Course Title: Career Explorations  
Course Number: AAA 408/508  
Term: Winter 2016  
Credit: 1 credit  
CRN: 27340/27341  
Grading Options: Pass/No Pass  
Meeting times: 100% on-line—asynchronous

INSTRUCTOR CONTACT INFORMATION:
Kassia Dellabough kassia@uoregon.edu  
PODS Office: 277 Lawrence, 541.346.2621  
Office Hours: By appointment. By phone, SKYPE or schedule an in-person appointment at http://pods.uoregon.edu ("Make an appointment" button).

COURSE OBJECTIVES
This course is designed for students actively exploring career options whether within a specific discipline or on a broader scale.

COURSE OUTCOMES
Students will:

• Complete a series of career inventories to clarify interests  
• Conduct informational interviews to learn more about specific occupations  
• Learn to conduct basic research techniques applicable to professional exploration  
• Create draft resume & cover letters reflecting core skills and aspirations  
• Evaluate potential career trajectories through exploration of occupational trends

COURSE REQUIREMENTS
1. Students are expected to complete all assignments by stated deadlines.  
2. Due dates: All assignments are due Sundays by midnight.  
3. All assignments are posted in weekly folders and are designed to be somewhat flexible to allow students to customize to their unique interests and needs.  
4. Graduate Students: Additional work will be required for all graduate students. Specific assignments will be co-designed with instructor to reflect student needs and fulfill additional level of work to meet graduate level expectations.

GRADING
To pass the class, all assignments must be completed

ASSIGNMENTS OVERVIEW
These assignments are designed to support you at the stage you are in so that you can gather the right kind of information to take the next steps in your career!

Choose Tier A or B
Each student will choose a tier at the outset of the class and stick with it for the full ten weeks. You must not change once the class begins, and you definitely shouldn't pick the assignment that you like the best. These build on each other and if you do this, you will run into issues!
Some assignments are for all students to lay a foundation.

Choose which tier would be best for you.

**Tier A** is for students who know (broadly) which direction they would like to go with their lives but are unclear about the specifics or how to get there.

**Tier B** is for students who are interested in doing wide range career exploration, and at this point, do not know what they want to do, but curious about the possibilities.

To pass the class you must complete all assignments.

STEP ONE: All students week 1 & 2 activities:
1. Activate UODuckconnect
2. Reflection on resource links
3. Introductions with goals, image, strengths & experience
4. List jobs/careers options

<table>
<thead>
<tr>
<th>Tier A</th>
<th>Tier B</th>
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<tbody>
<tr>
<td>Draft Resume/Final</td>
<td>Master Resume</td>
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<tr>
<td>CIS exploration</td>
<td>Personal Strengths &amp; Good experiences</td>
</tr>
<tr>
<td>Movie character</td>
<td>on-line career tools</td>
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<tr>
<td>Dream Day</td>
<td>2 additional assessments</td>
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<tr>
<td>Mentor contacts</td>
<td>Occupational research</td>
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<tr>
<td>Info interviews</td>
<td>Mentor/info interviews</td>
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<tr>
<td>post-class “what I learned”</td>
<td>post-class “what I learned”</td>
</tr>
</tbody>
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**COURSE SCHEDULE AND ASSIGNMENTS BY WEEK**

POLICIES:
Assignments must be submitted on-time. No late work accepted. I have this policy to assist you to stay on track and build steadily toward your next steps. Each assignment builds upon the previous one.

**WEEK ONE:** Hello!
Introductions and Exploration/selecting your path

**WEEK TWO:** building self-awareness
Tier A: Resume development
Tier B: Strengths & Experiences

**WEEK THREE:** Finding a good fit and your dream job
Tier A: Movie Character and Resume
Tier B: On-line Career Assessments

**WEEK FOUR:** Dreaming of Your Perfect Day
Tier A: Designing your dream day
Tier B: Learning more about YOU! What are you good at? What are you interested in?

**WEEK FIVE:** Making Contact to Learn More about Jobs and Occupations
Tier A: identifying who you will do informational interviews with
Tier B: learning about different occupations through research

**WEEK SIX - EIGHT:** Reaching Out and Researching Jobs and Occupations
Tier A: Informational Interviews
Tier B: draft resumes and set up interviews

**WEEK NINE & TEN:** Reflections, synthesis and next Steps
custom resources for your unique interests

NOTE TO GRADUATE STUDENTS: Graduate students are expected to delve into materials at a deeper level reflecting both academic and
professional advance standing. This can be customized to suit your unique goals for the course. If you want to do something of your own design, provide for the instructor a written proposal that explains what you would like to do, how it will benefit you, and why it is graduate level work. Your project should require about 10 hours of work.

**Policies**

**Student Conduct**

The University of Oregon has promulgated a Student Conduct Code which contains important regulations, policies, and procedures pertaining to student life. It is intended to inform students and members of the University community who work with them of students’ rights and responsibilities during their association with the institution and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University. The full terms and conditions of the Student Conduct Code are contained in Oregon Administrative Rules Chapter 571, Division 21—University of Oregon. Highlights of the Student Conduct Code are published on the Dean of Students website.

- **UO Student Conduct Code**: http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx
- **UO Academic Misconduct**: http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx

**Inclement Weather**

When university operates on a curtailed schedule or closes, UO Media Relations notifies the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university's schedule is posted on the UO main homepage (in the News section) at http://www.uoregon.edu.

**Accessibility**

The University of Oregon is working to create inclusive learning environments. Please notify me during the first class meeting if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu. **UO Accessible Education**: http://aec.uoregon.edu

**Grievance Policy**

Information on filing a student grievance may be found at http://asuo.uoregon.edu/studentinfo.php?a=13#toc1200.

**Conflict Resolution**

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnesses bias, unfairness, or other improper treatment. These include discussing the conflict with the specific individual or contacting the department head. You may also contact:

- **UO Bias Response Team**: http://bias.uoregon.edu/
- **Conflict Resolution Services**: http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
- **Affirmative Action and Equal Opportunity**: http://aaeo.uoregon.edu/

**Respect for Diversity**

It is the policy of the University of Oregon to support and value cultural diversity. To do so requires that we:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas, and backgrounds which is the lifeblood of the university.

**A&AA Inclusion Statement**

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.