

Term Information

Effective Term Spring 2023

General Information

Course Bulletin Listing/Subject Area Arts and Sciences
Fiscal Unit/Academic Org ASC Administration - D4350
College/Academic Group Arts and Sciences
Level/Career Graduate
Course Number/Catalog 6000
Course Title Career Exploration for Graduate Students
Transcript Abbreviation Grad Career Explor
Course Description This 7-week course introduces skills for discovering a variety of career paths; assessing fit; cultivating necessary skills and networks; and entering a profession. Each student learns to use tools to research possible career paths; practices informational interviewing; identifies any skills they need to develop for the chosen path; and plans next steps to achieving their goals.
Semester Credit Hours/Units Fixed: 1

Offering Information

Length Of Course 7 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? No
Grading Basis Satisfactory/Unsatisfactory
Repeatable Yes
Allow Multiple Enrollments in Term Yes
Max Credit Hours/Units Allowed 2
Max Completions Allowed 2
Course Components Seminar
Grade Roster Component Seminar
Credit Available by Exam No
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites Graduate standing
Exclusions None
Electronically Enforced No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 32.0107
Subsidy Level Doctoral Course
Intended Rank Masters, Doctoral

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes

- Identify their personal profile of skills, aptitudes, interests, and values.
- Locate jobs that align with their personal profiles.
- Use several tools for career exploration.
- Practice informational interviewing.
- Identify skills to develop and next steps to take.

Content Topic List

- Assessment of skills, aptitudes, interests, and values.
- How to identify and explore career paths that fit.
- Informational interviewing.
- Fitting career development into one's graduate program.

Sought Concurrence

No

Attachments

- Arts and Sciences 6000 Syllabus.docx: Syllabus
(Syllabus. Owner: Hanlin,Deborah Kay)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Hanlin,Deborah Kay	09/08/2022 04:41 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2022 11:39 AM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2022 11:39 AM	College Approval
Pending Approval	Cody,Emily Kathryn Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	09/27/2022 11:39 AM	ASCCAO Approval

Career Exploration for Graduate Students

Arts and Sciences 6000

Spring Semester 2023, 7-week course

Mode of offering: in-person

1 credit hour, S/U

Class number: TBD

Days/Time: Mondays, 12:10-2:00

Location: TBD

Instructor: Dr. Danielle Fosler-Lussier

Office: Weigel 312

Email: fosler-lussier.2@osu.edu

Office Hours: TBD

COURSE DESCRIPTION

This course, tailored to the needs of graduate students, introduces skills for discovering a variety of career paths; assessing fit; cultivating necessary skills and networks; and entering a profession. We focus first on students' existing skills, aptitudes, interests, and values, considering how to translate these into a variety of careers. Students then examine and use several tools for career exploration. Each student identifies possible paths that align with their personal profiles. Students practice informational interviewing; identify any skills they need to develop for the chosen path; and identify next steps to achieving their goals.

COURSE OBJECTIVES

In the class, students will:

- identify their personal profile of skills, aptitudes, interests, and values
- locate jobs that align with their personal profiles
- use several tools for career exploration
- practice informational interviewing
- identify skills to develop and next steps to take

REQUIRED TEXT

Students are asked to purchase Bill Burnett and Dave Evans, *Designing Your Life: How to Build a Well-Lived, Joyful Life* (Knopf, 2018). Used copies are plentiful at <https://www.alibris.com> and elsewhere.

COURSE REQUIREMENTS

Students must actively participate in class meetings and complete out-of-class assignments, due at the start of class meetings in weeks 2-7. It is important that students contribute to the work of their team and of the class as a whole by sharing their thinking.

Six assignments are described in the course calendar below. The assignments are designed to build skills and encourage reflection; they are essential preparation for the work we will do in

class. Students should expect to spend about 4 hours/week outside of class completing these assignments and come to class prepared to discuss their insights.

ASSESSMENT

Grading Scale: This course is graded on a Satisfactory/Unsatisfactory basis.

S=Satisfactory

U=Unsatisfactory

Grades in this class are based on the following:	
40% in-class participation in discussion and exercises.	Participation in each class meeting is marked as satisfactory when the student (1) comes prepared, having done the necessary thinking and assignment; (2) speaks on topic in class; (3) responds thoughtfully and kindly to others' ideas; (4) maintains confidentiality and refrains from discussing in other settings the perspectives shared by other students in the course.
60% completion of out-of-class assignments	<p>Assignments are marked as satisfactory if (1) the student demonstrates thoughtful and relevant engagement with the subject matter; (2) the student posts the completed work in Carmen by 10 pm on the evening before our class meeting; (3) the student has made an effort to contribute an answer that furthers the student's own thinking.</p> <p>All assignments must be completed for a satisfactory grade to be assigned in the course.</p>

ATTENDANCE POLICY

Because this is a short course (7 meetings), it is important that students come to class each week. More than one unexcused absence will result in a grade of Unsatisfactory. In cases of illness or emergency that requires a longer absence, students must make up the missed classwork as well as completing the assignments.

COPYRIGHT DISCLAIMER

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

COURSE TECHNOLOGY

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24/7.

Self-Service and Chat support: <http://ocio.osu.edu/selfservice>

Phone: 614-688-HELP (4357)

Email: 8help@osu.edu

TDD: 614-688-8743

√ **Baseline technical skills necessary for this course**

Basic computer and web-browsing skills

Navigating Carmen

√ **Necessary equipment**

Computer: current Mac (OS X) or PC (Windows 7+) or tablet with high-speed internet connection for accessing course materials and completing/submitted assignments.

Students will sometimes be asked to bring a device to class for work on in-class activities.

√ **Necessary software**

Microsoft Office 365 ProPlus All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad® and Android™) and five phones.

- Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
- Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

UNIVERSITY POLICIES:

LAND ACKNOWLEDGEMENT

The University acknowledges that its campuses have long served as sites of meeting and exchange for Indigenous peoples, including those in historical times known as the Shawnee, Miami, Wyandotte, Delaware, and the People of Fort Ancient, Hopewell, and Adena cultures also known as the earthworks builders, as well as other tribal nations of the region. The Ohio State University honors and respects the diverse Indigenous peoples connected to the land.

DIVERSITY

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual

orientation, or veteran status, is prohibited.

ACADEMIC MISCONDUCT

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. **For additional information, see the OSU Code of Student Conduct:** <https://trustees.osu.edu/bylaws-and-rules/code>

CLASS GRIEVANCES

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23.

DISABILITY SERVICES

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To

establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

MENTAL HEALTH

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or suicidepreventionlifeline.org

Sexual Misconduct/Relationship Violence (TITLE IX)

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu.

Course Calendar

Jan. 13	Class meeting	Where we start: skills, aptitudes, interests, values
Jan. 19	Assignment due 10 pm	Complete the three short assessments in the Imagine PhD tool (imaginephd.com); look closely at your results. (30 minutes) <ul style="list-style-type: none"> • Take an initial look at some job families that align with your profile. (1.5-2 hours) • Respond to prompt in the Carmen discussion forum: Name two Imagine PhD job families that align well for you, and name an example of an appealing type of position in each one. (We will discuss these in class.)

Jan. 20	Class meeting	Finding information about careers; assessing a career's alignment with your skills and values
Jan. 26	Assignment due 10 pm	<ul style="list-style-type: none"> • Choose two job families and types of position that you want to learn more about; read the resources in ImaginePhD for those job families, including job advertisements. Narrow down one specific kind of position within each job family that appeals to you. (2 hours) • Examine the skills needed to do those two jobs; identify any that you don't currently have, or that you don't expect to gain in the course of your graduate studies. (1 hour) • In response to the discussion question in Carmen, post a summary of that information. (30 minutes)
Jan. 27	Class meeting	Mentoring, inside and outside of your graduate program; finding mentors for YOUR path
Feb. 2	Assignment due 10 pm	<ul style="list-style-type: none"> • Listen to Maren Wood's "Job Search the Smart Way" podcast, episode 34, "How to Network when You Don't Have a Network" (23 min.), https://podcasts.apple.com/us/podcast/episode-34-how-to-network-when-you-dont-have-a-network/id1556145735?i=1000567415353 • Using Imagine PhD's job families resources, look at the advice about taking an informational interview in that line of work (30 min.) • Search on LinkedIn for PhD holders (maybe OSU alumni) who have jobs relevant to your interests. (1.5 hours) • Make appointments for at least two informational interviews (with two separate people) in a job family that interests you, to take place by phone, zoom, or in person before Feb. 17 (1 hour for making appointments).
Feb. 3	Class meeting	Talking to People about Their Jobs; Our Jobs and Our Lives
Feb. 9	Assignment due 10 pm	<ul style="list-style-type: none"> • Read Allison Doyle, "What is the Hidden Job Market?" (10 minutes) https://www.thebalancecareers.com/what-is-the-hidden-job-market-2062004 • Read Burnett and Evans, <i>Designing Your Life</i>, "Start where you Are," pp. 3-14, and "How Not to Get a Job," pp. 129-44 (1.5 hours)
Feb. 10	Class meeting	Resumes, cover letters, and OSU resources: from idea to application

Feb. 16	Assignment due 10 pm	<ul style="list-style-type: none"> • Conduct at least two informational interviews; afterward, write down your thoughts about them. (15-20 minutes for each interview; plus 30 minutes after each for note-taking and reflection) • Answer the discussion question about your interviews in the Carmen discussion forum. What did you learn? What do you still need to know? (15 minutes) • Read Burnett and Evans, <i>Designing Your Life</i>, “Design Your Lives” and “Prototyping,” pp. 87-127 (1 hour).
Feb. 17	Class meeting	Discussion of informational interviews; and and work in teams on next steps
Feb. 23	Assignment due 10 pm	<ul style="list-style-type: none"> • Read chapter 10 of Stacey Vanek Smith, <i>Machiavelli for Women</i> (Gallery Books, 2021), pp. 195-224. PDF in Carmen. (1 hour) • Read Burnett and Evans, <i>Designing Your Life</i>, “Choosing Happiness,” pp. 157-179 (1 hour)
Feb. 24	Class meeting	Interviewing and Negotiating; the career design cycle

Further career exploration resources

Items in ***bold** are services provided specifically to Ohio State students.

Coaching and “how to” job search information

***Buckeye Careers (Office of Student Life)**

<https://careers.osu.edu>

***Arts and Sciences Center for Career Success** (each college has a career office)

<https://asccareersuccess.osu.edu/undergraduate-students/personalize-your-career-plan/career-coaching>

***Buckeye OnPace** (self-guided career development content)

<https://onpace.osu.edu/modules/>

The Balance Careers <https://www.thebalancecareers.com>

Search job listings

***Handshake** <https://handshake.osu.edu/default.aspx>

Glassdoor <https://www.glassdoor.com/index.htm>

Indeed <https://www.indeed.com>

The Muse <https://www.themuse.com>

Career Exploration tools

Imagine PhD <https://www.imaginephd.com>

O-net <https://www.onetonline.org>

The Work Seminar (podcast by Jesse Butts)
<https://www.theworkseminar.com>

What are You Going to Do With That? (podcast by Scott Muir)
<https://podcasts.apple.com/us/podcast/what-are-you-going-to-do-with-that/id1613578382>

For international students

Interstride <https://student.interstride.com>

Specific sectors

***Erdős Institute** (careers in data science) <https://www.erdosinstitute.org>

HigherEdJobs (careers in higher ed; not just faculty jobs) <https://www.higheredjobs.com>