

ED 589 LIFE AND WORK PLANNING

Syllabus

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COURSE CREDIT:

Three Semester Hours

PREREQUISITES:

A baccalaureate degree is required for graduate level courses.

COURSE MATERIALS:

Required Textbook:

Life and Work Planning Workbook by instructor, Dr. Anne F. Goiran-Bevelhimmer.

COURSE DESCRIPTION:

Students will learn how to take charge of their life and set career, retirement, and vocational goals. They will learn effective life and work planning skills that can be used at any time of life. They will learn to write résumés, and practice interviewing skills.

Skills are easily transferable and applicable to any curriculum and grade level. This course builds positive self-esteem, confidence, and motivation. The course meets the school to work standard of preparing students for the workplace.

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

Students will:

- learn how to develop a fundamental understanding of the career and life planning process
- understand the purpose of the self-assessment process and complete extensive self-assessments in the workbook
- develop skills gathering information about careers from people in the field, Internet resources, books, and other aspects of the job searching process
- develop skills in the life planning process and complete a life plan using exercises in the workbook
- learn how to adapt the exercises to their classroom needs

COURSE REQUIREMENTS:

1. **Workbook:** The student will complete the assignments in the Life and Work Planning Workbook by Dr. Anne Goiran-Bevelhimer using this study guide to direct your work. Return the completed workbook to the Instructor. The graded workbook will be returned to you. If you are e-mailing your responses, please be sure to clearly mark each assignment with page number and heading of the exercise.
2. **Reading of Choice:** Please choose a book/ article in the field of life and work planning. Write a 1-2 page review of this book, answering the following questions:
 - Title, author, and date of publication.
 - Why did you choose this book?
 - Brief review of the book.
 - What was valuable?
 - How can you use this information for yourself?
 - How can you use this information in your classroom?
3. **Exam:** The exam is a product of what you have learned from taking this class. Please submit the following:
 - A 1-2-page paper telling what you have learned from this course that is helpful to you personally, and how you can use this information in your classroom.

GRADE DISTRIBUTION AND SCALE:

In alignment with ASC academic policies, no D may apply to a major or minor field.

Grade Distribution:

The grade is determined by the percentage of completed activities, workbook, reading, and exam and averaged together to create your final grade.

Scale:

A 90-100%

- 90-100% completion of all exercises and assignments in the workbook.
- 1-2 page paper on a book or article of your choice.
- Exam: 1-2 page paper telling what you have learned from this course.

B 80-89%

- 80-89% completion of all exercises and assignments in the workbook.
- 1 page paper on a book or article of your choice.
- Exam: 1-2 page paper telling what you have learned from this course.

C 70-79%

- 70-79% completion of all exercises and assignments in the workbook.
- Less than 1 page paper on a book or article of your choice.
- Exam: Less than 1 page paper telling what you have learned from this course.

D 60-69%

- 60-69% completion of all exercises and assignments in the workbook.
- No Review on a book or article of your choice.
- Exam: Less than 1 page paper telling what you have learned from this course.

F Less than 59 %

- Less than 59% completion of all exercises and assignments in the workbook.
- No Review on a book or article of your choice.
- No Exam Paper.

COURSE INSTRUCTIONS

This course is intended to be practical and useful to you both personally and professionally. If you need to tweak the course assignments to better suit your needs, I am more than happy to accommodate you. Please follow the study guide to direct your work in the workbook.

Instructor's comments will give you a sense of what you are reading and why you are doing the exercises in the workbook. The assignments are exercises in the workbook with the exception of outside reading. All readings refer to the workbook. You may send your work to me unit by unit or all at once. You may send your work by e-mail or hard copy through postal mail. Please do not fax your work to me. You may handwrite or type your work. You may write in the workbook or create your own notebook or attachments on a word processor. Please be sure that your name is marked on your workbook, attachments, or e-mail. Outside readings are of your choice. You may follow my suggestions or find some of your own. I encourage you to search the Web for articles, and information that will enhance the content of this course and your purposes for taking this course. Though this is an independent study, I hope you will share your process with others. Life and work planning is enhanced by talking with others as well as collecting information from others. Your exam is not proctored and is an opportunity to reflect about what you have learned as a result of taking this class.

As soon as I have reviewed your work, I will send a grade in so you can order a transcript. I do send all work back and appreciate a self-addressed, stamped envelope. If you have any questions or concerns while you are working on the course, please do not hesitate to contact me by phone or e-mail. Please see the contact information in the syllabus.