TAS 4020—Creating a Work and Life Plan
Three Semester Hours

PREREQUISITES:
University Prerequisite: None

COURSE OVERVIEW:
Encourages students to create a work and life plan. Students will identify their own needs and desires in regards to their futures and their future careers. Emphasis on matching each student’s potential with several potential areas of work.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

NUMBER OF LESSONS:
The course has six lessons. These lessons include:
- Lesson 1: Tell Me a Story
- Lesson 2: Color Q Assessment
- Lesson 3: Roadmap from Text
- Lesson 4: Reflection Paper on Strengths/Non-Strengths
- Lesson 5: Review of Career Sources
- Lesson 6: Career Map

TYPES OF WRITING ASSIGNMENTS:
Handwritten assignments are acceptable, but the preferred method is a typed assignment, double-spaced, using 12-point font and one-inch margins in Microsoft Word or PDF format. As with all assignments, good grammar and standard written English are essential.
GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted writing assignments and the two examinations, as follows:

Lesson 1: Tell Me a Story 100 points
Lesson 2: Color Q Assessment 250 points
Lesson 3: Roadmap from Text 150 points
Lesson 4: Graphic on Strength/Non-Strengths 100 points
Lesson 5: Review of Career Sources 200 points
Lesson 6: Career Map 200 points

TOTAL 1,000 points