

Saddleback College

WS 120: Women and Careers

Fall 2011

Syllabus

Professor Anne Cox

Office: BGS 207

Email: acox@saddleback.edu

Tel/Voice Mail: 582-4388

Welcome to the online version of *Women and Careers*.

This course has been a long time in planning, and we hope that it will meet the needs of the many women who are struggling with the decision-making process of career choice/change, and yet who cannot take a traditional in-person course that lasts 16 weeks. We will complete this process in a guided format in 8 weeks and you should come away with a clear plan for your future career.

Course Description: This is a comprehensive course, offered via the Internet on Blackboard, where students will learn about themselves, including their interests, aptitudes, skills and values, and how that knowledge contributes to career success. They will use various career resources to investigate careers and discover how goal setting and decision-making are integral to career planning. They also master job-finding techniques and learn how to make the transition from school to work. Basic computer skills are recommended.

Text/Materials:

Coming Alive from 9-5 in a 24/7 World by Betty Michelozzi, Linda Surrell and Robert Cobeze,(7th Edition) McGraw/Hill (ISBN: 0-07-284262-8)

Test Packet (Career Center)

This contains all of the required interest, aptitude and skills tests that we will use to get a clear picture of who you are. **PRICE: \$60.00**

You must purchase this in the Career Center no later than the first

week of c

Course Content: Students will learn about:

Themselves — determining how your values, skills, and interests

contribute to successful career planning is critical. Knowing yourself better is the first and most important step to making a good decision about what career would be right for you. This will be the very first part of the process.

Career Investigation — discovering how various resources such as Holland's Self-Directed Search, *The Occupational Outlook Handbook*, *The Dictionary of Occupational Titles*, Informational Interviews, and particularly web-based sources of information can assist in gaining knowledge about specific careers. How do I do research to investigate a particular career so that I can make an informed decision about it? This will be an important part of the process.

Goal Setting —Setting realistic goals is an integral step in planning a career. But how do we go about doing that? We will learn how to clarify our values and to set goals that are consistent with those priorities.

Decision-Making — practicing how decision -making can help to focus career direction. What kind of decision-maker are you?

Marketing Yourself — learning how organizing a job search, researching job leads, identifying references, writing standard resume, filling out applications, and writing cover letters are necessary steps in fulfilling career goals.

Career Transitions- For many women, particularly those in mid-life, their focus is on transitioning from a career that they currently have to something new, or from a period of emphasis on having and raising children back into the workforce.

Course Objectives:

Students will explore, understand, analyze, and respond to:

- Issues of self-discovery by determining their values, skills, and interests and how they relate to career planning.
- Issues relating directly to women in the work world; how their experience is different from that of a man, and the choices and changes that women must make as they incorporate family and children into their career decisions.
- Methods of research using such tools as *The Dictionary of Occupational Titles*, *The Occupational Outlook Handbook*, and computerized career systems and web sites.
- First-hand career exploration by conducting an informational interview.
- Benefits of setting goals as well as the obstacles that can inhibit successful completion of those goals.
- Effective decision-making techniques.
- Methods of seeking, finding, and keeping a job by exploring various print-based and online job banks, creating a cover letter and resume, researching proper job interview techniques, and investigating companies online.
- Transitions to work and advanced post-secondary options such as vocational training and four-year colleges.

- The student will increase her computer skills in a number of ways, including word processing, navigating the course, participating in online class discussions, e-mails, and Web searches.
- The student will increase her awareness of the World Wide Web as an educational and informational resource.
- The student will have the opportunity to develop a sense of class membership, using the Internet to communicate with the instructor and her classmates.

Course Requirements

Personal Career Profile (PCP) : A 10-page detailed description of your analysis of a career and your own suitability for this career, based on your test results and research. (See document describing this under Course Information) This will be due during the last week of class, and will count as your final exam.

Informational Interview: An **in-person** interview with a **woman** who is currently employed in the career to which you aspire. (See document describing this under Course Information) You will write about this interview as a part of your PCP.

Completion of all weekly online assignments: Each Sunday I will post the week's assignments, all of which will be due the following Monday (8 days later) These assignments will be an important part of your grade.

Grades Because the nature of this course material is personal and individual, it is difficult to assign a grade to the outcome. What you have learned may not be as evident as it is in other types of courses. Therefore I will evaluate you on the basis of assignments completed. If you complete all of the required assignments in an acceptable fashion, you will do very well in the course. If you do not, your grade will reflect this. Students who do not want to worry about their grade are encouraged to sign up for Pass/No Pass which they can do through the Admissions office, but you must complete this process during the first few weeks of the class, no later than 06/07/2011.

ONLINE COURSE

This course is being taught as an online course. That means it is a course taught entirely online, offered via Blackboard. To access the Blackboard web site go to **<http://soccdd.blackboard.com>** and log in using your username and password. Your username is the portion of your college email address that precedes the @ symbol; this is also called "email account name" and can be found under "Email" on MySite (which is part of Saddleback College's web page). For info regarding how to log on to MySite please see below.

Password is whatever you choose. (If you have not yet chosen a password, your

password is the last 4 digits of your SS# followed by 00). Once you are into Blackboard you will click on the section of the course for which you are registered (Ticket #). This will take you to our course web site within Blackboard.

If you have problems accessing or utilizing the Blackboard site, I suggest you go to <http://www.saddleback.edu/de/help1.html>

Look at "Blackboard Information For Students." There are also **video clips** on how to get started in Blackboard that you can view at this site.

For anyone having problems logging into Blackboard or anyone who would like in-person help, you may contact:

John McCotter

Village #4, Computer Help Desk
949-582-HELP (4357)
M - Th 8AM - 4:30PM
Friday 8AM - 4PM
scdestudent@saddleback.edu

Take the time to familiarize yourself with the course web site...note what type of information is located in each area by clicking on all the buttons and "looking around". This will be our online classroom and it should feel like home to you. Make sure that you have adequate computer speed, power, and software to utilize all of the resources that we will be using.

I recommend using Firefox 3.6 for your browser.

You can download this for free at:

<http://www.mozilla.com/en-US/firefox/>

Attention AOL Users! America Online users may not be able access Blackboard properly using the browser supplied with AOL.

NOTE: Every student is assigned a college email account and PIN (Personal Identification Number). In a course of this type, it is important

that I am able to communicate with you via email.

If you prefer to receive email at another address, go to URL: <http://www.saddleback.edu>, click on "Enter MySite", then on "Email" and follow the instructions to automatically forward your messages to the address of your choice.

To log on to MySite you need to enter your Student ID and PIN.

Student ID is your assigned student ID number.

PIN is the last four digits of your SS# (in this case not followed by 00).

Weekly Steps to Success

1. Log in to the course web site and read the weekly Announcement. This will be a quick way of updating yourself each week. I will post the week's announcement each Monday evening. A new folder will also appear in the Assignments section as we begin a new unit, complete with readings, online exercises for you to complete, Discussion Board topics to be addressed, etc.
2. Read the designated chapter in the Coming Alive from 9-5 text in advance of each week's assignment.
3. Click the Assignments button and access the folder of materials pertinent to the current week. Complete whatever assignments are indicated for that week. These will be linked to our online discussions.
4. Go into the Discussion Board and read and respond to the current discussion topic. If your classmates have already started to respond, you may read and respond to their comments if you like. Remember to check back to continue on the weeks' discussion topic as more of your classmates participate during the week.

Please note! You are to post your responses to the discussion topics before Monday@ midnight of each week. But be aware that each week you will have 8 full days to complete one week's worth of work.

DO NOT WAIT UNTIL MONDAY NIGHT TO BEGIN! Waiting until the final day will result in poor quality work and a poor grade. Remember you are doing this work for yourself. Give it the time it deserves.

Participating in weekly discussions will be an important part of your grade. I will be noting your comments and evaluating them each week. However no grade will appear in Blackboard. Contact me at any time if you want

feedback on your grade.

5. Make sure that you check in with the course web site on Blackboard several times per week, as I will leave messages and assignments for you each week. The first assignment is to complete all of the tests in your Test Packet. The Meyers-Briggs Personality Type Inventory and the Strong Interest Inventory are completed online, and the SDS is completed by you and scored by you. You will compare your results on this test with other exercises that you complete during the first week of class. We will discuss it in our online discussion, but you will not turn it in to me.

Online Learning

If you follow the weekly schedule of assignments and keep up with the readings in the text, you should have a very successful experience in taking this online course. Online courses are very different from face-to-face (traditional) classes. Students who are successful in taking online courses must be highly organized, self-motivated and able to stay on schedule.

Pick out a specific time and days that you can schedule to study. Try not to rely on a computer at work where you might not be able to consistently login during business hours. Remember, even though you are not driving to campus to take this course, you still need to dedicate at least the same amount of time required in a traditional classroom setting. Obviously, the advantage you have is that you can schedule your time to meet your particular needs.

Learning online can be a challenge for students, especially if it is their first online course. Students must make adjustments in their learning strategies. In the classroom, you may be used to taking notes in a lecture and in the online environment collaborative learning is heavily stressed. Students must also contend with technology and differences in communication. Here are some links that will help you to assess if online learning is the right environment for you, along with strategies and resources to ensure your success.

INSTRUCTOR CONTACT: acox@saddleback.edu

The best way to contact me is via email. I check my email messages several times a day, including weekends.

Note: Whenever you email me, include the following information: you full first and last name, WS 120 Online, your Saddleback email account name and the date and time the message is sent.

If you are raising a question that I think others in the class might have as well, I may post your question and my response online so that everyone can benefit. If you do not want your question posted, please state that in your email.

I, of course, respect your privacy.

If you leave a phone message, please speak slowly and indicate that you are in the ONLINE WS 120 course. However, email is by far the best and most efficient way to contact me.

LIBRARY RESOURCES

The textbook is on reserve at the CIRCULATION DESK (582-4526) and may be used in the library. Due to budgetary constraints, we do not have copies available for checkout.

Saddleback College Library Hours

Monday thru Thursday 8 am to 9 pm

Friday 8 am to 4 pm

Saturday 11 am to 5 pm

Library hours are subject to change; therefore, please call 582-4314 to verify hours.

*** * * IMPORTANT GRADE INFORMATION * * ***

IF YOU DECIDE TO DROP THIS COURSE . . .

You may do so online through MySite or YOU MUST GO TO THE OFFICE OF ADMISSIONS & RECORDS in the STUDENT SERVICES BUILDING.

IF YOU DROP on or BEFORE 09/07/2011, no notation will appear on your records.

IF YOU DROP after 09/07/2011 but on or BEFORE 09/26/2011, you will receive a "W" on your academic record/transcript.

No drops are possible after 09/26/2011.

IF YOU FAIL TO OFFICIALLY DROP and do not complete the course, YOU WILL RECEIVE AN "F" ON YOUR PERMANENT RECORD.

Let's make sure this doesn't happen to you! Communication is the key. Do not just "disappear" from the course. Always let me know what is going on!

(NOTE: The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please DO NOT CALL FOR GRADE INFORMATION.)

I know you will find this process, and the information about yourself that you gain from the process, extremely valuable. I will do whatever I can to help you as we walk through the process together but you must put in the time and do the work in order to get anything out of it. If you make that commitment to yourself, I think you will feel that it has been worth it!

Good luck to all of you, and please let me know if I can be of any personal help to you as we go forward.