

Online Orientation: Women and Careers

If you have taken other Online classes before, the Orientation for you will be brief, and only refer you to specific information about this class.

If you have never taken a Blackboard-based course or an online course before, or if you have problems accessing or utilizing the Blackboard site, begin your Orientation immediately by going to <http://www.saddleback.edu/itc/user/blackboardfaq.html> and looking at “Blackboard Information For Students.” This will provide an introduction to Blackboard as an online classroom and will show you how to access the information within the Blackboard web site. There are also video clips on how to get started in Blackboard that you can view at this site. Once you have completed this Tutorial and feel comfortable with your ability to navigate the Blackboard classroom, come back here for specific information about this Psych 1 online class.

You may also call the Distance Education Office (Tel: 582-4515) if you are having technical trouble or trouble getting in to Blackboard and Sheri Nelson can assist you.

If you have taken Blackboard courses before and are familiar with online classes, look around in our “online classroom” and familiarize yourself with the documents that are there for you and how to access them. This will make the process much easier for you as we go along.

Women and Careers will begin with a few weeks of Self Assessment, in order for you to get a better, more objective picture of who you are at this stage in your life and what it is you want to do and are good at. This will take time and energy on your part...but I think you will find it not only interesting, but very rewarding. “Going inside” and discovering more about ourselves is something most of us rarely take the time to do, and yet it is so important to good decision-making and to a happy and purposeful life. Simply accepting what’s out there, or what other people think we should do, often leads to frustration and a sense of meaninglessness. So be prepared to take the time and focus on your goals, values, priorities, personality traits, and the purpose that you want to create in your life. The class will then move in the direction of research...focusing particularly on Internet sources of researching a career. Once we have a direction...how do we find out the specifics of that career, including salary, requirements, job outlook, etc? All of this information is, of course, essential, to making a good career decision. Finally, we will focus on job search skills including networking, resume writing and interviewing. How does one present oneself in the job market in an online world? These are all issues that we will address over the next 8 weeks.

This Internet version of Women and Careers was designed for students who cannot come to class on a regular basis, or who prefer the short-term (8-week) time frame. For students who learn better in a more interactive way, you will find this mode of taking the course may suite your needs better than a traditional in-person class. However, it is critical that you understand that you **MUST** keep up with the assignments each week as we will be moving very fast through a lot of material and you will definitely fall behind if you are

not checking in several times a week to complete assignments. All assignments will remain open ONLY for one week. If you do not complete the assignments during that week...you will get a zero for the work for the week. You can see how that could hurt your overall grade in the course. Please do not contact me at the end of the class asking if you can do extra credit to make up for not doing the work as it is due. I'm afraid that will not be possible. I will give you every opportunity to do very well in this class if you do the assignments on time. If not...it will not be possible for you to get a good grade in the course. You might want to consider signing up for the class on a Credit/No Credit basis. This is something you do through the Admissions and Records office during the first few weeks of class. It allows you to benefit from the information in the class, without having to worry about a grade. (see syllabus for details)

The assignments each week will cover all the important aspects of the career decision-making process, and will walk you through a series of self-assessment exercises that should help you to understand yourself better and to get a clearer picture of what it is that you enjoy doing and would be good at. I think you will also find that they are fun. When you complete assignments, you will go to the Discussion Boards and write about what you have learned. This will be my opportunity to evaluate you each week so make sure that what you write is how you want to be evaluated. A large part of your grade will be based on these Discussion Board postings so make sure that you are thorough and specific and that what you write is meaningful. I will read every single posting. I will comment on some...not all ...postings. I may ask questions or reply to questions or pose new lines of thought but I will be grading each posting each week so make sure that you are writing what you want to be evaluated.

To Do!!!

Purchase your Test Packet for the course (\$43.50) in the Career Center (Student Services Center) as soon as possible!! This will allow you to begin the series of online and paper and pencil interest, personality, and aptitude tests that will provide objective information and direction to your career search. It is important that you complete these tests right away as the processing and scoring of the tests takes 2 weeks, and we want to get our data back in time to use it for the research part of the class.

Feel free to contact me at any time with questions or problems. I check my email regularly and will always reply promptly. Email is definitely the best way to reach me.

I look forward to getting to know each of you online via our Blackboard classroom and hope that the class will be an enjoyable one for you. Good Luck!