

CAREER DEVELOPMENT

Instructor: Jean Keelan

Hi, and welcome to the online course Career Development for Today, SLS 2401. My name is Jean Keelan. I'm going to be the instructor for this course.

I'll tell you a little bit about myself. For the past, oh, say, 20-some years, I've been in the field of education, mostly in higher education. I've held the following positions, such as residence hall director. I've also worked as a mental health counselor, director of career services, director of an academic center.

Now currently I am the interim director at the University of South Florida's Career Services Office. I have also co-edited the textbook that you're going to be using. I've devoted my entire career to helping students be successful.

This course is going to be amazing. It doesn't really matter what development stage you're at in the career exploration process. What you need to know is we're here to help you take the next step.

Let me tell you a little bit about this course. There are about 15 modules for the course. And we take a very topical approach.

What we'll do is we're going to begin with the introduction of career topics. We're going to go ahead and go over the syllabus in detail. And what you're going to find out about the syllabus is that I have set specific deadlines for assignments, and they're meant to set you up for success.

So let's go over some of the topics that will be covered. We're going to begin with the career assessment process. This is where you can learn about yourself in terms of your personality, interests, skills, and abilities.

And then you're going to be taught a very important life skill, which has to do with decision making. We'll go into the details of decision making and how you'll apply it to taking the next step in your career.

Other topics that we're going to include is, how do you research majors? How do you research occupations? How do you research employers?

What does that job search process consist of? Because it is a process. And it begins with you knowing what you want to do, the type of position you're looking for.

How do you apply for a position? How do you develop a resume, a cover letter? How do you excel at an interview process? These are the things that we're going to be covering in this course to make sure that you're prepared for your next step in your career development.

I do want to give you a heads up on something. There is going to be an assignment in Module 6 where you're going to shadow someone that you would like to learn about their occupation through a job shadowing experience.

The reason why I want to let you know this right up front is because sometimes it takes time to figure out who that person might be. You have to set up an appointment with that person and figure out when you can do the shadowing experience.

So that's another recommendation I might have for you, is look through the syllabus. When you look through the syllabus, you can look at the assignments that are coming up. And then you can determine what might take a little bit more planning than other assignments.

One more thing is that , so that I know that you fully understand what's contained in the syllabus, there is a syllabus contract that will count as your first day attendance. So after you've read the syllabus in its entirety, you will go ahead and sign that syllabus contract. And you will upload that document in Canvas.

I will count this as your first day attendance. So that's why it's very important to make sure you get that submitted.

I really look forward to working with you this semester, and I wish you much success in this course. But to make it a successful partnership, I need you to communicate with me any questions that you might have. You will find my contact information on the syllabus. I look forward to working with you.