

**HDCF 474 Senior Seminar: Professional Issues (4 credits)
Summer 2008**

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Catalog Description:

Establishing a professional identity and transitioning to a career in the field of human services.

Course Goals:

1. To further develop and refine human relations skills essential in human services.
2. To gain greater understanding of your own skills and their application to on-going professional growth and work-related decisions.
3. Ultimately, to gain greater appreciation of your strengths, your ability to articulate your strengths and skills confidently, and your ability to assume the role of a professional.
4. To increase awareness of potential job market opportunities, and the job application and interview process.
5. To develop an awareness of ethical leadership in human services.
6. To assist students to develop a personal framework for ethical decision making.

Texts:

Mortenson, G., & Relin, D.E. (2006). *Three cups of tea*. New York: Penguin
Shriver, M. (2000). *Ten things I wish I'd known*. New York: Warner Books.

Class Organization:

The format of this class will consist of short lectures, class discussion, and small group participation. You are considered an essential contributor and participant in the weekly activities. As such, my philosophy of education suggests learning best occurs when you are actively involved in the process. As your instructor, I can serve as your guide and resource person. What you learn, in part, depends on your own motivation and eagerness to gain as much from this experience as is possible.

Course Requirements:

1. Attend class and participate in group discussion and small group exercises. Be an active participant.
2. Complete Three Cups of Tea Assignment which will be distributed in class.
3. Complete Find a Job Assignment.
 - Log on to the Internet with websites such as monster.com or careerbuilder.com and find two jobs that are of interest to you. Be real. You may also go to MSU Career Services which has jobs posted outside the office.
 - Print out and submit a copy of each of the two jobs.
 - Write a half-page paper for *each* job about why *you*, with *your* degree, and *your* experience are qualified and interested in the job. Use the parts of the job description and answer each part. So if there are 2 required qualifications and 2 recommended qualifications, respond to each in the same order as the job announcement. Be specific and relate to parts of the job description itself and how your skills and interests match what they are looking for in the job.
4. Complete Resume assignment. Write a cover letter and one page résumé based on samples provided in class. Your résumé must be one page. Your cover letter must be one page and business format.
5. Complete 5 Interview questions from list of questions provided in class. Select five questions and write answers that you would "speak" during an interview.
6. Complete a one-on-one career planning interview with Dr. Osborne or Deb Gertiser.
7. Select *one* of the 10 things from Shriver's book. Describe how the thing has impacted you as a graduating senior.

	<i>Possible Points</i>	<i>Earned Points</i>
1. Attend class and participate in group discussion and small group exercises	20	
2. Three Cups of Tea Assignment	10	
3 Find a Job Assignment	15	
4. Résumé and cover letter Assignment	15	
5. Interview Questions Assignment	15	
6. Career Interview with Dr. Osborne or D. Gertiser	15	
7. Shriver Assignment	10	
<i>Total points possible</i>	100	

The total points may vary according to a student's unique situation. Therefore, student's total points will be monitored and evaluated on an individual basis accordingly.

Tentative Schedule

<i>Date</i>	<i>Topic</i>	<i>Reading</i>	<i>Assignment Due</i>
5/22	Course overview; professionalism and FCS careers; internships; professional identity		
5/29	Describing your major: What is FCS? Beginning to market yourself	Shriver, Ch. 1	
6/5	Pinpointing your passion; discuss Three Cups of Tea		Reading of Three Cups of Tea must be completed by this class Three Cups of Tea assignment due (10 points)
6/12	Careers/The Job Market Today; Starting the search process	Shriver, Ch. 2,3	
6/19	Marketing your skills; preview of the Find a Job Assignment Discuss Paper #1 Assignment	Shriver, Ch. 4	Paper #1 Due from lab syllabus
6/26	Discuss your Find a Job Assignment Résumé and Cover Letters	Shriver, Ch. 5	Find a Job assignment due (15 points)
7/3	Resume Sharing; Preparing for the Interview; preplanning	Shriver, Ch. 6	Bring a draft of your resume to share in class. We will review in small groups
7/10	The interview itself; mock interviews; after the interview	Shriver, Ch. 7	Résumé and cover letter due (15 points)
7/17	Career Development I: Day-to-day on the new job: etiquette, office politics, wardrobe, grooming ;Stress management/Lifestyle Choices; using planners	Shriver, Ch. 8	Interview questions (15 points)
7/24	Career Development II: Special challenges for women; special challenges for minorities;	Shriver, Ch. 9	Your Career Interview completed by this date (15 points)
7/31	Ethics and the role of professional associations		Paper #2 Due from lab syllabus
8/7	Professional development; Education after college; Future Trends and Careers, Summary	Shriver, Ch. 10	Evaluation from Field Supervisor Due Shriver due (10 points)

