

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

DB
09/17

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:

Zichy, S. and A. Bidou. *Career Match: Connecting Who You Are with What You'll Love to Do*. New York: AMACOM, 2007. [ISBN: 9780814473641]

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