This course provides Humphrey students with the knowledge to manage their own career development. Each student will:

- Analyze and articulate his/her own interests and skills
- Understand multiple public service career paths
- Demonstrate knowledge of effective approaches to job/internship searches
- Create a personal plan and timeline for exploring and reaching career goals

Methods of Evaluation: To achieve an S in this class, students must complete all assignments with a Satisfactory rating (70% of points minimum) on each part of the assignment. Incompletes will not be granted without a written contract arranged in advance.

1. **Values Exercise & Career Focus Exercise (5%)**: Due date: Monday, September 21. For discussion in class. Please turn in copies of your value exercise synthesis (page 3 of the exercise) and your career focus synthesis (step 3) at the beginning of class.

2. **Informational interview (25%)**: Conduct at least one informational interview with a professional in one of the career fields you plan to explore. Write up a summary and publish it on the class Moodle site to be shared with other students. Due date: Interview – between October 5 and November 23. Summary due on or before December 7 to be published on PA 5910 Moodle site

3. **Targeted Resume & Cover Letter (40%)**: Based on the fall resume and cover letter webinars, create a polished professional resume and cover letter related to a specific job or internship posting that interests you OR as part of a job/internship proposal to an organization you are trying to connect with.
   - **a. Schedule a 30 minute appointment** with either Martha or Jen (as assigned) to review your resume and cover letter and how they relate to your target. Appointments will be available between November 2 and December 1. You will be sent a link to the appointment schedule on October 12 and must get your appointment on the schedule no later than October 26.
   - **b. Send the job posting (or organization) description, draft resume and cover letter to Jen or Martha 2 days prior to your appointment.**

4. **Networking Activity (10%)**: Do one networking activity and complete a 1 page reflection paper. Your activity could include a networking event on campus or as part of a professional organization, meeting with a contact in person or by phone (must be a different person than your informational interview), attending the Government Job Fair and having a conversation with at least one employer, or some other activity. Your reflection paper should cover what you did, why you chose this activity, what you learned, and how you plan to follow up with your new networking contact/s. Due November 30. **Bring a copy to class on November 30.**

5. **Career Exploration Plan (20%)**: A summary of 2 possible career goals and the strengths and resources you bring to each, plus a plan for exploring those career options. For at least one goal, you will be asked to imagine what it would be like to actually do that work and the impact you could have. (Guideline: 3 - 5 pages single-spaced) Due December 14 for discussion in our December 14 class. Please bring a copy to class and send an electronic copy to Jen Guyer-Wood at jguyerwo@umn.edu by end of day 12/14.

Required Materials: All assigned materials will be available on the class Moodle site.

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Schedule

SEPTEMBER 14:  Creative career models and useful experiments
Assignment: The Ibarra Model of Career Development (Moodle)

SEPTEMBER 21: Knowing yourself: Career focus and values
Assignment: Focus Exercise and Values Exercise (Moodle) for discussion in class. Please bring synthesis of each exercise to turn in at the end of class.

SEPTEMBER 28: Identifying and articulating your strongest skills
Assignment: Write 2 peak experience stories to bring to class (Moodle)
Reading: A summary of Emotional Intelligence categories and how to increase EI skills (Moodle)

OCTOBER 5: Career panel: Communicators, Fundraisers & Leaders

OCTOBER 12: Practical approaches to building professional connections
Assignment: View HHH webinar on building professional connections before this class (Moodle)
Note: Set up your informational interview for completion between Oct 12 and Nov 23

OCTOBER 19: Career panel: Organizers & Advocates
Note: Schedule your resume/cover letter appointment with Martha or Jen

OCTOBER 26: Professional Connections Part 2: LinkedIn, Cold Connections, and Strategically Building your Network

November 2: Presenting yourself in print: great resumes and cover letters
Assignment: View cover letter and resume webinars (Moodle)

NOVEMBER 9: Career panel: Fiscal/ Policy Analysis & Program Evaluation

NOVEMBER 16: Career panel: Urban Planning and Economic Development

NOVEMBER 23: Effective Interviewing – part 1: Attitude, strategy and Assessing Employer Needs
Assignment: View Ted Talk on Body Language and read summary of The Six Reasons You’ll Get the Job (Moodle)
Note: All informational interviews should be completed by this date.

NOVEMBER 30: Effective Interviewing – part 2: Interview practice
Assignment: Bring a job or internship description to class for a position you would be eligible to apply for. Highlight the most important duties and qualifications required for the position.

DECEMBER 7: Career panel: Diplomacy, Security and International Development
Note: Informational interview write ups due on Moodle site

DECEMBER 14: Imagining Future Careers and Salary Negotiation
Assignment: Bring your career exploration plan to class and be prepared to talk about what your life might be like doing one of these careers and how this work would help you advance the common good in a diverse world. Summary of salary negotiation strategies