

Text: *The Career Fitness Program, Skiennik, Bendat & Raufman, eighth edition.*

Assessments: Interests, abilities, and values will be assessed using DISCOVER, an internet career guidance program. Personality will be assessed using the *Myers Briggs Type Indicator*, which will also be completed online.

Course Goal: The course will provide a framework to assist students in examining major and career options. The emphasis is not on making “the” decision, but rather on learning about oneself, gathering information about major and career options, and understanding how to use sound decision-making and goal-setting strategies.

Course Objectives and Assessment:

By the end of the course, students will be able to:

- Assess their career interests, skills, values, and personality style.
 - o *Assessment: Completion of DISCOVER and Myers Briggs Type Indicator*
- Identify major and career options
 - o *Assessment: Written homework, workbook exercises*
- Explore majors and careers using printed material, online information, career events, and interviews with career professionals
 - o *Assessment: Research report*
- Set short-term and long-term career goals
 - o *Assessment: Individual consultation with instructor*
- Relate a liberal arts education to the world of work
 - o *Assessment: Class discussion, workbook exercises*
- Write a resume and cover letter for use in obtaining career-related summer jobs and internships
 - o *Assessment: Evaluation of resume and cover letter*
- Plan opportunities to gain career-related experience in fields of interest
 - o *Assessment: Written assignments*

Students will receive a letter grade (A – F) for this one-credit course.

Assignments/Grading:

A combination of assignments, reading, and exercises in the workbook are designed to help students approach important choices that will have an impact on their college experiences and beyond.

100 total course points can be earned for quality completion of the following:

- Individual consultation with instructor (10 points)
- Career Informational Interview (20 points)
- Career Research Paper (30 points)
- Summer Jobs/Internship Resume (10 points)
- Summer Jobs/Internship Cover Letter (10 points)
- Workbook Exercises (10 points)
- Attendance and Participation (10 points)

The Career Informational Interview and Evaluation of Major/Career Options must be typed, grammatically correct and logically structured .

Attendance:

Attendance is required at all class sessions and at the instructor consultation. Punctuality is expected. Appropriate documentation for absences is required. MORE THAN ONE UNEXCUSED ABSENCE MAY RESULT IN FAILURE OF THE COURSE. Students are responsible for obtaining the information and materials presented in class during documented absences.

MARIST COLLEGE WEATHER HOTLINE: (845)575-5500

Academic Honesty:

It is the responsibility of all Marist students to familiarize themselves with the Student Handbook and with the College's expectations for academic honesty.