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 personality preferences relate to understanding yourself and your career choices.
Session 3

29 Oct. Discuss your Strong Interest Inventory results. Integrate it with your personality preferences and how they relate to your career choices.
Session 4

5 Nov. Successes and Dependable Strengths. Identifying your dependable strengths through sharing your personal success stories with your classmates.
Session 5 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 contacts, information interviewing, resources for finding.
Session 8 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