



## **Career Assessment and Planning Undergraduate Course Information Guide**

**Course Number: FA 199, 2 credits, 5 Weeks**  
**Delivery Formats: Online Async, On Campus**

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### **Course Description**

In this course, students use structured analysis and reflection, research and planning to create a professional development portfolio. Students learn strategies for reflecting, assessing strengths and growth opportunities, identifying support systems and agents, practicing smart goal setting, and attaining goals. Opportunities to return to this portfolio will be built into the major courses for purposes of ongoing assessment, reflection and planning.

### **Learning Outcomes**

After completing this course, you will be able to:

- Developing knowledge for the kind of career you want to have
- Thinking through your strengths and fears or challenges
- Reflecting on who you are in the workplace and in life
- Identifying professional and personal support people in your network
- Understanding what career success means for you as an individual

### **Learning Strategies and Resources**

Some learning activities, assignments and deadlines will vary depending on the delivery format of the course and may differ slightly from what is presented in this document.

Online discussion, role-playing, presentations, peer review, collaborative learning, research, creative activities, written reflection and analysis assignments, development of cloud-based professional portfolio, others determined by Instructor based on class needs.

## Required Readings

All readings and resources for this course are free, available on the Internet, and will be available on D2L. There is no required textbook for this course.

## Learning Deliverables

There are five modules, each have the following assignments assigned.

- Two written assignments
- Two discussion boards based on readings and videos

Class participation is a significant portion of creating a successful learning environment. You and your colleagues benefit from attendance and participation in order to create a community of learners. For an online course, this means making substantive contributions to the discussion boards. You and your colleagues will benefit from a robust conversation. If you face extenuating circumstances, you should communicate prior to the due date of an assignment and keep your instructor informed. This will help you stay on track.

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## Assessment of Student Learning

### Distribution of Grade Points

Graded Assignments	Percentage of Final Grade
Discussion Forum	30%
Project Assignments	70%

## Grading Scale

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90
B = 85 to 87	B- = 81 to 84	C+ = 77 to 80
C = 73 to 76	C- = 69 to 72	D+ = 65 to 68
D = 61 to 64	F = 60 or below	INC

## Course Schedule

<b>Week or Module Title or Theme</b>	<b>Readings / Learning Activities</b>	<b>Graded Assignments</b>
Week 1, Module 1: Career Planning	Reading/Discussion: Designing Your Life  Videos/Discussion: The Way We Work	1.1 Discussion: Introductions  1.2 Discussion: ePortfolio How-To  1.3 Dropbox: Career Vision & Plan  1.4 Discussion: Response to Readings/Media
Week 2, Module 2: Goal Setting	Reading/Discussion: Getting Unstuck  Video/Discussion: Defining your fears, Career resources	2.1 Discussion: Peer Review of Career Goals & Plan  2.2 Discussion: "What do you do for a living?"  2.3 Dropbox: Career Assessment  2.4 Dropbox: 30-second Elevator Speech (Draft 1)
Week 3, Module 3: Professional Identity	Reading/Discussion: Leadership  Videos/Discussion: Career Identity	3.1 Discussion: Elevator speech peer review  3.2 Discussion: Career Assessment  3.3 Discussion - Response to Readings/Media  3.4 Dropbox: Building Your Career Support Team

Week 4, Module 4: Networking	Reading/Discussion: How not to get a job  Video/Discussion: Career Sponsor, Networking	4.1 Finding Career Information  4.2 Discussion Peer Review of Career Support Team emails/scripts  4.3 Dropbox: Key Resources in Your Field/Career  4.4 Dropbox: Setting up your Career Agents
Week 5, Module 5: Career Success	Reading/Discussion: The End of Average  Videos/Discussion: Career Success	5.1 ePortfolio Showcase/ Peer Review  5.2 Dropbox: Note to Self  5.3 Dropbox: Link to final ePortfolio with revised documents

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## Course Policies

For access to all SCPS and DePaul University academic policies, refer to the following links:

[SCPS Student Resources Website](#)

[DePaul Student Handbook](#)

The [D2L Course Website](#) for this course.

## Course Syllabus

The official syllabus for this course that includes course dates, instructor information and quarter specific details will be provided by the course instructor by the start of the course and available on the course D2L website.

## Course Registration

To find out when this course will be offered next, you can go to the [SCPS Registration website](#) for details on how to register for the course.

For information on how this course can apply to your program, contact your academic advisor.

## **School of Continuing and Professional Studies**

Suite 1400, Daley Building, 14 E. Jackson Blvd., Chicago

Website: <https://scps.depaul.edu/>

Office hours: 9:00 am - 5:00 pm, Monday-Friday.

Telephone: 312-362-8001. General Email: [scps@depaul.edu](mailto:scps@depaul.edu)

For Advising Assistance, call (312) 362-5445 or email [scpsadvising@depaul.edu](mailto:scpsadvising@depaul.edu)

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