



جامعة دبي  
UNIVERSITY of DUBAI

General Education Department

## Course Syllabus Semester: Spring 2010/2010

Course No: GCEX 100 (Sec. 01)  
Course Title: Career Exploration  
Prerequisites: English 2  
Class Hours: Time: 3:30-6:30 pm Day: Tuesday  
Room: MSUD 209

### Brief Course Description: (As in UD Catalog)

The purpose of the course is to guide students through the career exploration and planning processes and to provide the strategies and skills necessary for a lifetime of career-related decision making. The coverage includes self- assessment, occupational exploration, job search strategies, Resume writing, interview skills, and entrepreneurship.

### This course assesses the following General Program Outcomes (GPO)

1. Communicate effectively, think critically and make wise career decisions.

### This course develops the following General Skills Areas:

1. Interpersonal skills;
2. Networking Skills;
3. Organizational Skills; and
4. Communication Skills.

### Course Learning Outcomes (CLO):

Upon completion of this course students will be able to:

1. Discuss the importance of work and explain how it satisfies personal needs.
2. Identify personal interests, skills, traits, and values related to career.
3. Explore job opportunities, pathways and career building processes.
4. Make career decisions based on a planning model.
5. Implement a personal job search campaign.
6. Write an effective resume, a cover letter and related documents
7. Create a comprehensive professional portfolio.
8. Interview for a job with confidence and effectiveness.

### Assessment Scheme

This table maps the CLO to General Program Outcomes (GPO)

| CLO | GPO | General Skills |
|-----|-----|----------------|
| #1  | 1   | 4              |
| #2  | 1   | 3              |
| #3  | 1   | 2              |
| #4  | 1   | 3              |
| #5  | 1   | 3              |
| #6  | 1   | 4              |
| #7  | 1   | 4              |
| #8  | 1   | 1 & 4          |

### Assessment Scheme

This Table maps CLO to the assessment scheme.

| CLO   | Class Work (50%) |       |                    |          |                      | Mid-term Exam (20%) | Final Exam (30%) |
|-------|------------------|-------|--------------------|----------|----------------------|---------------------|------------------|
|       | Career Portfolio | Sigi3 | Moodle Discussions | Quiz (1) | Group Assignment (1) |                     |                  |
| #1    |                  |       | √                  | √        | 1%                   | 5%                  | -2%              |
| #2    | 5%               | 3%    |                    | √        | 1%                   | 5%                  | -3%              |
| #3    |                  | 3%    | √                  | √        | 1%                   | 5%                  | -3%              |
| #4    |                  | 3%    | √                  |          | 1%                   | 5%                  | -3%              |
| #5    |                  |       | √                  |          | 1%                   |                     | -5%              |
| #6    | 5%               |       |                    |          | 1%                   |                     | -5%              |
| #7    | 5%               |       |                    |          | 2%                   |                     | -4%              |
| #8    |                  |       |                    |          | 2%                   |                     | -5%              |
| Total | 15%              | 15%   | 5%                 | 5%       |                      |                     |                  |
|       | 40%              |       |                    |          | 10%                  | 20%                 | 30%              |

### Teaching Methods

1. Lectures
2. Invited speakers
3. Class discussions
4. Sigi3 software
5. Role Play
6. Paired work
7. Projects

### Use of Modern Instructional Technology

1. Sigi3 software
2. PowerPoint Presentations
3. Moodle
4. Internet Research

### Educational Resources

This table lists the required textbook/s and additional resources.

| Educational Resource   | Description  | Comments             |
|--|--|----------------------|
| References   | Yena, D. J. (2007). Career Directions (4 <sup>th</sup> ed.). McGraw Hill. ISBN-13: 978-0-07-312314-1; ISBN-10: 0-07-312314-5.  |                      |
|  | Luzzo, D. A. & Severy, L. E. (2009). Making Career Decisions That Count (3 <sup>rd</sup> ed). Prentice Hall. ISBN: 13: 978-0-13-171277-5; ISBN-10: 0-13-171277-2.                                    |                      |
|  | Stebleton, M., Henle, M., & Harris, C. (2006). Hired! The Job-Hunting/Career-Planning Guide (3 <sup>rd</sup> ed). Prentice Hall. ISBN: 0-13-114965-2   |                      |
| <b>Readings:</b>   |  |                      |
|  | Bolles, R. N. (2006): What Colour is Your Parachute?, Ten Speed Press. Library Call # HF 5382.7 .B64.  | Available UD Library |
|  | Green berg, Herb & Patrick Sweeney. 2006. Succeed on your own terms, Lessons from top achievers around the world on developing your unique potential. McGraw-Hill. NY. Library Call # HQ 5429 .G798. | Available UD Library |
|  | Sampson, James P. Et al. 2004. Career Counselling & Services: a cognitive information processing approach. Thomson Brooks/Cole. Library Call # HF 5381. C265.  | Available UD Library |
|  | Johnston, S. M. (2002). The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (4 <sup>th</sup> ed.). Prentice. Library Call # HF 5381 .J57.               | Available UD Library |
| <b>Internet Resources (For Projects &amp; Presentations)</b> |  |                      |
|  | The career Center At Washington University in St Louis<br><a href="http://careers.wustl.edu/default.html">http://careers.wustl.edu/default.html</a>  |                      |
|  | North Carolina Career Resource Centre<br><a href="http://www.roguecc.edu/Counseling/HollandCodes/test.asp">http://www.roguecc.edu/Counseling/HollandCodes/test.asp</a>                               |                      |
|  | <a href="http://www.soicc.state.nc.us/soicc/index.htm">http://www.soicc.state.nc.us/soicc/index.htm</a>  |                      |
|  | Iseek <a href="http://www.iseek.org/sv/index.jsp">http://www.iseek.org/sv/index.jsp</a>  |                      |
|  | University of Waterloo Career Services<br><a href="http://www.careerservices.uwaterloo.ca/">http://www.careerservices.uwaterloo.ca/</a>  |                      |
|  | Building Blocks for Personal Development<br><a href="http://www.building-blocks-for-personal-development.com/index.html">http://www.building-blocks-for-personal-development.com/index.html</a>      |                      |
|  | Career Directions <a href="http://www.careerccc.org/careerdirections/">http://www.careerccc.org/careerdirections/</a>  |                      |

### Weekly Plan:

| Weekly Schedule:                              |      |   |  |    |                 |  |  |
|---|------|---|--|----|-----------------|--|--|
| Career Exploration Weekly/Daily Teaching Plan |      |   |  |    |                 |  |  |
| Day/Week                                      | Date | Lecturer  | Unit Objectives  | CH | Relation to CLO | Teaching Materials/Assignment/Reading          | Assessment                                       |
| 1   | 23/2 | Introduction to course                                |  |    |                 |  |  |
| 2   | 2/3  | <i>The meaning of work</i>                            | <ul style="list-style-type: none"> <li>Analyze the meaning of work</li> <li>Understand the concept of work instinct</li> <li>Describe what employers want</li> <li>Discuss some factors affecting the workplace</li> <li>Analyze the stages of career development</li> </ul> | 1  | 1,3             | Luzzo: Ch.1<br>Yena: Ch.1                      |  |
| 3   | 9/3  | <i>Self Awareness (interests)</i>                     | <ul style="list-style-type: none"> <li>Understand John Holland's career theory</li> <li>Analyze the six personality types and work environments</li> <li>Identify their career interests</li> <li>Apply Holland's theory in their thinking about their careers.</li> </ul>   | 2  | 2               | Luzzo: (Ch.3)<br>Sigi 3                        | Sigi 3<br>Begin CLO 2                            |
| 4   | 16/3 | <i>Self Awareness (skills &amp; values)</i>           | <ul style="list-style-type: none"> <li>Define the concept of career values</li> <li>Perform value self assessment</li> <li>Classify career related skills</li> <li>Analyze their skills and characteristics that will affect career choices.</li> </ul>                      | 3  | 2               | Luzzo: (Ch.4)<br>Sigi 3<br>Stebleton: (Ch1)    | Quiz 1<br>CLO 1,2,3<br>Sigi 3<br>Continues CLO 3 |
| 5   | 23/3 | <i>Self Awareness (personality types)</i>             | <ul style="list-style-type: none"> <li>Understand the importance of personality types</li> <li>Identify their personality type in light of Myers-Briggs typology</li> </ul>  | 5  | 4               | Luzzo: (Ch.2)                                  |  |
| 6   | 30/3 | <i>Career Planning</i>                                | <ul style="list-style-type: none"> <li>Define career planning</li> <li>Develop an effective career plan</li> <li>Analyze their skills and characteristics that affect career choices.</li> </ul>   | 6  | 4               | Sigi 3<br>Luzzo: (Ch.9)<br>Yena: (Ch.4)        |  |
| 7   | 6/4  | <i>Career Decision Making</i>                         | <ul style="list-style-type: none"> <li>Recognize different career decision making approaches</li> <li>Compare career decision styles</li> <li>Analyze career decision making difficulties</li> <li>Make informed career decisions</li> </ul>                                 | 7  | 7               | Luzzo: (Ch.9)<br>Sigi 3                        | Sigi 3<br>End CLO 4                              |
| 8   | 13/4 | <i>Career Portfolio</i>                               | <ul style="list-style-type: none"> <li>Create a well organized career portfolio</li> <li>Show the importance of a career portfolio</li> <li>Use the career portfolio in an interview</li> </ul>  | 7  | 7               | Stebleton: (Ch5)<br>Yena: (Ch.5)               | Career Portfolio<br>Begin CLO 2                  |
| 9   | 20/4 | Resume Writing<br>Mid-Term                            | <ul style="list-style-type: none"> <li>Construct a winning resume.</li> <li>Differentiate between a CV &amp; a resume</li> <li>Compare different resume formats</li> <li>Prepare a cover letter</li> </ul>   | 9  | 9               | Stebleton: (Ch.7)<br>Yena: (Ch.7)              | Mid-Term<br>CLO 1,2,3,4                          |
| 10  | 27/4 | <i>The Job Search Campaign</i><br><br>The interview-1 | <ul style="list-style-type: none"> <li>Understand visible and hidden job markets</li> <li>Make use of professional networking</li> <li>Conduct Informational interviews</li> <li>Engage in Job shadowing</li> <li>Other job search techniques</li> </ul>                     | 10 | 8               | Stebleton: (Ch.8)<br>Luzzo: Ch.7<br>Yena: Ch.6 | Career Portfolio<br>Continues CLO 7              |
| 11  | 4/5  | The interview-2                                       | <ul style="list-style-type: none"> <li>Prepare for an interview</li> </ul>   | 10 | 8               | Stebleton: (Ch.9)                              | Career Portfolio                                 |

|    |      |                       |  |    |   |  |                               |
|----|------|-----------------------|--|----|---|--|-------------------------------|
|    |      |                       | <ul style="list-style-type: none"> <li>• Understand the process of interviewing</li> <li>• Conduct a successful interview</li> </ul>                                     |    |   | Yena: (Ch.9)<br>DVD                    | End CLO 8                     |
| 12 | 11/5 | The job offer         | <ul style="list-style-type: none"> <li>• Answer behavioral questions in an interview</li> <li>• Negotiate a job offer</li> <li>• Accept or reject a job offer</li> </ul> | 11 | 8 | Stebleton:(Ch.9)<br>Yena (Ch.9)<br>DVD |                               |
| 13 | 18/5 | Student Presentations | <ul style="list-style-type: none"> <li>• Group presentations and a guest speaker</li> </ul>  |    |   |  | Group presentation<br>CLO 1-8 |
| 14 | 25/5 | Student Presentations | <ul style="list-style-type: none"> <li>• Group presentations &amp; revision</li> </ul>   |    |   |  | Group presentation<br>CLO 1-8 |
| 15 | 1/6  | Revision              |  |    |   |  |                               |
|    | 13/6 |                       | Final Exam   |    |   | 10.00 a.m. - 12.00 p.m.                | Final Exam<br>CLO 1-8         |