

ASC 338.03 - Professional Pathways Seminar (Sociology – Social Science)

Instructor Contact Information:

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Individual meetings are available by appointment – call 292-1175 to set up appointments.

Required Textbooks

- Great Jobs For Sociology Majors
- Strategies: Getting and Keeping the Job You Want

Course Description

ASC 338 is designed to provide an environment for students to explore career paths available to Social Science majors, explore current professional issues in the workplace, and help students gain the skills and confidence for success in the job-search process and on the job.

Course Purpose

The purpose of this course is to increase your understanding of current issues in the workplace and job success strategies, as well as the strategies necessary for a successful job search. By working in collaboration with your classmates, you will gain the confidence necessary to make the critical decisions that move you through the steps of defining your career goals to finding part-time (internships) and full-time opportunities.

Course Objectives

Throughout the quarter, students will:

- Explore changes in the “world of work”
- Explore careers options related to interest, skills and values.
- Document skills and abilities in a format that can be shared with potential employers.
- Become familiar with the career-related resources available at The Ohio State University.
- Focus on an immediate career objective and goal setting to achieve those goals

Student Expectations

Our classroom will promote learning that is collaborative and experiential.

Students are expected to

- Listen and participate actively in in-class discussions and with guest speakers.
- Attend each class and be on time – Much of the class progress depends on your involvement and participation
- Use critical thinking and creative problem solving to complete exercises – And apply skills to your career decision making and job search strategies

Syllabus draft

- Work with other students – Promoting a collaborative learning environment

Grading/Evaluation

Sociology is graded S/U and is based on attendance, participation and the quality of academic work completed throughout the quarter.

Course Assignments

Throughout the course of the quarter, each student will complete each of the following assignments/activities:

1. Self-Assessment
2. Occupational Research (Library Research)
3. Resume and Cover Letter
4. Informational Interview/Job Shadowing Report (Field Research)
5. Student Presentation
6. Career Portfolio
7. End of quarter reflection paper
8. In class activities/participation
9. Weekly on-line discussions using - CARMEN (www.carmen.osu.edu)

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs.

Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.

This syllabus is available in alternative formats upon request. Contact the Sociology Undergraduate Advising Office, 300 Bricker Hall, 292-1175.

Syllabus draft

Weekly Topics and Activities

Week 1:

Introductions
Course Objectives
Overview of Career options in Social Sciences
Course (and student) Expectations

Week 2:

Self-Assessment
 Career Values
 Motivated Skills
 Occupational Interest

Stages in Career Development

 Assessment (who am I)
 Exploration (what are my options)
 Focus (Which option is best for me)
 Strategy/Implementation (how do I get there)

Researching Occupations & Career Paths

 Conducting Informational Interviews & Job Shadowing
 How to access occupational information (Library/on-line research, Field Research)

Week 3:

Networking
Introduction to Job Search Techniques
Goal Setting
 Long-term goal setting
 Short-term goal setting
 Move from “information seeker” to “Job Seeker”

Resume, Cover Letter, Applications

 Resume writing workshop
 “*Group Resume*” Activity
 3 Resume Types (“Cosmetic Resume”, Scanable Resume, E-mail Resumes)

Internships

Week 4:

Employer Panel

 Interviewing
 Internships
 Job Success

Syllabus draft

Workplace issues

Week 5:

Possible guest lecture – “Sociology of Work”

Changes in the world of work – Current professional issues in the workplace

What will my workday look like?

What will my office look like?

What will my work roles be?

Week 6:

Grad School Panel

Graduate School Preparation

Personal Statements

Week 7:

Job Success Strategies

Learning workplace culture

Developing and displaying positive work habits

Networking

Performance reviews

Value of lifelong learning

Managing your career

Preparing for changes in the workplace

Week 8:

Student Presentations

Week 9:

Student Presentations

Week 10:

Wrap Up

Finding Additional Information (campus and library resources)