

American University of Central Asia
Career Planning and Development
3 credit hours
BUS251

"The best way to predict the future is to create it."

Abraham Lincoln

Course description

This course is designed to guide you through the career exploration and planning processes and to provide the strategies and skills necessary for a lifetime of career-related decision making. You will be engaged in a variety of self-discovery initiatives, exploring personal interests, values, and abilities. With this information, you will utilize various exploration techniques to define and clarify educational and career plans. The course focuses upon decision-making skills and strategies, and the integration of these in choosing an academic major or career path.

Course objectives:

- To gain a deeper understanding of yourself and the world of work.
- Identify and evaluate your interests, skills, values, and lifestyle preferences and relate them to educational and career planning;
- To understand the process of career development;
- Learn about resources and information that can be utilized in career decision making and goal setting when exploring academic and career options;
- Develop decision-making skills and a plan for reaching self-determined goals;
- Learn basic job search skills and strategies;
- Begin to take an active role in the career planning process.

Upon successful completion of the course, you will be ready to:

- Articulate your values
- Understand your career interests and what drives you to be successful
- Research and analyze targeted companies, industries and career opportunities
- Create your network and build relationships in a variety of settings
- Write dynamic resume and cover letter
- Interview successfully in different interview formats
- Develop your career action plan and manage your career

Expectations:

Learning is not only about reading and writing. It can also become an enjoyable process full of energy and fun. The students will have a wonderful opportunity to learn from the instructor, guest speakers, fellow students, and AUCA alumni. To make yourself more successful at this course, **you can and should: show up on time, stay actively engaged, not eat during the class, and turn your cell phones off once class starts.** Since this course is aimed at development your career planning skills, it should be treated as a professional work setting. Your work, participation, attitude, efficiency, and effectiveness should reflect the level of professionalism expected in a work setting.

Academic Honesty

- All students are expected to abide the AUCA Honor Code. Academic dishonesty of any kind will not be tolerated. As defined, academic dishonesty is a "failure to maintain academic integrity." Failing to maintain academic integrity includes obtaining or giving help on an examination, doing work for another student, and plagiarism. Plagiarism is a serious issue in academic settings. There is a general rule for avoiding plagiarism: never attempt to pass off another's work as your own.

Students are expected to maintain high ethical standards in all their courses. **All cases of academic dishonesty will result in a failing grade.**

Readings

The whole package of articles, cases, readings, assignments, Power Point, video and instructions is located on e-course.auca.kg

Course Schedule and Readings:

week #	Lecture topics	hours	Readings/Assignments
1	Introduction to Career Planning and Development and Reviewing Your CPD Syllabus Why Career Planning? Employability Skills 2000+ Steps in Career Planning; The 10 Career Myths	2	<i>Moodle: e-course.auca.kg</i> <i>Readings and assignments: topic # 1</i>
2	Step #1: Self Assessment Identifying Your Values, Interests Personal SWOT Analysis Self-Awareness Individual Project discussion Keeping Track of Self-Knowledge and Exploration of Self	2	<i>Readings and assignments: topic # 2, 3</i> Self-Awareness project assignment
3	Step #2: Exploring your options What can I do with my major? Career Awareness, Exploration, and Planning Career search, exploring sources of career search Decision Making Strategies Occupational Awareness Inventory Individual Project discussion Planning Your Job Search Strategy <i>Readings and assignments folder: class s # 13</i>	2	<i>Readings and assignments: topic 4, 5,6</i> Occupational Awareness Project assignment
4	How to prepare for Career Fair Informational Interview Informational Interview Individual Project	2	<i>Readings and assignments: topic 7</i> Informational Interview project
5	Job search Marketing mix/Marketing tools Preparing Your Professional Resume	2	<i>Readings and assignments: topic 8,9, 10</i>
6	Preparing Your Professional Resume, European CV Developing a Professional Cover Letter	2	<i>Readings and assignments: topic #10, 11, 12</i> Resume, CV, cover letter
7	Preparing for Your Professional Interviews Discussion of Group Mock Interview Project	2	<i>Readings and assignments: topic #13</i> Group Mock Interview Project deadline:
8	Conducting Your Professional Interviews	2	<i>Readings and assignments: topic#14</i>
9	Conducting Your Professional Interviews	2	<i>Readings and assignments: topic #15</i>

10	Do and Don't of internship Graduate school	2	<i>Readings and assignments: topic #16</i>
11	Mock Interview Project	2	
12	Mock Interview Project	2	
13	Mock interview Project	2	
14	Mock interview Project	2	
15	Course overview	2	

The instructor **reserves the right to modify any and all portions of this syllabus** at any time during the period of the course.

Class policies:

Attendance – all students are expected to attend all the classes. This class is experiential, and your participation is strongly encouraged. Therefore, class attendance is VERY IMPORTANT.

Your earned points will drop 2 points each time you have unexcused absence.

Participation – as mentioned above the course is interactive, so being active in the classroom is important. Participation will be evaluated on the basis of your attentiveness, respect to classmates and instructor, preparedness, and involvement in class discussions.

What you get your points for:

Assignments – assignments are aimed at developing self-knowledge and your skills of writing resume, cover letter and shaping your interviewing skills. They will be integrated into class discussions.

Self –Awareness Individual Project

It includes a number of exercises that will help you to learn more about yourself and clarify your career aspirations.

Occupational Awareness Individual Project – this project will help you to understand clearly your career options and narrow your career choices. You will conduct a personal occupational exploration. The project includes the following steps:

1. Gathering Industry Information
2. Identify Professional Career Options Using the Internet.
3. Conducting Your Internet Research Effort

Information Interviews Reflection Paper - You will conduct one information interview with individual who works in career fields that interest you. To prepare for the interview, read about the industry, organization, and even the individual if possible. You will be able to ask more informed questions and can often find information online. Information on how to conduct and Informational Interview and suggested questions to ask can be found in folder of e-course. With your information, write a 2 page reflection paper, typed and double spaced. You can write about what you learned from the interviews and what you think and feel about those jobs and career fields. You can also write about how you felt doing this assignment. Please enclose your interview questions and answers as appendix to your Information Interviews Reflection Paper.

Mock Interview (I am applying for Job)

On this project you will work in groups of five. You have to prepare an interview and assign the roles to each member of the group: interviewers and interviewee You are supposed to conduct a mock interview

in class that will be videotaped and analyzed by the whole class. All needed instructions will be provided to you in class and on e-course.

ANY ASSIGNMENT OR PROJECT THAT DOES NOT MEET DEADLINE WILL BE NOT GRADED. Please do not send me late assignments via email, I will not grade them. None of the causes will be accepted.

Points Table:

#	Description	Due Date	Points
1	Portfolio Self-Awareness Individual Project includes the following exercises: Values Exercise, Interest Exercise, Personality Type, SWOT-Analysis, Personal Mission Statement Occupational Awareness Inventory Project Other home assignments		40 15/15/10
2	Resume, CV		10/5
4	Cover letter		10
5	Informational Interview		15
6	Mock Interview (I am applying for job)		20
	Total		100

Grading:

#	Points earned throughout the course	Grade
1	100 -95	A
2	94 -90	A-
3	89-85	B+
4	84-80	B
5	79-75	B-
6	74-70	C+
7	69-65	C
8	64-62	C-
9	61	D
10	60 or less	F