

DePaul University
School for New Learning
FA – 112 - Exploring Success Techniques for Enhancing Career Skills
Winter 2010

Instructors: Bernadine Thomas Jennifer Weggeman
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Class **Loop** Campus

Dates: January 16, 23, 30, 2/6, 2/13 (5 weekend sessions)
Time: 9-12 p.m. Saturdays

Competencies: H-3-X or F-X (**Course can only be taken for one Competence**)

Competence	Statement
H-3-X	Can demonstrate self-awareness by learning and applying professional strategies of self-promotion.
F-X	Can develop an effective set of tools for promoting oneself in the job market.

Course Description

Are you ready to be a career changer? Are you seeking to advance in your current position? Exploring the idea of self-employment? This course will provide participants with the coaching tools needed to meet challenges in their job and career advancement. The purpose of the course is to refresh and increase your effectiveness and preparation as a job seeker in your chosen field. During this five session course we will cover such topics as self assessment, networking, resume and cover letter writing, interviewing techniques, effective job searches, and career action planning.

About the Instructors

Bernadine Thomas received her Masters Degree in Adult and Continuing Education from National-Louis University. She is currently Assistant Director for the Adult Student Center here at DePaul and was the Assistant Director for the graduate programs for four year with the School for New Learning. Ms Thomas has extensive background in workforce development, particularly in temporary employment services, including Administrative Manager to the Vice-President of Kelly Services for the Chicago Region. She has taught adults at Chicago State University, Spanish Coalition for Jobs, and the Paul Simon Job Corp on the city's south side.

Jennifer Weggeman received her Master of Arts degree from DePaul University at the School for New Learning with a focus area on Coaching and Leading Groups to Design and Develop Programs, Products and Packages to Sell. She is a Personal And Business Success Coach, Author and E-Learning Director of Triple Spiral Center, LLC, a global learning mastery center offering specialized learning packages for individuals, groups and teams. Her background includes working with a large network of executive leaders in corporate, government, not for profit and entrepreneurial organizations for 20 years.

Course Objectives

- Develop proactive success attitude.
- Acquire tips on how to tailor a basic resume & letter cover letter template in order to apply for various job opportunities.
- Practice and develop interviewing skills.
- Clarify career goals and action plans for your career.
- Identify resources available to you to aid in your career planning.
- Creative exploration of your natural gifts, talents, skills and abilities.
- Learn tools and techniques to enhance your career strategy.
- Create a Career Management Files Binder.
- Apply self-directed learning to your specific desired outcomes using the course material.

The Learning Experience

The learning experience will be partly experienced-based and the main learning strategies will center on hands-on application, collaborative learning and research, weekly readings, class discussions and activities.

Text/Required Readings

Your Career: How to Make it Happen (with CD Rom)

By: Julie Levitt

ISBN: 10:0538730994

Publisher: Thomson, South-Western

Pub. Date: 2010

Edition: 7

Class Attendance, Participation and Respectful Behavior

Regular attendance is mandatory. Missing class affects participation which is a big part of this course. **Students grade will drop one letter grade for each class missed.** Attending a class session means being in class on time and remaining in class until class ends. In the event of an absence, it is imperative that you let instructor(s) know ahead of time. The student is responsible for obtaining missed material/assignments from instructor(s).

In addition to regular attendance and participation, students are required to be attentive and respectful of others in class. This means that when the instructor or another student is addressing the class, everyone is expected to listen attentively and to refrain from engaging in conversations or any other activities that constitute distractions. Students who do not abide by these guidelines will not be permitted to continue with the course.

Disability Statement

Students who feel they may need an accommodation based on the impact of a disability should contact me privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact me as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the:

- PLS Program (for LD, AD/HD) at 773-325-4239 in SAC 220, or
- The Office for Students with Disabilities (for all other disabilities) at 773-325-7290 Student Center 307

Policy on Academic Integrity and Plagiarism

Academic integrity entails absolute honesty in one's intellectual efforts. The *DePaul Student Handbook* details the facets and ramifications of academic integrity violations, but you should be especially aware of the policies on cheating and plagiarism.

Cheating is any action that violates University norms or an instructor's guidelines for the preparation and submission of assignments. Such actions may include using or providing unauthorized assistance or materials on course assignments, or possessing unauthorized materials during an examination.

Plagiarism involves the representation of another's work as your own, for example: (a) submitting as one's own any material that is copied from published or unpublished sources such as the Internet, print, computer files, audio disks, video programs or musical scores without proper acknowledgement that it is someone else's; (b) paraphrasing another's views, opinions or insights without proper acknowledgement or copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement; (c) submitting as one's own work a report, examination, paper, computer file, lab report or other assignment which has been prepared by someone else.

If you are unsure about what constitutes unauthorized help on an exam or assignment, or what information requires citation and/or attribution, please visit the website at: <http://academicintegrity.depaul.edu/Resources/Students/index.html> . Violations may result in the failure of the assignment, failure of the course, and/or additional disciplinary actions.

Policy on the Issuing of Incomplete (IN) Grades

The grade of Incomplete (IN) will be issued only in the case of exceptional circumstances that prevent the student from completing required coursework within the time frame of the quarter. Students who want the grade of IN to be issued must make a formal request by no later than the final class period, using the SNL Request Form for IN Grades (the instructor will provide the form). This request will specify the final deadline by which the student may submit outstanding coursework for evaluation. Work submitted after the established deadline will not be evaluated. IN grades left unattended will be changed to F by the university. There will be no exceptions to this policy.

Students will demonstrate competence through: in-class participation, small group and general class discussions, mock interview, in-class and homework assignments, analysis and interpretation of course materials given, and Career Management Files Binder.

Grading and Evaluation

(Requirements and due dates will be provided for each assignment)

Activity/Evidence	Evaluation-Criteria: Ability to:	Total Points
In-Class Participation (attendance)	Demonstrate levels of integration of concepts and the information presented.	50
Self-Assessment	Able to reflect and identify interests, skills and values in order to determine the best career fit.	20
30 & 60 Second Commercials	Create a compelling introduction statement	30
Networking/Mind Map	Explore & identify your advocates using creative problem solving techniques	30
Mock Interviews/ Interviewing Techniques	Demonstrate learned interviewing skills, strategies, and techniques.	50
Homework Assignments	Learning demonstrated by in class and outside assignments.	20
Career Management Files binder	A systematic identification of goals, alternatives, assets and barriers to success. Your binder will be evaluated by the instructors based on the depth of investigation into the idea, the level at which the course concepts are incorporated into the presentation and the overall quality of the plan itself.	100
	Total Points	300

Class Schedule

(Subject to change)

BEFORE OUR FIRST CLASS SESSION, READ CHAPTERS 2 and 3) AND BE PREPARED TO DISCUSS. (NOTE: you will need your resume and cover letter for this class)

EACH WEEKS ASSIGNMENTS BUILD A PART OF YOUR CAREER MANAGEMENT FILES BINDER – see 1 page handout for complete list

Date: January 16, 2010

Session 1 - Self-Assessment – Take a Look at Yourself

- Introductions
- Ice Breaker Exercise
- Review and explanation of syllabus, book & CD and Blackboard
- Success Strategies
- Job vs. Career
- Assessments
- Strengths/Weaknesses
- Starting your Career Management Files Binder

Homework:

1. **Take MAPP Assessment or any assessment (Meyers Brigg, etc) and report your findings in a one page summary due next class.**

Reading Assignment for next class:

- **Chapters 1, 4, 5**

Date: January 23, 2010

Session 2 – The Job Search: Research, Planning and Organization

Networking - Organizing Your Winning Network

- Creative Problem Solving
- 30 & 60 Second Commercial
- Your Support System
- Salary Negotiation
- Mind Map Your Advocates

Homework:

1. **Create a 30 and 60 second commercial and be prepared to present it during our next class. Also type and put it in your Career Binder.**
2. **Complete your Mind Map (names and contact information)**
3. **Develop your 1-2 year action plan**

Reading Assignment for next class:

- **Chapters 8, 9, 10, 11**

Date: January 30, 2010

Session 3 – Interview Strategies, Preparation and Practice

- Interviewing Techniques
- Questions Employers Ask
- Interview Questions
- Informational Interviews
- Follow-Up
- Practice Interviewing

Reading Assignment for next class:

- **Chapters 12, 13, 14**

Date : February 6, 2010

Session 4 Succeeding on the Job

- Career Changers
- Mini Coaching Session
- Career Action Plan

Homework:

Complete Career Management Files Binder (to be turned in last class session)

BRING RESUME AND COVER LETTER TO CLASS NEXT WEEK. BE PREPARED TO ASK SPECIFIC QUESTIONS AS THEY RELATE TO YOUR COVER LETTER AND RESUME.

Date: February 13, 2010

Session Resumes and Cover Letters

- Different styles of resumes and cover letters
- Mock Interviews
- Turn in Career Management Files Binder
- Complete Course Evaluation