

**Career Advising Certificate, 8 Week Course, Offered Fall/Spring Semesters.
Meets on selected Thursdays: 1 ½ Hours, 10:30 am – 12:00 pm**

Fall Semester 2020

Week One:

Introductions, Brief In-Class Career Based Writing Assignment, Future of Work

Time: 10:30 – 12:00

October 8, 2020

Description:

Location: Online via Zoom (link will be provided)

The first course section will set the background for the overall “Career Advising Certificate Course”. We will review and plot one’s career trajectory and discuss implications for advising others, given one’s individual perspective and biases. In addition, we will review the future of work as it relates to the shaping of today’s college student’s perspectives on careers and their future. The instructor will assign reading for the following course section.

Week Two:

Brief History of Vocational/Career Practices, Relevant Career Development Theories

Time: 10:30 – 12:00

October 22, 2020

Description:

Location: Online via Zoom (link will be provided)

The second course section will review a brief history of vocational/career practices, relevant career development theories (Frank Parsons, John Holland, Donald Super, John Krumboltz/Al Levin, Virginia Gordon and others). Students will present perspectives on career development theorists per reading assignment.

Week Three:

Career Decision – Making Models, past and present

Time: 10:30 – 12:00

November 19, 2020

Description:

Location: Online via Zoom (link will be provided)

The third course section will focus on Career Decision–Making Models, past and present. Guest lecturer will present a comprehensive model of career decision-making honed from experience and practice in the field. Case Studies will be assigned for in-class discussion. Students will gain a perspective between best practices and theory.

Week Four:

Career Self-Assessment Instruments, Interpretations Why and What to Use Formal and Informal

Time: 10:30 – 12:00

December 17, 2020

Description:

Location: Online via Zoom (link will be provided)

Course section five will introduce students to Career Self-Assessment Instruments, Interpretations and why and what to use formal and informal. Skills Scan and Myers Briggs Personality Assessment will be provided

to students. Guest Lecturer will provide an overview and conduct an interpretation of these instruments geared to students.

Spring Semester 2020

Week Five:

Career Advising for Underrepresented, First generation, DACA students and other marginalized groups

January 28, 2021

Time: 10:30 – 12:00

Location: Online via Zoom (link will be provided)

Description:

Providing Career Advising to underrepresented, first generation, DACA students and other marginalized groups. Student will review literature on advising marginalized groups and discuss case studies. Students will discuss career advising implications for marginalized groups and why that matters. An out of class assignment will be distributed.

Week Six:

Job Search, Resume Writing & Interviewing Techniques

Time: 10:30 – 12:

February 25, 2021

Description:

Location: Online via Zoom (link will be provided)

This course section will cover the most current techniques and strategies for an effective job search, resume writing, and successful interviewing. Participants will also compose and present an elevator pitch.

Week Seven:

Career Exploration Resources, Networking and Alumni Resources

Time: 10:30 – 12:00

March 25, 2021

Description:

Location: Online via Zoom (link will be provided)

Sound career exploration requires the pursuit of resources to assess career options based on one's interests, values, skills and personality type. In this course section participants will learn how to engage students in career exploration utilizing appropriate career resource information to engage in productive career research. Guest Lecturer will introduce use of Linked for job/internship searches.

Week Eight:

Putting It All Together

Time: 10:30 – 12:00

April 22, 2021

Description:

Location: Online via Zoom (link will be provided)

This course section includes a review of the following topics as they relate to career advising: future work, career development theories, career decision making, advising under-represented and first-generation students, career self-assessment instruments, job search, techniques, exploration of career resources, experiential learning and career service models. Participants will discuss case studies and present findings in assigned groups. A program evaluation will be distributed at the end of this session.