</sup> at 11:59PM**

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Not Applicable. This course is not considered a general education course.

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 the instructor and classmates
- Class participation is expected
- Be prepared for class and turn work in on time. Assignments are due Mondays at 11:59PM.
- Syllabus is subject to change.

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.