SOCIAL SCIENCES 2EL0
CAREER PLANNING THROUGH EXPERIENTIAL LEARNING

FALL/WINTER 2017/2018

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Course Description
This course will engage you in a variety of hands-on exploration activities to provide you with a strong foundation for your career and future planning. You will better understand the skills that you have acquired in your academic studies, extra curricular activities and summer jobs, and how this relates to making occupational choices and job searching. You will be introduced to tools, methods and resources that will facilitate your decision making now and in the future.

Required Courseware
Available in the Campus Store and is required for each class.

Evaluation
SOC SCI 2EL0 will be recorded on your transcript as a PASS or as a FAIL grade. To receive a PASS in the course, you must:
- Attend (in full) all six classes*
- Receive a score of **23/25** on the Cover Letter Rubric
- Receive a score of **27/30** on the Resume Rubric
- Submit your **completed** assignments as a PebblePad Portfolio to the PebblePad dropbox **before** 4pm on the Friday of the final week of class. PebblePad Portfolios will be reviewed within four weeks after the final class.

*If you miss 1 class OR if you are late or leave early in 2 classes, you must follow procedure as outlined in the current University policy on student absence and missed work. Submission of a 3-5 page assignment is also required. Normally, documents to excuse student absence are submitted before the last day of class. Due to the amount of missed material, students who miss more than 1 class or who are late or leave early for more than 2 classes will receive a FAIL grade on their transcript without adequate reason and proper documentation.

Course Objectives
You will be able to:
1. explain personal skills, interests and values to effectively evaluate potential career options;
2. critically evaluate individual employability skills and areas for skill improvement;
3. develop an appropriate career/education plan;
4. relate how specific job search resources, and networking can assist with the career planning process;
5. analyze position postings to determine level of "fit";
6. create effective resumes and cover letters for specific positions of interest;

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7. excel in job interviews; and,
8. explain (describe) the benefits and uses of the career portfolio.

SOC SCI 2EL0 WEEKLY OVERVIEW
2017-2018

Week	Topics	Self-Directed Learning
1	• Course overview • Uses/benefits of a portfolio • Employability skills 2000+	• Create PebblePad portfolio –see tutorial video posted on AVENUE • Upload 4 different document samples
2	• Decoding position descriptions • Cover letters	• Complete one Job Match Chart for one of the supplied job postings that you will tailor your application to and upload • Tailor cover letter to the chosen supplied job posting, applying what was taught in class and in the rubric and bring in a HARD copy to next week's class • Bring in a HARD copy of the Cover Letter Rubric with the applied boxes checked • Bring in a HARD copy of your updated resume to next week's class
3	• Resumes	• Revise and tailor resume to your chosen supplied job posting and upload, applying all that was taught in class – ensure you include all items listed in rubric • Check off as you complete the "Resume Rubric" check boxes under "student" column, save and upload • Complete TypeFocus assessment • Complete and upload Typefocus Reflection Activity • Upload Typefocus Self Awareness Report Steps 1-5
4	• TypeFocus review • Employability skills • Career Cruising/NOC • Creating action plans • Social Media	• Revise cover letter to your chosen supplied job posting and upload – ensure you include all items listed in rubric • Check off as you complete the "Cover Letter Rubric" check boxes under "student" column, save and upload • Complete Skills Worksheet • Complete Career Action Plan and upload
5	• Interviews	• Complete PebblePad Portfolio for next week • Dress professionally for next week's class
6	**Professional Dress Day** • Internship presentation • Networking • Learning Portfolio Presentation review	• Bring your laptop • Complete PebblePad Portfolio and submit via instructions that will be posted on AVENUE before 4:00pm on the Friday of the last week of class

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Academic Integrity
You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.
Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.
It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at http://www.mcmaster.ca/academicintegrity

The following illustrates three forms of academic dishonesty:
1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

Avenue to Learn: Information   **URL: http://avenue.mcmaster.ca/**
In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

Avenue to Learn is an online system which will be used in this class for communicating information relating to the course (e.g. course outline, assignments, additional information etc.) and submitting required **completed** documents as a PebblePad Portfolio to Instructor via PebblePad. Class slides will not be posted on Avenue to Learn.

Can I contact the course facilitator via Avenue to Learn?
The most efficient means for student contact is via email.

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