HDPS 222 – Career Development
School of Education and Social Policy
Northwestern University
Course Syllabus
Fall 2005

Mondays and Wednesdays, 12:00 – 1:20PM, Annenberg G01
Instructor: Betsi Burns
Office Hours: by appointment

b-burns@northwestern.edu
Phone: (847) 491-8801

SESP Academic Integrity Statement:

Students in this course are expected to comply with the policies found in the booklet, "Academic Integrity at Northwestern University: A Basic Guide." All papers submitted for credit in this course must be sent as email attachments as well as delivered in printed form. Your written work may be electronically tested for plagiarized content. For details regarding academic integrity at Northwestern, visit: http://www.northwestern.edu/uacc/. If you need a copy of the brochure, visit the SESP Student Affairs Office.

Accommodations for students with disabilities:

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, Northwestern University is committed to providing equal access to all programming. Students with disabilities seeking accommodations are encouraged to contact the Office of Services for Students with Disabilities (SSD) at 847.467.5530 or ssd@northwestern.edu. SSD is located in the basement of Scott Hall. SSD also has an excellent website which is viewable at http://www.stuaff.northwestern.edu/ssd/.

Course Description:

What do I want to be “when I grow up”? What career fields correspond with my skills, interests, abilities and values? These questions have been posed by every individual at one point in his or her life.

This course will examine the theories and history of career development, while allowing each student many opportunities to assess his or her skills, interests, abilities and values. The knowledge and self-awareness gained in this course will enable you to make sound decisions regarding your career options. Finally, the course will offer you many opportunities to gain practical and useful tools and skills necessary for an internship, practicum or job search.
At the end of this course, you should have acquired the following:

1. a demonstrated understanding of current multi-perspective career development theory and career issues
2. an understanding of the personal career development process, including knowledge of your skills, interest, abilities and values through assessment and reflection
3. first-hand experiences in applying career theory through the creation of a personal career development and marketing plan
4. the ability to effectively communicate realistic career goals in job correspondence and interviews

Required Books:


2005-2006 University Career Services, *Career Guide*

Course Packet @ Quartet

Course Requirements and Grading:

Grades will be determined as follows:

- Attendance and participation: 10%
- Career Development Journal and Assessments: 10%
- Informational Interview Write up: 20%
- Mock Interview Evaluation: 20%
- Self Assessment Paper/Personal Marketing Plan: 30%
- Performance Appraisals: 10%
Class Schedule

Note: Readings/assessments are to be completed before the class for which they are assigned.

Wed., Sept. 21: Introduction to the Course

Mon., Sept. 26: Review of University Career Services
Guest Speaker: Carolyn Ersland
Reading: Assignment Due – Attend Career Expo on Monday 9/26/05

Wed., Sept. 28: History of Career Development/ Career Development Theories/Assessments (Trait and Factor)
Readings: Lore, Chapters 1-2
Assignment Due – Complete MBTI

Mon., Oct. 3: Career Development Theories/Assessments (MBTI)
Readings: Coursepacket, Chapters 1, 2, and 7
Lore, Chapters 19 and 20
Assignment Due – Complete Strong Interest Inventory

Wed., Oct 5: Career Development Theories/Assessments
Readings: Lore, Chapters 3,4,and 5
Sullivan, Chapter 3
Coursepacket, Chapter 13

Mon., Oct. 10: Self Leadership
Readings: Manz – entire book
Lore, Chaper 21
Coursepack, Chapter 3

Wed., Oct. 12: Identifying your values/Do you have mission?
Reading: Lore, Chapters 6,7, 8, 9,22, 23
Schein, pp. 1 – 64
Coursepacket, Chapter 4 (and cards)

Mon., Oct. 17: Networking and the Job Search Process
Readings: UCS Career Guide pp. 15 - 16
Lore, Ch. 10, 11, 12, 13
Sullivan, Chapters 1 and 2, pp. 120 – 123
Coursepacket, Chapter 25

Wed., Oct. 19: Goal Setting
Reading: Lore, Chapter 16
UCS Career Guide pp. 13 – 14
Coursepacket, Chapter 12

**Mon., Oct. 24:** Job Search Correspondence
Readings: Sullivan, Chapter 4
Lore, Chapter 30
UCS Career Guide pp. 21 – 29
Coursepacket, Chapter 26

**Wed., Oct. 26:** Job Search Correspondence
Reading: Sullivan, Chapter 5
UCS Career Guide pp. 36 - 38

**Assignment Due – Informational Interviews**

**Mon., Oct. 31:** Interviewing
Readings: Sullivan, Chapters 6, 7
UCS Career Guide pp. 39 – 44
Coursepacket, Chapter 27, 28

**Wed., Nov. 2:** Corporate Culture/Aligning Personal and Organizational Values
Readings: Sullivan, Chapter 2
Lore, Chapter 27
Coursepacket, Chapter 10

**Mon., Nov. 7:** Leadership Management and Communication Styles
Readings: Coursepacket, Chapter 6
Coursepacket, Chapter 9

**Wed., Nov. 9:** Decision Making
Readings: Lore, Chapter 14 pp. 140 – 156
Coursepacket, Chapter 2pp. 10 - 11

**Mon., Nov. 14:** Personal Marketing
Readings: Lore Chapter 29
Coursepacket 14, 16

**Assignment Due – Mock Interviews Due**

**Wed., Nov. 16:** Performance Appraisals
Readings:

**Mon., Nov. 21:** Panel discussion of UCS Internship and Assistant Director
Readings: Chapter 36

**Wed., Nov. 23:** No class. Happy Thanksgiving!

**Mon., Nov. 28:** Final Thoughts

**Assignment Due – Self Assessment and Career Development Paper and Personal**
Marketing Plan Due (including journal)
Performance Appraisals Due