Butler Community College
Science, Technology, Engineering, and Math Division

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Revised Summer 2017
Implemented Fall 2017

COURSE OUTLINE
Career Development

Course Description
CE 196. Career Development. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and understand the principles for successful, lifelong career development. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

Required Materials
For complete material(s) information, refer to https://bookstore.butlercc.edu

Butler-Assessed Outcomes
The intention is for the student to be able to
1. Demonstrate critical thinking skills regarding work based learning to successful career development.
2. Apply career development activities to existing skills sets.

Learning PACT Skills that will be developed and documented in this course
Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Analytical Thinking Skills
- Critical thinking - Through the use of career development activities, the student will identify and define tasks, gather information, to develop skills for implementing a lifelong career path.

Major Summative Assessment Task(s)
These Butler-assessed Outcome(s) and the Learning PACT skill(s) will be demonstrated by
1. Completing a final portfolio project which demonstrates mutually developed cooperative education objectives pertaining to career development.

Skills or Competencies
These actions are essential to achieve the course outcomes:
1. Communicate in a clear and concise way.
2. Develop a list of goals for work place.
3. Practice critical thinking at the work place.
4. Nurture effective relationships at the work place.

Learning Units
I. Plan for success
A. Create basic learning objectives
B. Understand cooperative education guidelines for the supervisor
C. Design a project plan

II. Share the vision
A. Document work hours
B. Share the project plan
C. Share the learning objectives

IV. Take stock of skills
A. Create or update resume
B. Understand informational interviews

V. Relate work place experiences
A. Understand and discuss conflict in the work place
B. Update project status

VI. Self-Assessment
A. Take career assessments
B. Review progress on objectives and project plan

VII. Share challenges
A. Deal with emotional distress
B. Give before getting
C. Create a personal work ethic

VIII. Share successes
A. Showcase project
B. Complete evaluations

IX. Reflect, review, and move ahead
A. Complete final reflection
B. Evaluate the course
C. Submit time sheets

Learning Activities
Various texts, case studies, professional journals, instructor-led discussions, student presentations, department-created documents and other materials will be utilized. These activities may either be face-to-face or online.

Grade Determination
The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, projects, presentations, class participation, discussion, and other methods of evaluation at the discretion of the instructor.