Internship and Career Preparation – 1 Unit Course
Sponsored by Crown College and Coordinated by the UCSC Career Center

Crown 185 – Winter 2016
Wednesday- 2 to 3:15 pm
Bay Tree Conference Center: Cervantes & Velasquez Room

Course Coordinator:
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Available by appointment
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COURSE INFORMATION
The goal of this class is to provide tools for effective career exploration and advancement, including, but not limited to writing resumes and interviewing. This will be a project-based class where the project is finding career paths that suit your personality and financial goals.

The products are:
1. Cover letter, résumé and reference sheet
2. List of three possible careers that would work for you, with one being a stretch
3. Mini-mock interview for a position in the career path of your choice (STAR success story project).

You will be expected to start working on your cover letter, résumé and reference sheet from the start, improving it and focusing it as your exploration progresses.

Given that a lot of the tools we are going to provide are available online, we strongly recommend bringing your laptop to class so that you can start using them as the instructor goes over them and bookmark them for later use.

Also note that this is an open source class, and you will be encouraged to use all the resources available to you including getting feedback from career center advisers and conducting informational interviews with UCSC alumni.

ABSENCES
All students are granted one absence for the quarter. Additional absences will result in a ten percent deduction from the students’ class attendance and participation grade.

SYLLABUS
1/6/16 Introduction: Instructor and student introductions and overview of class.
Session 1 Learn skills employers seek (NACE) and entrepreneurs need (Entrepreneurial Strengths Finder).
Homework: Take the Myers Briggs Type Indicator and the Strong Interest Inventory assessments—MBTI and Strong completed by 1/13
1/13/16  Resume, Cover Letter Writing and Reference Sheets
Session 2  *Homework:* Prepare a resume, cover letter and reference sheet:
FIRST DRAFT DUE 2/17/15, FINAL DRAFT DUE 3/2/15.
Due TODAY: MBTI and Strong

1/20/16  Discuss *Myers Briggs Type Indicator results.* Learn more about how
your personality preferences relate to your career choices.

1/27/16  Discuss your *Strong Interest Inventory results.* Integrate it with your
personality preferences and how they relate to your career choices.

2/3/16  **How to Research Careers & Develop a Career or Internship Target**
Session 5  Resources: ONET, OOH and web career exploration resources
*Bring a Laptop or tablet to class to research careers
*Homework:* Fill out occupational interests packet.
Due: 2/10/15

2/10/16  The Hidden Job Market – Learn alternative techniques for finding a job in a
tough market such as networking, making contacts, and informational
interviewing
Extra Credit: *Conduct an informational interview with a professional identified
through LinkedIn, CAN or a referred by someone in your network (professor,
advisor, etc.) and write a one page reflection on how that interview helped define
your career path
Due: 3/16
Due TODAY: Occupational packet

2/17/16  Gaining Experience Through Internships and Getting Involved & Peer
Resume Reviews
Resources for your internship search, undergraduate research, student
organization involvement and other ways to build practical experience.
Due: Resume, Cover Letter, and Reference Sheet-FIRST DRAFT

2/24/16  Interview Techniques: Outshine Your Competition.
Session 8  *Homework:* Prepare for your 3-minute presentation: to be evaluated by your
peers and instructors. Students will sign up for their preferred date.
Due: 3/9/15 or 3/16/15

3/2/16  Starting Your Own Business or Preparing for Graduate School
Due: Resume, Cover Letter, and Reference Sheet-FINAL DRAFT

3/9/15  Student Presentations on interview skills: Group 1
Due: Presentation of one success story in “STAR” format.
*Homework:* Final paper: Learning Outcomes from the class. Due 3/17/15.
3/17/15  Student Presentations on interview skills: Group 2
Session 11  Due: Presentation of one success story in “STAR” format.
            (4pm-7pm)  Due: Final Learning Outcomes paper due TODAY
            Due: Extra Credit Informational Interview

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. All assignments are due in eCommons at midnight unless otherwise specified. Late assignments will receive a 10% per day deduction.

15%  Class attendance and participation
15%  Assignment 1: Online Myers Briggs Type Indicator & Strong Interest assessments
10%  Assignment 2: Occupational interests packet
25%  Assignment 3: Resume, cover letter and reference sheet
25%  Assignment 4: Three-minute interview skills presentation critiqued by instructors & peers
10%  Assignment 5: Final one-page paper: Learning outcomes

Extra credit: Informational Interview with one page reflection 10%

Grading Scale
Grade  Minimum %
A+     100
A      95
A-     90
B+     87
B      83
B-     80
C+     77
C      70
D      60
F      0