

Developmental Studies
Revised: May 2009

I. Course Information

Course name: Career Exploration

Prefix and number: GST 196

Credit and contact hours: 3 credit hours/ 3 contact hours

Catalogue Description: **GST 196 Career Explorations (3-0)** *3 hrs.*

Career Explorations is designed to meet the individual needs of each student through on the job experience and a variety of classroom topic options. These topics will assist students in their particular phase of career planning and placement. Topics will include, but not be limited to, the following: career development, professional networking, today's job market, related job search skills and choices, and essential skills necessary to succeed in today's workplace.

II. Course Outcomes and Objectives

Learning Outcomes:

- To acquire a basic understanding of career development and how it relates to the world of work
- To become familiar with select career assessment instruments: MBTI, Discover, and Strong Interest Inventory
- To demonstrate an understanding of the proper use of a resume, as well as develop and prepare a personal resume
- To demonstrate an understanding of the proper use of the cover letter, thank you letter, unsolicited letters of application, and other types of letters used in the job search
- To develop interviewing skills through role playing, discussion, and mock interviewing
- To acquire an awareness of the most productive methods of conducting a job search

Relationship to Academic Programs:

Carrer Exploration (GST 196) counts as General Elective credit.

College competencies addressed by the course:

Writing	Ethics/Values
Oral communication	Citizenship
Reading	Computer literacy
Information Resources	

III. Methods of Instruction:

Types of Course Materials:

Instructional resources for this course may include texts designed specifically for career exploration, a variety of college level books, periodicals, and instructor developed materials

Methods of Instruction:

Methods of instruction may include lecture, independent and group work, guest lecturers, and videos.

Assessment Measures:

Formal and informal assessment measures will be used during the course to assess the following:

- Students will demonstrate a basic understanding of career development and how it relates to the world of work
- Students will have completed a career assessment instruments such as MBTI, Discover, and Strong Interest Inventory.
- Students will develop a personal resume
 - Students will demonstrate the use of a cover letter, thank you letter, unsolicited letters of application, and other types of letters used in the job search
- Students will exhibit interviewing skills through role playing, discussion, and mock interviewing
- Students will demonstrate an understanding of how to conduct a job search.

Methods of Evaluation:

Various evaluation techniques will be used to measure student progress and growth. These techniques may include journals, tests, self-evaluation/reflection papers, research, and reports both written and oral.

IV. General Outline of Topics Covered:

Administer and interpret the results of the Strong Interest Inventory and Myers-Briggs Type Indicator. Relate to career development process.

Use of Discover, a computerized career-guidance system.

Career exploration and research.

Values exercises and values clarification.

Resume and cover letter formats.

Networking and role play responding to ads and job interviews.

Discuss job application stumbling blocks.