

Crown 185 - Internship and Career Preparation – 1 Unit Course

Sponsored by Crown College and Coordinated by the UCSC Career Center

Crown 185 –Fall 2014
Wednesdays - 2 to 3:30 pm
Bay Tree Conference Center, Cervantes & Velasquez Conference Room

Instructor:

April Goral
Career Adviser, UCSC Career Center
Bay Tree Building – 3rd Floor
Available by appointment: 831 459-4839 asgoral@ucsc.edu

COURSE OBJECTIVES:

- Take self-assessments to learn which careers could be a good match for you.
- Learn about resources available for future career choices.
- Identify options for the types of jobs/internships you want to pursue.
- Develop your cover letter, resume writing, interviewing skills and job search etiquette skills.
- Learn of key resources available for an internship or job search.
- Develop strategies for a successful job or internship search.

SYLLABUS

- 8 Oct.** **Introduction:** Instructor and student introductions and overview of class
Session 1 Interactive exercise related to behavioral interview questions
- 15 Oct.** **Resume, Cover Letter Writing and Reference Sheets**
Session 2
- 22 Oct.** Discuss **Myers Briggs Type Indicator results.** Learn more how your
Session 3 personality preferences relate to understanding yourself and your career choices.
- 29 Oct.** Discuss your **Strong Interest Inventory results.** Integrate it with your
Session 4 personality preferences and how they relate to your career choices.
- 5 Nov.** **Successes and Dependable Strengths.** Identifying your dependable strengths
Session 5 through sharing your personal success stories with your classmates.
April & Sheila
- 12 Nov.** **How to Research Careers & Develop a Career or Internship Target**
Session 6 Resources: ONET, OOH and web career exploration resources.
Hugo
- 19 Nov.** **Interview Techniques: Outshine your competition.**
Session 7 Danielle
- 26 Nov.** **Job Search** – How to find a job in a tough job market: networking, making
Session 8 contacts, information interviewing, resources for finding.
Jen

3 Dec. **Student Presentations on interview skills: Group I**
Session 9 April & Sheila

10 Dec. **Student Presentations on interview skills: Group II**
Session 10 April & Sheila

Assignments:

1. Take the Myers Briggs Type Indicator and the Strong Interest Inventory assessments
MBTI complete by 10/20; Strong complete by 10/27.
2. Prepare a resume, cover letter and reference sheet **Due: 10/22**
3. Write **2** personal success story and bring to class, **11/5**
4. Fill out **3** occupational interests sheets. **Due: 11/26**
5. Prepare for your 3-minute **success story in “STAR” format** presentation to be evaluated by your peers and instructors. Students will sign up for their preferred date:
Group 1: 12/3 or Group 2: 12/10
6. Final paper learning outcomes from the class **Due: 12/12, 5 pm ecommons, email or drop off hard copy at the Career Center front desk.**

If you require any special accommodations, please let me know at the first class.

Evaluation & Grades

The course evaluation is based upon the your participation in class discussions and exercises as well as written assignments and an in-class presentation.

- 15% Class attendance and participation
- 15% Assignment 1: Online Myers Briggs Type Indicator & Strong Interest assessments
- 10% Assignment 2: **2 Written** Dependable Strengths Success Stories
- 10% Assignment 3: **3** Occupational Interest sheets
- 20% Assignment 4: Resume, cover letter and reference sheet
- 20% Assignment 5: Three-minute interview skills presentation critiqued by instructors & peers
- 10% Assignment 6: Final one-page paper: Learning outcomes

Informational Interview: extra credit with the completed form