

Career and Life Planning Telecourse: Career Advantage

CG 140, 3 Credits Graded Course, Winter 2009

CRN (Registration#) Main Campus: 30117 – Florence: 30352 – Cottage Grove: 30583

Telecourse Orientation: 5:30, Monday, January 5, 2009, Building 17, Room 309

COURSE DESCRIPTION:

Welcome to Lane’s Career & Life Planning Telecourse! This course is designed to help you think about your “career” as it relates to your overall life goals and plans. By using the text, cable/video broadcasts, and assignments, you will expand your understanding of yourself and the world of work. This course has application for those early in the process of career development as well as those involved in career transition.

<p style="text-align: center;">Contacting the Instructor</p> <p>Marguerite Crew, M.S., Counseling and Human Relations Communicate with me by email: crewm@comcast.net Office Hours: by appointment Mailing Address: Marguerite Crew Lane Community College Counseling Dept 4000 East 30th Avenue Eugene, OR 97405</p>	<p style="text-align: center;">Telecourse Viewing Schedule</p> <p>Two 30-minute telelessons per week, one right after the other:</p> <p style="text-align: center;">Mon 9 & 9:30 p.m. Wed 9 & 9:30 a.m. Sat 1 & 1:30 p.m. Sun 1 & 1:30 a.m.</p>
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REQUIRED TEXTBOOK:

What Should I Be? A Hands-On Guide to Choosing a Career, Marguerite Crew.

Available at the LCC Bookstore.

IMPORTANT POINTS:

1. Please read this syllabus and note the FAQ section.
2. **If you do not use email**, provide me with a reliable phone number ASAP.
3. **Write the homework questions in your homework assignments.** Otherwise I might know which question you are answering and I would like to give you credit for everything you do.
4. **March 16 is the last day I will accept assignments and papers.**

Calendar

Week	Dates	Assignment	Assignment Due	Late Penalty Begins
1	Jan 4 – 10	#1	Jan 12	Jan 19
2	Jan 11 – 17	#2	Jan 19	Jan 26
3	Jan 18 – 24	#3	Jan 26	Feb 2
4	Jan 25 – 31	#4	Feb 2	Feb 9
5	Feb 1—7	#5 and Personal Profile	Feb 9	Feb 16
6	Feb 8 – 14	#6	Feb 16	Feb 23
7	Feb 15 – 21	#7	Feb 23	Mar 2
8	Feb 22 – 28	#8 and Informational Interview Report	Mar 2	Mar 9
9	Mar 1 – 7	#9 and Career Research Paper	Mar 9	Mar 16
10	Mar 8 – 14	#10	Mar 16	n.a.

NOTE: March 16 is the last day I will accept assignments and papers.

GRADING:

Total Points	Grade		Possible Points
291-300	A+		
270-290	A	Homework Assignments	200
240-269	B	Personal Profile	15
210-239	C	Career Research Paper	45
180-209	D	Informational Interview Paper	40
<180	F	Total points:	300

COURSE REQUIREMENTS:**Telecasts**

- You must view 2 half-hour programs each week. (The viewing schedule is attached).
- Taking a telecourse requires a disciplined and controlled environment. Watching each program will demand your undivided attention.
- Prepare yourself by reviewing the assignment before watching the telecast.

Viewing Schedule:

On Comcast Cable 23 and Charter Communications Cable 9.

Two 30-minute lessons will be cablecast (one right after the other). They are repeated four times during each week beginning the first week of the term.

If you have technical difficulties viewing cable 12, please call 463-5319.

LIBRARY VIDEOS:

A limited number of videotapes are available for checkout at no charge from the Library. These tapes are provided for those who are unable to receive the cable signal.

- Photo ID is required to check out materials.
- When requesting to view or check out a tape, please identify this telecourse by the number MV# 2112.
- Only one tape may be checked out at a time for a one-week limit.

About Homework Assignments

There are ten homework assignments, one each week. They follow the telecast. Most of the assignments are in the textbook. You have one week to complete them, and a grace period of an additional week (except for Assignment #10) before they lose points for being late.

Papers

Personal Profile

It is unfortunate that the textbook and the telecourse both refer to a “personal profile”; however they are not the same.

Telecourse “Personal Profile”

The telecourse recommends making a notebook, file or binder that you will keep notes related to this course and copies of your assignments. It is likely that you will need your own copy to refer to after you turn in assignments to me. Nevertheless, I will always refer to the telecourse “personal profile” as your Notes.

Textbook “Personal Profile”

When I refer to your “Personal Profile” in the syllabus and in the textbook, this is what I mean. You can preview it on page 91 of the textbook, just after chapter five. It is a personalized list of characteristics to look for while evaluating potential careers. In a sense, it is your shopping list. You develop it over the first half of the course in chapters one through five. It summarizes your self-assessment and self-exploration processes.

- *Personal Profile is due Week 5 of the term*

Informational Interview Paper

After narrowing down the number of prospective careers, this assignment requires you to contact and interview 2 people you do not know who are working in those occupations or career fields that interest you the most. You then write a short paper describing each interview and answering questions about how it went. You can preview it by looking at “For The Record” in the textbook, pages 159-162.

- *Informational Interview Paper is due Week 8 of the term*

Career Research Paper

This assignment requires you to use a variety of resources to research three specific occupations. You can preview it by looking at “Anatomy of A Career” (Textbook, pages 176-180) and Final Analysis (Textbook, pages 181-194. Send only the information on page 194).

- *Career Research Paper is due Week 9 of the term*

FAQ

About Homework Assignments:

- Where are the actual homework assignments?
The details of each assignment are described beginning on page 7 of this syllabus and the actual questions are in the textbook.
- When are assignments and papers due?
They are due by midnight each following MONDAY (for example, Assignment #1 is assigned for Week 1's telecast. The assignment is due on the following Monday by 12:00 midnight).
- I missed something during the telecast and now I can't do my assignment. What should I do?
Prepare yourself before watching the telecast by reviewing the assigned pages in the textbook and by reviewing the assignment.
- Should I take notes while I watch the telecasts?
Yes, you will need to take notes during each telecast in order to do all of the exercises.
- Do I have to re-create the homework questions? Can't I just send you my answers?
If you include the homework questions, I will be certain that you've answered all parts of an assignment. Everyone writes their homework a little different and it is often hard to tell where the answer to one question ends and another starts. I want to give you credit for all of your work, so it would be best to include the questions.
- Is it okay if I email you a homework assignment or paper EARLY?
Yes, but I will wait to grade it during the week it is due. In other words, feel free to do assignments early, but realize that they will sit in my inbox, ungraded, until they are due.
- I sent my assignment during the grace period and I haven't heard back from you. What's going on?
If your emailed assignment is in my inbox by midnight Monday, then I will grade it and reply with your score and optional comments and questions on Tuesday. If you send it after midnight Monday, I will grade it and send you a reply the following Tuesday.
- How are assignments and papers graded?
The short answer is completeness. Here is where students can lose points:
 1. If you miss or skip sections or questions.
 2. If you submit answers only (without questions or other exercise details to let me know what part you are answering).
 3. If you submit it later than the grace period.
 4. If your answers don't address the question.
 5. If your work appears to be so rushed and carelessly done that the content suffers.

About How to Turn-in Assignments

- What is the best way to submit assignments and papers to you?
Email your assignments to me. I strongly prefer email to other methods.
- I don't have email. How else can I submit assignments and papers?
You have three options: drop it off, regular mail and campus inter-office mail.
 1. Drop off assignments at the Reception Desk of the Counseling Dept. at the main campus of LCC (1st floor of the Building One - Student Services Building). Ask them to timestamp it and put it in my mailbox.
 2. If you send it through regular mail, use the address on page 1 of this syllabus.
 3. If you mail assignments from another LCC campus, make sure my name and "Counseling Dept" is clearly written on the inter-office envelope.
- Can I fax my assignment to you?
NO, please do not fax ANYTHING to me. I will never receive it.

About Email

- What should I put in the subject line of my email for assignments and papers?
If you are submitting an assignment, put your name and the assignment number; for example "Jane Doe Assignment 1".
If you are submitting a paper, put your name and the paper's title; for example, "Jane Doe, Informational Interview 1" or "Jane Doe, Career Research Paper- Career 2".
- I need a quick reply from you and I can't wait until Tuesday.
I do scan my email from you during the rest of the week, nearly every day. If you send me an email (that is not an assignment), make sure your subject line doesn't say something like "Assignment #1" or else I will wait until Tuesday to open it. Instead, use a subject line like "Question" or "Need Info". If you need me to get back to you right away, say so in your subject line. For example, "Need answer ASAP". You can also raise the priority of your email (in your email program).

Late Assignments and Papers

- What is the penalty for late assignments and papers?
Late assignments lose 1 point per week after the week it is due.
Late papers lose 5 points per week after the due date.
See the Calendar on page 1 of this syllabus for due dates.

Papers

- Do I have to write my Career Research Paper on 3 different careers?
Yes, for full credit, research and write about 3 careers.

- Do I write one Career Research Paper or 3 papers, one per career?
Occasionally, students answer the first question for all three careers, then the second question for all three careers, and so forth. Don't do this. Write, essentially, 3 short papers and answer all questions for each career in its own paper.
- How many people should I interview for the Informational Interview Paper?
For full credit, perform and write about 2 informational interviews.
- Can the interviews be for the same career title?
Only if you have checked with me and received approval first. Normally, the people you interview are in different careers.
- Do I have to interview someone in a career I am planning to write about in my Career Research Paper?
Yes, unless you have checked with me and received approval first.
- In the Informational Interview Paper, do I just write up my interview questions and the person's responses?
No. If that's all you turn in for this paper, you get very few points. There are several other questions *you* must answer for the paper in addition to reporting the questions and answers at your interviews. These are on pages 159-162 in the textbook.

Other

- Can I meet with you in-person or talk with you on the phone?
Yes, contact me and we'll set it up.
- Is there any extra credit available?
Yes, there is an extra credit assignment in this packet after homework assignment #10.
- When is the last day you will accept late work?
Midnight, December 8th.

HOMEWORK ASSIGNMENTS

Homework Guidelines:

- Review assignments before viewing the telecast. Take notes.
- Read the assigned chapter(s).
- Type the questions and answers into the text of an email message.
- Put your name in the subject line of the email
- Put “Assignment 1” in the subject line of the email
- Send the email to me (crewm@comcast.net)

Week 1 -- Assignment #1

Viewing: Programs 1 and 2

Reading

Chapter 1

(Do all of the exercises and the chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email and send to me.)

Page #		Points
8	Let's Get Started	5
9	Current Understanding	3
10	With a Little Help From My Friends	3
11-12	Satisfaction Check Up	5
14	Chapter Summary	4

Week 2 -- Assignment #2

Viewing: Programs 3 and 4

(Follow guidelines on page 7)

Reading

Chapters 2 and 3

(Do all of the exercises and the chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
16	Sidebar	1
	Do one of the following two exercises	6
21-24	Common Beliefs (Describe your top 3).	
25-26	Self-Talk	
30	Chapter Summary	2
36-38	Exploring Present Values	2
	Do one of the following three exercises	2
39-41	Voices from the Past	
42	If Only I Could	
43-44	Pleasant Dreams	
45-48	Lesser of Evils (send only items rated #1 and what your choices say about you.)	
49-52	Wanted: Someone Like You. (Send completed ad).	2
54	Chapter Summary	4
From telecast	Describe the "Hot Tip" for program 3.	1
From telecast	Describe and DO the "Hot Tip" for program 4.	2

Week 3 – Assignment #3

Viewing: Programs 5 and 6
(Follow guidelines on page 7)

Reading

Chapter 4

(Do all of the exercises and the chapter summary within these pages of your textbook.)

You can skip pp. 57-64 for now. They are part of homework assignment #5.

Writing

(Type these exercises into an email to send to me.)

Page #		Points
55	3 Accomplishments	3
56	Fish for Compliments	5
65-69	Future Skills	1
69	A Piece of the Pie	1
70	Follow Your Enthusiasms	6
74	Chapter Summary	4

Week 4 – Assignment #4

Viewing: Programs 7 and 8
(Follow guidelines on page 7)

Reading

Chapter 5

(Do all of the exercises and the chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
76	What Are My Interests?	2
80-84	RIASEC: Follow instructions and complete the exercises, write down the totals from page 84.	2
85	Business Opportunity	2
86	Assess Yourself	5
87	Monday Morning	2
88	List six careers using the scores from the RIASEC exercise, p 84. Use the following link if the one in the textbook does not work: www.careerplanner.com/JobDescSearchTool.cfm	5
90	Chapter summary	2

DUE WEEK 5: PERSONAL PROFILE

In a separate email, send the information from the Personal Profile (Textbook, page 91 immediately after chapter 5), and answer these additional questions:

1. What five work-related skills would you like to develop further?
2. Describe your ideal job in 4-5 sentences. (What will you do? In what setting?)
3. List 3-6 careers you are considering now and would like to research.

Week 5 – Assignment #5

Viewing: Programs 9 and 10

(Follow guidelines on page 7)

Reading

Chapter 6, pages 95-102.

Chapter 4, pages 57-64.

(Do all of the exercises within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
From telecast	The program discusses four ways that technology has changed the workplace. What are the four ways?	2
From telecast	How familiar are you with: 1) word processing software (like Word), 2) spreadsheet software (like Excel), 3) database software (like Access) and 4) with the internet (email, searching, blogs, etc.)?	1
57-64	Looking For Skills (Send your 3 stories and 3 lists of skills).	6
108	Box (Networking)	1
111	Box (Non-Standard Work)	1
114	Box (Cutting-edge Skills)	1
117	Box (Piercing-mounted eyeglasses) You can see this at http://tinyurl.com/5frfvq	1
118	Box (Antiquated Technologies)	1
122	Chapter Summary	
From Telecast	The program begins with a discussion of three things that hiring is based on. What are they?	3
From Telecast	Do the exercise for Program 10's "Hot Tip" and notice what happens. Then describe what you did and what happened for this assignment	3

Week 6 – Assignment #6

Viewing: Programs 11 and 12
(Follow guidelines on page 7)

Reading

Chapter 5 (pages 78-79)

Chapter 6 (pages 95-102).

(Do all of the exercises and the chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
78-79	What Are Your Interests?	2
96-97	(List your top 3 industries.)	3
99	(List your top 2 functions.)	2
100	Cashing In On the Trades	4
101	The Cutting Edge (The “cutting edge” is the very latest developments, techniques, methods or trends.)	4
102	Morph Your Interests	5

Week 7 – Assignment #7

Viewing: Programs 13 and 14
(Follow guidelines on page 7)

Reading

Chapter 7 (skip pages 127-130; they are part of Assignment #9).

(Do all of the exercises and the chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
Chapter	This chapter describes 5 ways to learn about careers. What are they?	5
Chapter	What are the pros and cons of each way?	5
147-149	Just The Facts (Use this exercise to pare down your list of careers to 3. For ONE of the careers that will remain on your list, send me the questions and answers to this exercise.)	6
164	Chapter Summary	4

DUE WEEK 8: INFORMATIONAL INTERVIEW PAPER DUE

Setup and conduct 2 informational interviews. For each career send the information from:

- o For The Record (Textbook, pages 159-162).

Week 8 – Assignment #8

Viewing: Programs 15 and 16

(Follow guidelines on page 7)

Reading

Chapter 8

(Do all of the exercises and chapter summary within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
167-168	Looking Back (Describes jobs/projects you've had in the past).	5
From telecast	Describe any barriers to employment that you may be facing.	5
From telecast	List specific actions you will take to help you cope with barriers and obstacles to employment or in the workplace.	5
From telecast	According to the program, how can you tell during an informational interview whether a company is diversity-friendly?	5

DUE WEEK 9: CAREER RESEARCH PAPER

Research 3 different careers. For each career, in a separate email, send the information from:

- o Anatomy of A Career (Textbook, pages 176-180)

Send only once:

- o Final Analysis (Textbook, pages 181-194. Send only the information on page 194 “Chapter Summary”).

Week 9 – Assignment #9

Viewing: Programs 17 and 19
(Follow guidelines on page 7)

Reading

Chapter 7 (pages 127-130).

Chapter 9 (pages 195-206).

(Do all of the exercises within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
127-130	Interesting Internships	
From telecast	After viewing the educational options discussed in the program, do you have a preliminary plan for meeting the educational requirements of your career? What is it?	2
From telecast	Regarding internships, list at least three benefits.	3
From telecast	What additional learning and education would increase your chances of being hired and advancing?	2
196-197	Who Else Will Participate?	2
198-201	Your Decision-Making Style	3
202-203	Your Style	4
From telecast	Based on the program, describe at least two strategies for making decisions that are new to you.	2
From telecast	Pick one or more strategies are you likely to try. Why did you choose each one?	2

Week 10 – Assignment #10

Viewing: Programs 20 and 26
(Follow guidelines on page 7)

Reading

Chapter 9 (pages 207-214 only).

Chapter 10

(Do all of the exercises and both chapter summaries within these pages of your textbook.)

Writing

(Type these exercises into an email to send to me.)

Page #		Points
207	My Goal is... (choose a career or education related goal)	1
209-212	Action Plan	5
214	Chapter Summary	1
218-222	The Big Picture	3
226	Planning Proactively (use the goal you chose for page 207)	4
227-228	Motivation Strategy (send your answer to question #5)	1
235	Chapter 10 Summary	1
From telecast	What reason does program 20 give for why New Year's resolutions fail?	2
236-237	Final Summary (after the end of chapter 10)	2

EXTRA CREDIT ASSIGNMENT

Up to 15 points

Can be submitted anytime prior to March 16

Purpose:

“Dangle Your Carrot: When you see what you are aiming at, you program your subconscious mind to aim at it. Find images which represent your goals and put them in a place where you will see them everyday”.

Instructions:

Create a visual aid that represents your goals. It can be:

- o a collage of pictures cut from magazines, drawings, photos or words.
- o composed on the computer (or not).
- o large enough to be hung on a wall where you will see it daily. Or, it can be small enough to fit inside your notebook, wallet, purse or day-timer.

Photocopy it, take a picture of it or scan it and send it to me via email, LCC interoffice mail or USPS mail. Do not mail me the original unless you also provide a stamped and addressed envelope that is large enough to mail it back to you.

OTHER INFORMATION

Lane Community College is a respectful campus environment . . .

We are interconnected by culture, ability, gender, race, class, age, sexual orientation, spiritual belief and any other feature that distinguishes us as unique. In this, we honor the humanity that joins us and embrace our diversity. As you enter and engage in our learning community, we ask that you follow a key principle... Simply treat others with respect, kindness, and compassion.

Mutual Respect: All students with an interest in Career and Life Planning are welcome to enroll in this course. I expect that our classroom environment will be characterized by kindness and mutual respect. Expressions of racism, sexism, homophobia and other forms of discrimination and bias are hurtful and unacceptable in this class. There is no tolerance for words, speech, behavior, actions or clothing/possessions that insult, diminish, demean or belittle any individual or group of persons based on race, ethnicity, religion, gender, sexual orientation, ability, economic class, national origin, language or age. Academic freedom, freedom of speech and freedom of discourse do not protect expressions or acts of harassment and hate. Violations of this policy may result in removal from the classroom and actions governed by the student code of conduct.

Students with disabilities: If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact them at 463-3150, or TTY: 463-3079, or stop by the Students First Building (#1) Room 218.

Important Dates

Last day to receive refund	Sunday, January 11, midnight
Martin Luther King Day, college closed	Monday, January 19
President's Day, college closed	Monday, February 16
Last day for schedule changes	Friday, February 27
Finals week	March 16-21

Lane Community College's Administrative Withdrawal Policy For Telecourses:

Telecourse students must obtain the telecourse syllabus and complete a blue student information card before the end of the first week of the term. The instructor may withdraw students who fail to follow this procedure. Students unable to attend the telecourse orientation may purchase the syllabus and complete a blue student information card at the college Bookstore. It is every student's responsibility to use ExpressLane to drop any classes in which they do not want to be enrolled. Students should not assume that the instructor will withdraw them for not completing the blue card. Students are responsible for all charges for classes not dropped by the full refund deadline. **After SUNDAY, January 11, at midnight, no tuition or fees will be refunded. Students withdrawing from a course after the refund period is over will NOT receive a refund. It is the student's responsibility to officially drop.** For college policy regarding refunds, see Lane's website or the current Aspire Magazine. Students enrolling after the first week of classes must immediately obtain the syllabus and complete a student information card available for purchase in the Bookstore and contact the instructor.

Distance Learning Department:

Distance Learning is located in the Workforce Training Building 19, room 253A, 463-5893. Telecourse students may call (541) 463-5319 with cable viewing discrepancies.

Disability Resources Statement:

If you need support or assistance because of a disability, you may be eligible for academic accommodations. Contact Disability Resources at (541) 463-5150, or TTY 463-3079, or stop by Bldg.1, Room 218.

Main Campus Bookstore Hours:

First week of classes beginning Mon., Jan. 5 through Sat., January 10: Mon. through Thurs., 8 am-7:30 pm; Fri., 8 am-4:30 pm.; Sat., 9 am-1 pm. Distance learning students may have books shipped by using VISA/MasterCard. For details, call the LCC Bookstore, (541) 463-5676, or email bollenbaughp@lanecc.edu Last day to return books for full refund is Monday, January 12. Details for students using CreditLine may be found at: lanecc.edu/bookstore/purchasing/charging.htm

Main Campus Library Services:

All telecourses may be viewed in the library on the main campus. In addition, videotape/DVD copies may be checked-out for 1 week. Lane's library is open Mon. through Thurs., 7:30 am–7 pm; Fri., 7:30 am–5:30 pm. Closed Sat. and Sun. For magazine articles, books, newspapers and other Internet resources visit the library home page at www.lanecc.edu/library/ Distance Learning students who wish to check videos, books etc., out of the main library will need to show a driver's license, passport, high school ID, Lane ID or any other type of legitimate photo ID.

Internet and Computer Access:

Main Campus Student Computer Lab/Student Help Desk (SHeD), Bldg. 4, Room #201
Hours: Mon. through Thurs., 7:30am-7pm; Fri., 7:30am-6pm. Closed Saturdays and Sundays; closed 1/19 and 2/16. Laptop computers are available for 2-hour checkout in the Library, 9:30 am–3 pm (hrs may change), and may be used anywhere in the Library.

Social Science Testing Lab:

The following telecourses may use the Social Science Testing Lab in Center 456 for testing. See your telecourse syllabus for testing details: FA255 - Understanding Movies, HE250 – Personal Health, HO100-Medical Terminology, HST105 – World History, HST202- History of the United States, PSY110- Exploring Psychology, PSY239 – Intro to Abnormal Psychology, and SOC204-Intro to Sociology. Check the website for operating hours: <https://teach.lanecc.edu/timmerst/>

Student Activity Fee, Photo ID and Transportation Fee Information:

Students only enrolled in distance learning courses (no on-campus courses) are not charged the ASLCC Student Activity Fee. An LCC photo ID is not required to attend Lane. It is available to all currently registered students as an alternate form of photo identification. A card may be purchased at a cost of \$5 through Enrollment Services, Building 1 or the Downtown Center. Distance Learning students are not charged the \$22 transportation fee and are not eligible for an LTD Bus Pass. DL students are charged a \$5 transportation fee.

Proctored Exams With Off Campus Proctors:

Proctored testing is an option available for students who live outside of the local Lane County area. For complete information, please go to: www.lanecc.edu/distance/testing.htm (This does not apply to students enrolled at the Cottage Grove and Florence campuses.)

Grade Reports:

Beginning on Wednesday following the end of the term, students can obtain unofficial transcripts with their grades from ExpressLane. Grade reports are not mailed. Official transcripts may be paid for and ordered through ExpressLane or at Enrollment Services on the main campus or by calling (541) 463-3100.

Students are requested to use these special MV numbers when requesting telecourse programs from the library.

CG140 - Career and Life Planning: Career Advantage MV#2112

DETAILED TELECAST SCHEDULE

Career Life Planning - CG140
 Career Advantage: MV#2112
 Lane Community College
 Comcast ch. 23 & Charter Communications ch. 9
 Winter Term 2009
 30-minute programs

Section I - Introduction (Program 1) Where Are You Now? (Program 2)

Monday	January 5	9:00 p.m. 9:30 p.m.
Wednesday	January 7	9:00 a.m. 9:30 a.m.
Saturday	January 10	1:00 p.m. 1:30 p.m.
Sunday	January 11	1:00 a.m. 1:30 a.m.

Self-Knowledge and Beliefs (Program 3)

Values (Program 4)

Monday	January 12	9:00 p.m. 9:30 p.m.
Wednesday	January 14	9:00 a.m. 9:30 a.m.
Saturday	January 17	1:00 p.m. 1:30 p.m.
Sunday	January 18	1:00 a.m. 1:30 a.m.

Personality & Interests (Program 5)

Knowledge, Skills, and Abilities (Program 6)

Monday	January 19	9:00 p.m. 9:30 p.m.
Wednesday	January 21	9:00 a.m. 9:30 a.m.
Saturday	January 24	1:00 p.m. 1:30 p.m.
Sunday	January 25	1:00 a.m. 1:30 a.m.

Keeping Track of Self Knowledge & Exploration (Program 7)

Section II - Introduction (Program 8)

Monday	January 26	9:00 p.m. 9:30 p.m.
Wednesday	January 28	9:00 a.m. 9:30 a.m.
Saturday	January 31	1:00 p.m. 1:30 p.m.
Sunday	February 1	1:00 a.m. 1:30 a.m.

The Changing Workplace: Technology & Globalization (Program 9)

What Employers Want: Skills & Attitudes (Program 10)

Monday	February 2	9:00 p.m. 9:30 p.m.
Wednesday	February 4	9:00 a.m. 9:30 a.m.
Saturday	February 7	1:00 p.m. 1:30 p.m.
Sunday	February 8	1:00 a.m. 1:30 a.m.

What's Out There: How the World of Work is Organized (Program 11)

Generating Career Options (Program 12)

Monday	February 9	9:00 p.m. 9:30 p.m.
Wednesday	February 11	9:00 a.m. 9:30 a.m.
Saturday	February 14	1:00 p.m. 1:30 p.m.
Sunday	February 15	1:00 a.m. 1:30 a.m.

Researching Career Options: New Technologies & Current Techniques (Program 13)

Informational Interviewing & Networking (Program 14)

Monday	February 16	9:00 p.m. 9:30 p.m.
Wednesday	February 18	9:00 a.m. 9:30 a.m.
Saturday	February 21	1:00 p.m. 1:30 p.m.
Sunday	February 22	1:00 a.m. 1:30 a.m.

Evaluating Career Options (Program 15)

Overcoming Barriers to Employment (Program 16)

Monday	February 23	9:00 p.m. 9:30 p.m.
Wednesday	February 25	9:00 a.m. 9:30 a.m.
Saturday	February 28	1:00 p.m. 1:30 p.m.
Sunday	March 1	1:00 a.m. 1:30 a.m.

Lifelong Learning (Program 17)

Decision Making Strategies (Program 19)

Monday	March 2	9:00 p.m. 9:30 p.m.
Wednesday	March 4	9:00 a.m. 9:30 a.m.
Saturday	March 7	1:00 p.m. 1:30 p.m.
Sunday	March 8	1:00 a.m. 1:30 a.m.

Goal Setting and Action Planning (Program 20)

Series Conclusion (Program 26)

Monday	March 9	9:00 p.m. 9:30 p.m.
Wednesday	March 11	9:00 a.m. 9:30 a.m.
Saturday	March 14	1:00 p.m. 1:30 p.m.
Sunday	March 15	1:00 a.m. 1:30 a.m.