

CAREER AND PERSONALITY DEVELOPMENT (CAED 500C)



COMPONENT A

• **COURSE OUTLINE**

Course Coordinator:	
Email:	
Student Consultation:	By appointment
Mobile:	-
Phone:	-
Effectivity Date:	June 2020
Mode of Delivery:	Blended (On-Line with face to face or virtual sessions)
Time Frame:	54 Hours
Student Workload:	Expected Self-Directed Learning
Requisites:	None
Credit:	3
Attendance Requirements:	A minimum of 95% attendance is required at all scheduled Virtual or face to face sessions.

• **COURSE OUTLINE POLICY**

Areas of Concern	Details
Contact and Non-contact Hours	This 3-unit course self-instructional manual is designed for blended learning mode of instructional delivery with scheduled face to face or virtual sessions. The expected number of hours for Component A is 24 hours including face to face or virtual sessions. Face to face sessions shall include test administration and interpretation that are viewed important for your self-awareness and development.
Assessment Task Submission	Submission of activities and task is on the 2 nd , 3 rd , and 4 th week of the class schedule. It will be submitted with a <i>cover page containing your name, name of your course coordinator, title of the activity, and the date of submission</i> . The document

	<p>should be sent to the course coordinator through LMS. The document should be in pdf file.</p> <p>When the assessment task is done in real time through the features in the Blackboard Learning Management System, the schedule shall be arranged ahead of time.</p>
Penalties for Late Assignments/Assessments	<p>The score for an assessment item submitted after the scheduled deadline without approved extension of time, will be reduced by 5% of the possible maximum score for each day or part of the day.</p> <p>However, if the late submission is deemed of valid reason, an explanation letter should be submitted to the course coordinator subjected for approval. If necessary, an attachment of evidence shall be required.</p>
Return of Assignments/ Assessments	<p>Assessment tasks will be returned to you two (2) weeks after the submission. It will be returned through email or Blackboard portal.</p> <p>For group assessment tasks, group members will be required for an online or virtual sessions, and will be asked of clarifications to validate the originality and group participation of the assessment task submitted.</p>
Assignment Resubmission	<p>Request through writing your intention of resubmitting an assessment task, Address the letter to the program coordinator. The resubmission is premised on the student's failure to comply with the similarity index and other reasonable grounds such as academic literacy standards or other reasonable circumstances e.g. Illness, accidents financial constraints.</p>
Re-marking of Assessment Papers and Appeal	<p>Request through writing your intention to appeal or contest the score given to an assessment task. Address the letter to the program coordinator. The letter should explicitly explain the reasons/points to contest the grade. The program coordinator shall communicate with the students on the approval and disapproval of the request.</p> <p>If disapproved by the course coordinator, the request to appeal may be escalated to the program head or the dean with the original letter of request. The final decision will come from the dean of the college.</p>

Grading System	<p><i>There will be three components that needs to be accomplished to pass the subject. The grading system shall be divided as follows:</i></p> <p style="text-align: center;">Component A – 30% Component B – 40% Component C – 30%</p> <p>Component A will be handled by the Guidance Services and Testing Center (GSTC). You will be graded in this component through the activities that you submitted using Blackboard or email.</p> <p>Submission of the final grades shall follow the usual University system and procedures.</p>
Preferred Referencing Style	Depends on the discipline; if uncertain or inadequate, use the general practice of the APA 6 th Edition.
Student Communication	<p>Students are required to create umindanao email account which is a requirement to access the BlackBoard portal. The course coordinator shall enroll the students to have access to the materials and resources of the course. All communication formats: chat, submission of assessment tasks, requests etc. shall be through the portal and other university recognized platforms.</p> <p>Students may also meet the course coordinator in person through the scheduled face to face sessions to raise issues and concerns.</p> <p>For students who have not created their student email, please contact the course coordinator or program head.</p>
Contact Details of GSTC Director	<p>SILVINO P. JOSOL JR., RPsych, MPsyh Email: silvino_josol@umindanao.edu.ph Phone: 082-2213577 local 130</p>

Course Information – see/download course syllabus in the Black Board LMS

CC's Voice: *Hello Young Professionals! Welcome to this course CAED500 C- Component A (Self-awareness).*

*As part of your readiness to the bigger world of professionals, the university would like to ensure that you have adequate personal resources. This so called 'personal resources' is deemed indispensable for you to become effective individuals inside and outside the university. This 'personal resources' includes sufficient **self-awareness** which comprises your strength and weaknesses, **interest and work values**, **ability to provide insight out of personal experience**, and **capacity to balance work and life**. Thus, in this course you are expected to introspect, and become mindful of your innate potentials and abilities. You will also be required to face, and accept your deepest self as it becomes a vital aspect of success.*

Let us begin!

BIG PICTURE

Week 1: Unit Learning Outcomes (ULO): At the end of the unit, you are better able to understand Self-awareness. Specifically, you are expected to:

- a. Understand your sense of identity in belonging to a particular group; and
- b. Explore appropriate role models whom you can identify with.

Big Picture in Focus: ULOa. Understand your sense of identity in belonging to a particular group

METALANGUAGE

In this section, the most essential term relevant to self-awareness, and to demonstrate **ULOa** will be operationally defined to establish a common frame of reference as to how the sense of identity affects an individual's awareness of himself/herself. This will also discuss particular advantages, and disadvantages of identity amidst when one becomes part of a group.

Please proceed immediately to the "Essential Knowledge" part since the first lesson is also definition of essential terms.

ESSENTIAL KNOWLEDGE

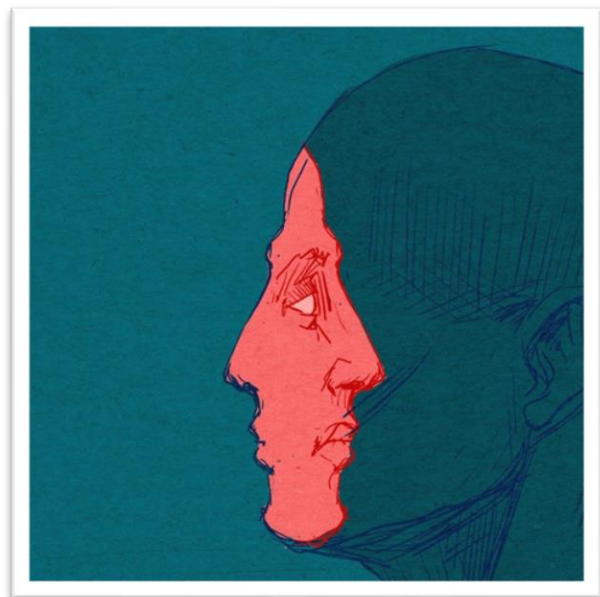
Self-Awareness is having a clear perception of our personality, including strengths, weaknesses, thoughts, beliefs, motivation, and emotions. Self-Awareness allows us to understand other people, how we perceive, our attitude and our responses to them in the moment. We might quickly assume that we are self-aware, but it isn't a skill measured in binary of "got it" or "don't have it" (on/off) options. It is helpful to have a range of scale for awareness.

WHY IS SELF –AWARENESS IMPORTANT?

Research shows that self-awareness is directly related to both emotional intelligence and success. It helps you create achievable goals, because you can consider your strengths, weaknesses, and what drives you when you are setting goals. It allows you to guide yourself down the right path by choosing to pursue the opportunities that best fit your skillset, preferences and tendencies. It makes it easier to identify situations and people that hit our triggers, and enables us to anticipate our own reactions. It allows us to make positive behavioral changes that can lead to greater personal, and interpersonal success. Self-awareness is often the first step to setting goals. However, to fully appreciate our self-awareness, we must first examine, and identify the image that we set for ourselves.

We all have a certain image of ourselves - beliefs about the kind of person we are. Having a strong sense of identity seems to be desirable, something that brings comfort, and security. Many people seem to spend a lot of time trying to figure out who they are, what they want, and what they believe. Perhaps rightly so; having a strong identity certainly seems to have advantages. A clear sense of "who you are" makes it easier to connect with other similar people and groups. People with a strong identity often stand out more, and are more memorable. It seems that people who are most successful in life - especially people who become famous - all have pretty strong identities.

Identity also helps us to make decisions and to know how to behave. We're constantly faced with complex decisions, and circumstances. With no prior beliefs about what we should do, weighing all the options and making a decision would be near impossible. Having a sense of what kind of person, you are makes it much easier to decide how you should behave, and have confidence in your choice between options. This makes decisions that would otherwise be agonizing virtually effortless.



A strong sense of self is vital, especially in this day and age. With so many external influences, and variables that can change our lives in an instant, and pull the roots out from where we stand, a robust sense of self is what keeping individuals grounded, and moving on the right course. A strong



sense of self allows us to go through any storm we may encounter without being swayed by the winds of change. But how does one go about gaining a strong sense of self? More importantly, what is a strong sense of self?

A sense of self is defined as one's perception of oneself and an awareness of who you truly are. Each person's sense of

self is directly related to how they feel about themselves, their levels of self-esteem, and their confidence or lack thereof. Each person's overall perception of self is critical because it lays the foundation for all other aspects and elements in our lives. A strong sense of self often breeds confidence and ambition during a fragile sense of self engenders cowardice and lethargy. Consequently, a strong sense of self is utterly paramount, and so is knowing how to gain it. If this is something you seek to do, we will learn more about how you can accomplish this later throughout the article.

HOW TO GAIN A STRONGER SENSE OF SELF

The road to self-awareness begins with a few key steps and is a journey that is always evolving. If you are just starting or if you stumbled a bit and need some help to get back on track, here are some great tips to help you foster a stronger sense of self.

Believe in Yourself!

Self-belief and self-love are vital to attaining a strong sense of self. Self-belief is the defining factor of a strong sense of self. It is critical for each person to know who they are, trust in their strengths and abilities, and know they can accomplish anything they put their minds to and work for.

Self-belief is something that comes from within, not external sources. Encouragement and support from other people are great. However, what matters is what you believe, not what others think. This is especially true when you face critics and negative individuals. Not all criticism is bad criticism, but you are always going to encounter some people in life who will resent you for your opinions, beliefs, goals, and actions. Whether that resentment is rooted in intimidation or poor self-esteem on their end is immaterial as resentful, petty people will often work to discourage you or throw you off track. Regardless of what anyone else says, your power

	<p>comes from within. With a strong sense of self, you know exactly who you are and what you are capable of, and no one else is able to tell you otherwise.</p> <p>People with a strong sense of who they are able to remain unswayed by the energy of others. A strong sense of self is first acquired by maintaining self-belief because confidence in oneself is powerful enough to overcome all kinds of hardships, struggles, and obstacles that will inevitably present themselves at one point or another. Individuals who know who they are and love that individuals are equipped to handle challenges and difficulties. Self-belief also produces hope and breeds positive self-fulfilling prophecies. Those who wish to gain a strong sense of self should first begin by believing in themselves and their abilities. After this has been achieved, the next step can be taken.</p>
Know When to Say No!	<p>Believe it or not, knowing when to say no is vital to each person's sense of self. Life is abundantly full of distractions, requirements, demands, and other obligations. Knowing when to turn down certain people, situations, and requests is imperative to acquiring and maintaining one's sense of self. The inability to please everyone and everything by always saying yes are extremely draining and self-destructive.</p> <p>Knowing when to say no is paramount to having and gaining a strong sense of self. It provides boundaries and helps you understand what is most important to you. It also seriously reduces stress and boosts clear thinking. Having a strong sense of self is heavily reliant on one's internal state of mind. Finally, knowing when to say no is a good thing. The people who are truly meant to be in your life will understand that nobody can always say yes to everything. Limits and boundaries are good for the mind.</p>
Develop Your Hobbies and Interests!	<p>Hobbies and interests are healthy, life-enriching activities. Not only do they reduce stress, boost confidence, and combat boredom, but hobbies also allow each person to discover more about who they are and what they like. Knowledge of self is critical to the perception of oneself. After all, how can you know who you are if you don't know what you enjoy doing in your spare time?</p> <p>Hobbies are also great activities that can help you meet like-minded people who share similar interests. This, too, helps one gain a strong sense of self. Friends, associates, and other people with whom you share time with have a tremendous impact on how you do in life and how you view yourself. The age-old old saying "you are as good as the company you keep" remains truer than ever.</p>

Take Some Time for Yourself!

Believing in yourself, knowing how and when to say no, and discovering your hobbies are all excellent ways to understand and gain a strong sense of self. However, one of the least commonly discussed yet ironically obvious ways to gain a good perception of oneself is having some alone time. This is not to be confused with self-isolation or cutting off family members, friends, or co-workers, but from time to time, spending time alone is healthy and greatly contributes to one's sense of identity as an individual.

Taking time for yourself is easier than it sounds. Occasional alone time can be as simple as taking a walk in the park, working up a sweat at the gym, going to see a movie, or even visiting a museum. Options are plentiful, and how you choose to take time for yourself remains entirely up to you. However, getting a healthy dosage of solitude allows for self-reflection, future planning, and a deeper understanding of life. Each of the aforesaid individual activities will sharpen your self-perception while improving your quality of life.

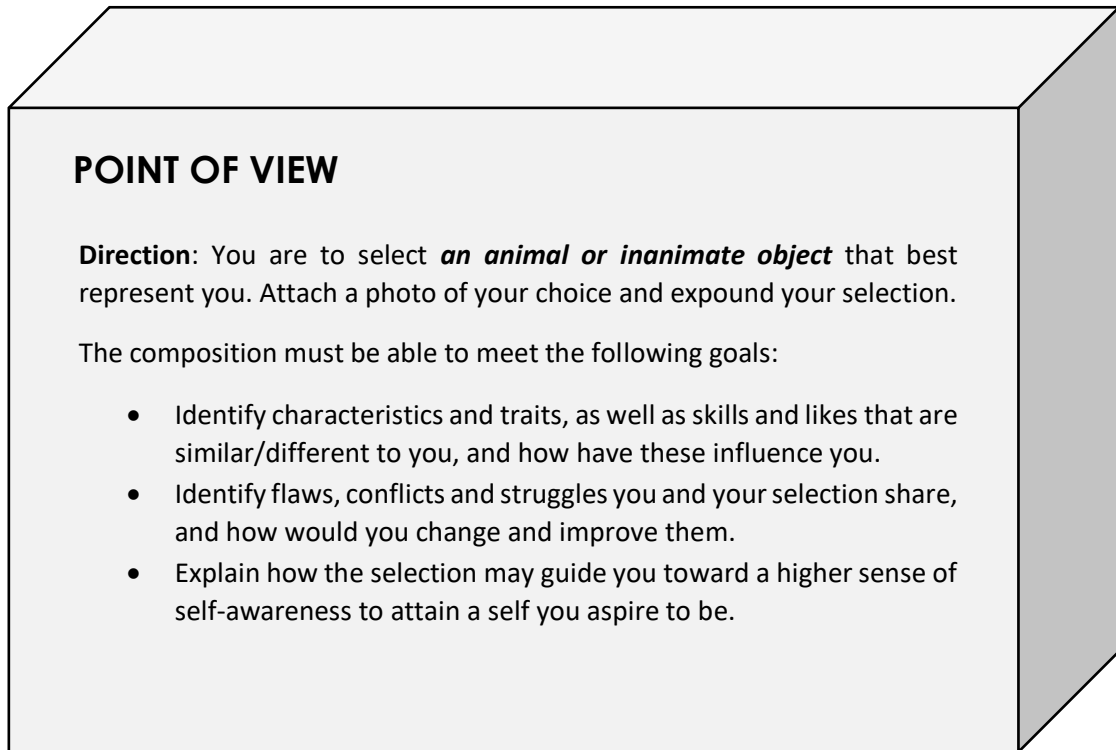
Self-Help: You can also refer to the sources below to help you further understand the lesson:

* Florida Department of Education. (n.d). Module B: Self Awareness. Retrieved from <http://www.fldoe.org/academics/college-career-planning/educators-toolkit/selfawareness.shtml>

LET'S CHECK!

ACTIVITY 1

IDENTITY CUBE



Big Picture in Focus: ULOc. Explore appropriate role models with whom they can identify

METALANGUAGE

For you to demonstrate ULOc, you are to examine your reflection on possible influences others have had toward your behavior and general characteristics. You will also identify particular situations where these influences became beneficial and challenging for your sense of identity and self-awareness.

ESSENTIAL KNOWLEDGE

Girls often identify with other females as role models and copy behaviors, dress, interests and hobbies. Boys do the same with other males. They often have difficulty finding and relating to appropriate role models who can help them face the future with a positive, Page 12 of 15 healthy outlooks. Furthermore, it can be difficult for them to find role models from diverse backgrounds to whom they can relate. Everyone needs healthy role models who place importance on friendship, responsibility, decision making, sports, academics, and community service. Positive role models can help everyone deal with the many complex issues and decisions that are an intrinsic part of growing up.

SELF-AWARENESS & ROLE MODELING

*“One of the best ways to elevate your character
is to emulate worthy role models.”*

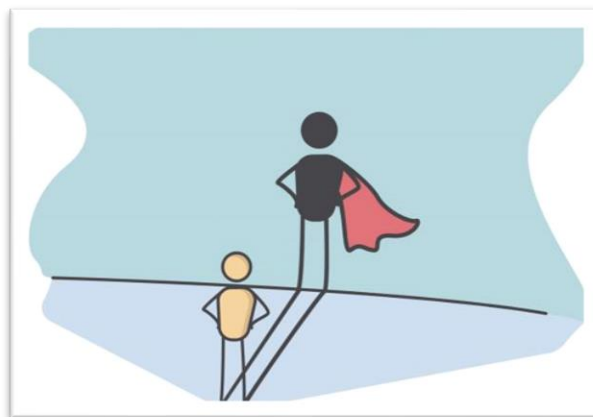
— Epictetus

*Role modeling is paradoxical — if you surround yourself with positive role models,
you’ll likely become an effective role model for others.*

WHAT IS A ROLE MODEL?

A role model is someone who does something really well and is worth imitating. Others tend to look up to and admire them. We often select role models who excel in one or more areas of their lives.

Think of a role model as the ideal person maybe they’re the best father we’ve ever seen or the most patient and kind human being we’ve ever known. Our role models



teach us how to live better lives by being highly skilled at something, developing our knowledge, or putting forth more effort. Role models help us become better versions of ourselves.

To help you create the life you deserve, use your listening and observational skills to notice others who are living the kind of existence you desire. You might say that a role model is an expert at being the type of person you hope to be.



One aspect of being a good leader and mentor is to cultivate self-awareness, which is an understanding of one's strengths and weaknesses. It's important to utilize them and move towards being better. For example, if a student knows that her communication skills are not good, she can work on learning to be better at connecting with others. This will make her a better communicator, but it will also model a growth mindset for the

people she manages; that is, a student will be a good role model because of her self-awareness about communication.

According to self-awareness theory, objective self-awareness leads people to judge their behavior in terms of personal standards (Duval, Silvia, & Lalwani, 2001). The evidence we reviewed shows that when people picture events in their lives, third-person imagery leads people to understand those events in relation to the conceptual self, which includes but is not limited to personal standards. Further, evidence we reviewed demonstrates that perspective changes not only the evaluation of behavior, but the identification of the behavior itself. This occurs whether the actor is the self or another person, an effect that would not be directly predicted by self-awareness theory. When the actor is the self, general self-knowledge appears to shape the abstraction that occurs with third-person imagery, and thus shapes the meaning that results. It is possible that a change in action identification explains the effects of self-awareness manipulations as well.

A ROLE MODEL WHO EXCELS AT THEIR PROFESSION.

Regardless of whether you're a maintenance worker, an office manager, or a sales person, it's important to have someone who you can look up to in your chosen profession. A role model doesn't even have to be someone who works in your exact profession. Maybe you've met someone you admire in your line of work when you attended a seminar and saw them presenting a specific topic. Seeing their zest for their work, incredible focus, and willingness to share their knowledge may have been very attractive to you.

Maybe at your office, there's someone who's worked in your field for many years and seems to hold a passion for the type of work you do. You've endeavored to work as closely as possible with them because you're in awe of their approach to the job. The advantages of having role models are great. Consistently having those you trust to turn to in a crisis or teach you how to live a better life

ensures you'll make your own contributions to the world. For these reasons and more, having role models is a key to a happy and fulfilling life.

Consider the reasons why it's important to have role models:

➤ ***You can choose whomever you want.***

The freedom of deciding who to emulate and which qualities to reproduce in your own life is powerful. Who do you want to be like?

➤ ***You'll have someone to turn to for advice.***

Many role models are likely open and willing to be contacted.

➤ ***You can learn about how to solve challenges simply by observing others.***

It's helpful to see your role model "in action," dealing with struggles, so you can see what they do.

➤ ***It's unnecessary to reinvent the wheel.***

Someone has likely already done what you desire to accomplish. If you've selected your role models wisely, you can learn from how they were able to excel.

➤ ***When you admire and look up to someone, you're sending out positive vibes.***

When others realize you look up to and respect someone else, they'll feel inspired themselves.

➤ ***It makes your life easier.***

It relieves stress when you can call on someone in times of need.

➤ ***You can be a better parent, an extra caring friend, and a more effective co-worker.***

It's within your power to live your best life. And having great role models will help you do it.

Self-Help: You can also refer to the sources below to help you further understand the lesson:

*Wiener, L. (n.d). Build your job search network. Retrieved from <https://www.monster.com/career-advice/article/build-job-search-network>

* Ziogas, G. (2019). The Importance of Role Models in your Life. Retrieved from <https://medium.com/publishous/a-practical-guide-on-the-importance-of-having-rolemodels-55ef74846308>

*Doyle, A. (2019). Career Path Definition with Examples. Retrieved from <https://www.thebalancecareers.com/career-path-definition-with-examples-2059765>

LET'S CHECK!

ACTIVITY 2

Direction: Identify three (3) role models you look up to in your life. The role models must be a family member, a friend, and a public figure (it can be a celebrity, a political person, an artist or a group, and etc). For each of the role models, identify the positive and negative characteristics and traits you may benefit and learn from. Expound how you could benefit from each identified positive and negative characteristics and traits, and how can you learn from their short-comings and setbacks

ROLE MODEL #1:

FAMILY: _____

- a. Beneficial Characteristics and Traits

- b. Short-comings and Setbacks

ROLE MODEL #2:

FRIEND: _____

- a. Beneficial Characteristics and Traits

- b. Short-comings and Setbacks

ROLE MODEL #3:

PUBLIC FIGURE: _____

- a. Beneficial Characteristics and Traits

- b. Short-comings and Setbacks
