BOROUGH OF MANHATTAN COMMUNITY COLLEGE

City University of New York

**Professional Development & Career Planning Monday, 4:00-5:40pm – F613**

**MEA 201-1600 Prof. Glenda Blakely**

**Spring 2018 Office-746B**

**Credits: 2**

**Email:gblakely@bmcc.cuny.edu**

Office Hours: By Appointment Only

**A. COURSE DESCRIPTION:**

MEA 201- 1600 - is designed to help students creatively plan their careers. The course covers self-assessment, career exploration, social branding and practical job search skills. Typically, the course includes the following topics: identifying and classifying needs, interests, values, and skills; researching occupational and organizational alternatives; job search techniques and resources for employment; resume and cover letter preparation; and job interviewing and follow‑up.

**B. PREREQUISITES AND/OR COREQUISITES:**

Completion of reading requirements and at least 12 credits.

**C. STUDENT LEARNING OUTCOMES**

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| **COURSE STUDENT LEARNING OUTCOMES** | **MEASUREMENTS** |
| **Students enrolled in the Career Planning course will be able to:** | **Means of assessment for student learning outcomes listed in the first column:** |
| 1. Identify and clarify students’ individual work values, skills, interests, and needs and how each relates to career planning. | 1. Self-assessment quiz 2. Graded written assignment |
| 1. Analyze and utilize creative job search strategies. | 1. Graded job search assignment |
| 1. Identify resources and techniques for occupational and organizational research, enabling students to conduct individual research. | 1. Graded research assignment |
| 1. Write effective resumes and cover letters, and prepare an acceptable resume which can be submitted to employers. | 1. Graded resume and cover letter |
| 1. Prepare for and complete job interviews with an understanding of the interview process and follow up. | 1. Graded classroom presentation |

**Below are the college’s general education learning outcomes** (*check at least one*):

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| **GENERAL EDUCATION LEARNING OUTCOMES** | | **MEASUREMENTS** |
| **General education goals that will be covered and assessed in this course:** | | **Means of assessment for general education goals listed in the first column:** |
| 🗹 | **Communication Skills-** Students will be able to write, read, listen and speak critically and effectively. | 1. Graded written assignments 2. Graded oral presentations |
|  | **Quantitative Reasoning⎯** Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems. |  |

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|  | **Scientific Reasoning⎯**Students will be able to apply the concepts and methods of the natural sciences. |  |
|  | **Social and Behavioral Sciences⎯**Students will be able to apply the concepts and methods of the social sciences. |  |
|  | **Arts & Humanities⎯**Students will be able to develop knowledge and understanding of the arts and literature through critiques of works of art, music, theatre or literature. |  |
| 🗹 | **Information & Technology Literacy⎯**Students will be able to collect, evaluate and interpret information and effectively use information technologies. | 1. Graded online research assignments |
| 🗹 | **Values⎯**Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility. | 1. Value assessment inventory 2. Written assignments |

**D. REQUIRED TEXTS AND/OR SUPPLEMENTARY MATERIALS:**

**1. “Welcome to Job, Inc.”. from Can I Wear My Nose Ring to the Interview? by Ellen Gordon Reeves Workman Publishing New York ISBN 978-0-7611-4145-7**

**2. Selected reading materials will also be distributed during class.**

**E. EVALUATION AND REQUIREMENTS OF STUDENTS:**

**EVALUATION:** Students' grades will be based on the following:

**On-Line Workstyle Self-Assessment 10%**

Personal Pitch 05%

Social Media 5%| LinkedIn Profile 10%| Informational Interview 10% 25%

Personal Branding Presentation 10%

**Finalized Resume Cover Letter & Thank You Letter 05%**

\*ONET Research Assignment 10%

Mock Interviews 10%

**In Class Portfolio Review 10%**

Reflective **2 Page Paper \_ 05%**

**Class Participation| Attendance| Punctuality | Professionalism 05%**

**Total 100 %**

**\*** Students are required to submit a **typed draft** and **a final copy** of the resume and cover letter

**REQUIREMENTS:** During the semester, students are expected to:

1. Attend all class sessions
2. Submit a **typed**, acceptable resume and cover letter in an approved format
3. Complete research project on its due date
4. Complete all homework assignments
5. Read and study required distributed materials
6. Complete self-assessment inventories and assignments
7. Complete Service Learning project and reflective paper

**F. OUTLINE OF TOPICS:**

**I. VOCATIONAL SELF‑ASSESSMENT:**

* Interests, Values, Competencies, and Skills and their relationship to career decision making

**II. CAREER EXPLORATION:**

* Researching Occupations/Career Fields and Companies/Organizations
* Experiential Learning at BMCC you can and the

**III. PRACTICAL ASPECTS OF THE JOB SEARCH:**

* Resumes and Cover Letter Preparation, Employment Applications
* Job Search Strategies
* Interviewing Skills

**G. COLLEGE ATTENDANCE POLICY**

At BMCC, the maximum number of absences is limited to **one more** **hour** than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 **hours** of absence (**not** 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an “**F**” or “**WU**” grade.

## **H. ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the **Office of Accessibility** ⎯ **Room N−360**. BMCC is committed to providing equal access to all programs and curricula to all students.

## **I. BMCC POLICY ON PLAGIARISM AND ACADEMIC INTEGRITY**

Plagiarism is the presentation of someone else’s ideas, words or artistic, scientific or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC’s web site [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).

**J. IMPORTANT DATES:**

**NO CLASSES: February 12 and 19**

**SPRING BREAK: April 2 - 6**

**FINAL EXAMS: May 17- 24**

**ASSIGNMENT DUE DATES**

* **On-Line Self-Assessment**: **Due: 2/5**
* **Personal Pitch:** **Due: 2/12**
* **LinkedIn Profile** **Due: 2/19**
* **Informational Interview**: **Due: 2/26**
* **In Class Guest Speaker Paper Due:3/12**
* **Personal Branding Presentations**: **Due: 3/19& 3/26**
* **Social Media Reflective Paper Due: 3/19**
* \***ONET Research Assignment: Due: 4/9**

• **Mock Interviews: Due: 04/09 & 4/16**

* **Finalized Resume:** **Due: 4/16**
* **Finalized Cover Letter & Thank You Letter: Due: 4/16**
* **In Class Portfolio Review Due: 4/23 & 4/30**
* **Guest Speaker Reflective 2 Page Paper**: **Due:5 /7**
* **Class Participation| Attendance | Punctuality | Professionalism: Due: 5/21**