

IDS 200: Career Exploration and Planning

Required Course IDS 200 – Freshmen/Sophomore

Materials: 3-Ring binder is recommended to keep packet and related materials.

- I. **Course Description:** This course is designed to assist you with career planning by offering systematic approach to life-long career decision-making.

- II. **Course Objectives:**
 - Identify and evaluate interest, skills, values, and lifestyle preferences and relate them to educational and career planning.
 - 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.
 - Develop a basic résumé.
 - Learn how to arrange and conduct informational interviews.
 - Learn basic job search skills and strategies.
 - Begin to take an active role in the career planning process.

- III. **Expectations**
 - Attend and actively participate in class.
 - Respect others' opinions and differences.
 - Complete homework and other assignments in a timely and professional manner.
 - Ask questions if unclear on lecture and/or assignment.
 - No foods, drinks, and please turn cell phones and pagers off in class.
 - Please do not touch SMART equipment unless you have permission from the instructor.
 - Arrive to class on time and stay until class is finished. Homework assignments are due at the beginning of class on the day stated.
 - Word process and thoroughly proofread all assignments. Type and double space all assignments unless otherwise instructed.
 - Learn and enjoy the class.

- IV. **Attendance:**

Attendance is mandatory. In order to get the full benefits of the class you must be here. Two absences will be allowed without penalty. **For each absence after two, 10 points will be deducted from a student's final grade. Habitual lateness will also result in point deduction.**

Please plan ahead for absences that you know may occur. Save one for illness or unexpected difficulties.

- V. **Grading Policy**

Grades will be awarded based on 6 major projects and 8 weekly assignments for a total of 1000 points possible. Assignments will be graded on the content, effort and thought put into them. Each assignment will be reviewed for grammar and spelling. All assignments should be typed and double spaced. **15 of the total points assigned will be deducted for each day the assignment is late. For help with spelling and grammar go to: <http://englishplus.com/grammar/> or visit the Writing Center on campus.**

Projects - 100 points each

Self Reflection Paper

Informational Interview

Four Year Academic & Professional Plan

Cover Letter and Resume

Mock Interview

Group Presentations

Grading Scale

900 – 1000 points A

800 – 899 points B

700 – 799 points C

600 – 699 points D

599 and below points F

Weekly Assignments - 50 points each

Myers-Briggs Type Inventory (MBTI)

STRONG Interest Inventory

What Can I Do With My Major? Assignment

Process of Elimination—hand in 3 majors of interest

Occupational Outlook Handbook Assignment

Register with LionJobs

One- on- One Appointments

5 Interview Questions

Code of Academic Conduct

IDS 200 will follow all rules and procedures regarding The University of North Alabama's Code of Academic Conduct and the Academic Honor Code.

All students in attendance at University of North Alabama are expected to be honorable and observe standards of conduct appropriate to a community of scholars. The University of North Alabama expects from its students a higher standard of conduct than the minimum required to avoid discipline. At the beginning of each semester and on tests and projects at the discretion of the professor, each student will be expected to sign an Honor Pledge.

Accommodations for students with disabilities

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256-765-4214).