

LaGuardia Community College
City University of New York
Department of Cooperative Education
Syllabus

CPB041.0667 Fundamentals of Career Advancement

Fall 1, 2006 Room C139

Scheduled sessions: Saturdays 9/9; 9/16;* 9/30 **Lab**; 10/14; 10/28; 11/11/2006****

11:45 p.m. – 2:00 p.m. Session 3 Computer Lab

* = Coop advisor evaluation (**Suspended because of CUNY conference** L=Computer Lab

****Seminar instructor evaluation

Seminar grades will be submitted on Monday, November 13, 2006

This syllabus is posted on Blackboard 6 of the CUNY Portal. To access, <http://bb.laguardia.edu>

and on my web page: <http://faculty.lagcc.cuny.edu/dnahas>

Press Login. Enter **Firstname.Lastname** as your User ID;

1st five numbers of your Social Security Number is your password. Ex. 07255

Contact information:

Instructor: Diane Nahas

Tel. 718 482-5204 (leave message with secretarial staff)

Fax: 718 482-5947

e-mail dnahas@lagcc.cuny.edu **All emails must have a course related subject line identifier**

web page: <http://faculty.lagcc.cuny.edu/dnahas>

Office hours: by appointment

(Please do not e-mail attachments. My machine can not open all applications. E-mail communication needs to be sent by in-putting your document on the same machine that will forward the e-mail to my machine; or by cutting and pasting from your file to your email. Always e-mail with a subject indicated. I **do not open** e-mails without subjects as a precaution against viruses. **Identify your e-mail subject** if you want me to open it. No recognizable subject identifier will be deleted unread.

Homework must be spell-checked on the computer.

The required workbook for the class is

Diane Ducat, Turning Points, Second Edition. (Paperback, available at LaGuardia Community College Bookstore)(\$43)

This text should be purchased immediately. You are expected to demonstrate knowledge of the language and material of the text in your classroom discussion.

3 copies of the text are On Reserve at the Library. Do NOT mutilate the book. Your classmates need an intact edition for reference.

All Seminar work must be completed by Saturday, November 11, 2006 Grades will be submitted on Monday, November 13, 2006.

Graduating Seniors: Submit all work at the EARLIEST date possible in order to facilitate the processing of your graduation!!!

All graduating seniors should identify themselves to the instructor.

This seminar is designed to formulate the skills necessary for planning, development and management of one's career using a variety of problem-solving methods which include researching, gathering and assessing relevant information, identifying an assortment of options and making the appropriate choices. **Each student will be expected to read the text; participate in class discussions, hand in all required written work, present oral reports and do computer research.** The knowledge gained in this seminar should enable you to plan your career in a more informed way.

Performance objectives:

At the conclusion of this seminar, you will be able to

1. identify, analyze and assess your career dilemma
2. describe the varied processes of career problem solving and decision-making
3. apply a structured process of problem-solving to your career dilemma
4. develop information databases relating to your personal identity, careers, and senior colleges and graduate programs and illustrate ways they can enhance your career planning process
5. conduct a needs assessment for continuing your education and identify important reasons for planning and seeking further education
6. research and analyze career and education information from your readings, interviews and the Internet
7. describe your career network and illustrate ways it can enhance your career development
8. analyze ways in which your internship and work experiences can foster the development and management of your career
9. summarize your progress in solving your career dilemma at the conclusion of the seminar
10. speak knowledgeably about the characteristics of the 21st century workplace; BLS (Bureau of Labor Statistics) projections of job outlooks for common occupations

GRADING: Final grades will be submitted on Monday, November 13, 2006. Grades range from A+ to D- & F.

Incomplete is NOT a grading option.

Your grade is based on your regular class participation; submission of complete written assignments, computer research work, 1 BlackBoard posting, a Final Considerations Essay and your oral presentations. Attendance and punctuality will be factored in.

A digital story submission complete with audio, photos, images and music tracks will count as Extra Credit. Group projects are acceptable.

Digital stories are compiled on MSMoviemaker of MSXP software.

Session 3 computer lab will have an MS Moviemaker demonstration.

There is a digital story about how to do a digital story on my web page; there is a digital story checklist in the handout; there are written instructions about the digital story contained in the handout.

Digital stories must be told from the "I" point of view.

See prototype digital stories on my web page:

<http://faculty.lagcc.cuny.edu/dnahas> (Press the digital story tab).

Final essays in Session 6 are required of all students. Final essays will be attached to your Grade Reports.

(Assignments must be completed and chapters in the book must be read before each session.)

All absences and latenesses MUST be explained in an email communication for attachment to your Final Grade Report Form. Unexplained absences will be treated as cuts. Funerals, hospitalizations, emergency travel must be documented for any excused absence. This documentation will be attached to the Final Grade Report. 2 absences = grade problem. 1 absence in TOTAL can be excused for good reason 1. late registration 2. documented emergency. Missing work MUST be made up. There is NO excused missing work.

Grades of A+ will be issued **only** to students who have

- a. completed all required written work (homework for **each** session labeled appropriately, computer research work and the oral presentations to the class
- b. participated actively in class discussions ;
demonstrated good attendance and punctuality habits as required in the workplace
and
- c. done an extra credit project

Extra credit project: A+ will be given to those students who, **in addition** to fulfilling **all** course requirements, do an extra credit project.

For the ultra-ambitious student, the digital story can be used as extra credit.

A digital story using MS MovieMaker or Premier Pro or other audio-visual application documenting either a. your supervisor's managerial style

or b. cultural diversity

or c. your diverse work team working together

or d. workplace culture

or e. your proposed title

Digital stories must be told from the "I" or "We" point of view.

Instructions for creating a digital story appear in the Appendix section of this Syllabus.

Note: There is a digital story with technical instructions on how to create a digital story in MS Moviemaker on my web page: <http://faculty.lagcc.cuny.edu/dnahas>

Press the button for digital story. Acceptable projects MUST include 1.audible, clear narrative track 2. musical background track 3. imagery and pictures 4. readable captions 5. readable captions 6. Title 7. organized, meaningful theme

Your tracks need to be saved on separate raw files and then connected into a final version when you burn your CD. The final version may need further editing. Raw files must be accessible to do any editing. Projects need to be submitted on a CD or flash drive.

or

You may view VHS 1447 Sell Yourself and VHS 1480 Emotional Intelligence with Daniel Goleman and report to the class on the key points in each video. (3 hours).

or

Borrow **Rising Elephant** by Ashutosh Shesabalaya from the Library Reserve. Do a short summary for each of the 8 chapters + the Introduction of the book in writing. Give the summary to M204 to reproduce for the class. Be prepared to introduce the main points of the book to the class for Session 4 or 5 and to lead a class discussion about white collar job relocation to India and the effects of offshoring on the American workforce.

or

Crossing The Boulevard Extra Credit Project

The book is located in the college library Ref #: JV 7050.Q44 L45 2003

Website: www.CrossingTheBoulevard.org

Directions:

- Choose 10 countries of origin of NYC immigrants documented in the book.
- If you come from any country listed, include your native country
- Choose five important facts about each of the countries.
- Download the Project from my website: <http://faculty.lagcc.cuny.edu/dnahas> Click Course documents
- Edit the slides of each of the 10 chosen country and add your five important facts about each country to the slides.
- Use the slide and your information about each of the country for oral presentation to the class.

[Crossing the boulevard.ppt](#)

or

Summarize a 4 hour video, “Surviving the Bottom Line”; explain it in detail to the class and lead a class discussion on the issues raised in the video during Session 4. The video is available for borrowing from the Instructor. The videos must be returned Session 4.

This can be done as a group project.

Students will be expected to be active listeners for oral reports and be able to contribute to the presentation by asking questions to get more information or by making constructive comments based on the presenter’s remarks.

Students will be expected to behave during all oral presentations as if they were participating in a board meeting of a business conference in which new information is under consideration for use in business decision making. Students need to use body language (eye contact, facial expression, note taking) to communicate attentiveness to speakers.

Seminar Grading Rubrics Cooperative Education

	Grade average		
	F to D- Needs more work Student in trouble	C- to B+ Satisfactory work Acceptable/Average	A- to A+ Superstar
Oral Communication Strong voice, slow paced speech , Eye contact with audience	0 %	40%	41 %-100 %
Completed homework for all sessions.	0%	100%	110%
Classroom participation/leadership Interacting with class group , showing vibrant interest in subject matter	0% - 10%	Lukewarm	Knowledgeable participant
Writing level Spell-check, error free resume, appropriate format: hardcopy format and scannable format.	1 error	unbalanced format equalize your 4 margins	error free; balanced format 4 margins equalized
Public speaking; presenting new concept to group	Never	Haphazard planning	Pre-planned; organized; content-rich
Research capabilities: use of databases & internet resources to collect information.	Technophobic	Superficial research	Sophisticated research
Technological prowess: use of technology for presentations. PowerPoint, MS Moviemaker, Premier Pro			Optional
Professionalism: Punctuality, attendance, self- disciplined body language, your image; communicativeness, self- confidence	Most elements missing	Comme çi, comme ça Mas o menos	100 - 110%
Ability to articulate one's interests, skills, motivation, values and achievements with chosen career goal. Motto: Impossibility is not an option	Clueless	Working on discovery	Discovery achieved
Adaptability to diversity in the 21 st century workplace: demonstrated understanding of cultural differences. Expanding your cultural comfort zone	Ethnocentric	Narrow world view	Fully globalized attitude
BlackBoard Activity	1 posting only	Incomplete sections on your postings	Links Titles Restatements 4 commentaries
Extra credit project	5		Optional (Preferred)

Check list MSMoviemaker digital story project

Directions: Check off each procedure for a complete project.

check off 

Part 1: Creating the Digital Story

1. Scanning photographs using scanner **or**
Downloading images from Net
2. Getting music file from your own collection **or**
Downloading free music files from the Net
(file extension should be **.wav** or **.MP3**)
3. Open MS Moviemaker program
Create a new project
Import images and music
4. Put images on Storyboard
5. Add video transitions between images (Drag selected video effect in
between images)
6. Add video effects for each image (Drag selected effect to the image)
7. Preview by pressing the play button
8. Add titles and credits (Go to Tools; then Titles and credits)
9. Select Title “at the beginning of the movie”
10. Select Credits “at the end”
11. Optional: to add titles to individual clips, select either “title on the
selected clip” **or** “title before – or – after the selected clip”
12. Add narration (Go to Tools + Narrate Time Line)
13. Press “Start Narration” (Speak to microphone immediately)
14. When done, press “Stop Narration” (As soon as you press Stop
Narration, a window will open asking to “Save Narration”.
15. Save narration in same folder as music and images
16. When done, click “Done” button under Stop Narration button
17. Drag Narration to the Time Line. Make sure narration is placed under
the correct image associated with the narration
18. Press Play to preview and adjust images to the length of narration so
timing of narration matches images
19. Save Project
20. Save Movie File (this creates the movie without the background
music)
21. Preview the movie
22. Clear the Collections file

Part 2: Adding Background Music to the Digital Story

1. Create a new project (Make sure you have removed images from
Collection)
2. Import Video: a window will open. Select movie just created

3. Under Collection, you should have video clips of the movie + music file. If you don't have music file, press "Import audio or music"
4. Drag all clips in movie to timeline. The clips should be in same order as in the Collection box.
5. Preview to make sure clips are in right position
6. Add music file to timeline
7. Adjust the music file to the length of the movie so when movie stops, the music also stops at the same time
8. In timeline, right click the music file. Select "Volume"
9. Adjust the audio clip volume down in order to be able to hear the narration of the movie. Slide the volume level to the left to lower the volume. Press "OK"
10. Preview the movie to check if the music volume is too loud for the narration
11. Repeat Step 8 if you want to re-adjust music volume
12. Go to File; Select "Save Movie File"
13. Save movie to your Jump, Pen, Thumb drive
14. Click "Finish"
15. Make sure you have saved the movie to your Jump, Pen or Thumb drive; otherwise your work will be **LOST**.

Part 3: Burning project to a CD (optional)

1. Go to Start; Programs
2. Select "Roxio Easy CD Creator 5" > Applications > Easy CD Creator
3. Go to File > New CD Project > Data CD
4. Locate your movie file under "Select Source File"
5. Select file and drag to the Date Project box
6. Insert a blank CD into the computer
7. Press "Record" button
8. Under Record CD Setup, select the CD-R drive
9. Under Number of Copies, select 1 or if you want more, select the number of copies you desire. If you want more than 1 copy, you need 1 additional blank CD's
10. To burn the movie to the CD, Click on Start Recording button
11. If you prefer to use another CD burning software, follow the same steps as for Roxio Easy CD Creator 5

All homework assignments need to be labeled by Name, Session #, page numbers, date, and exercise numbers.

“The richest 1 percent of the people of the world gets as much income as the poorest 57 percent.” quoted from Joan Greenbaum.

Course Outline

Session 1: Saturday September 9, 2006

The most powerful way we know for discovering how to solve a hard problem is to find a method that splits it into several smaller ones, each of which can be solved separately. (“piecifying”)

Tell me whom you walk with and I’ll tell you who you are.

When love and skill work together, expect a masterpiece.

Introduction to Seminar

Review of syllabus and required vocabulary list.

To do: Look over the vocabulary list in the Syllabus. Choose 5 **unfamiliar** terms. Explain 1 or 2 of your choices to the class **in your own words.**

Homework assignments

Purchase the textbook Turning Points by Diane Ducat from the bookstore.

Homework for Session 2:

1. Go to www.focuscareer.com/register/laguardia.cfm Choose cpb041.0667 Nahas Fall 1 2006.

Create your own user id and password; **Institutional code-keycode: transfer**. Once you register, you can get into the system with your user id & password

Once you leave the program, your answers will be erased; you need to do the program from start to finish.

or

Go to my Web page <http://faculty.lagcc.cuny.edu/dnahas>

Click on Focuscareer icon and enter your user id and “**transfer**” for the institutional code. Once you register and create your user id & password, you can get into the program at www.focuscareer.com independently of the registration page.

1. Print out anything of use to you. Save anything of interest to you on a disk.
2. Take the 7 section Personality-Career Assessment test-**Self Exploration Assessment**. At the end of each section, press **End analysis**. Go to Main Menu; Press Career Toolbox; Press Printable User Reports
3. Print out the summary of your Personality-Career Inventory. (The bar charts + your personality description + your strengths and deficiencies)

2. Hand in on **September 16 at the CUNY conference.**

Session 2: Thursday July 6, 2006

1. **The class will meet at the CUNY Graduate Center, 365 5th Avenue (at 34th Street) New York, NY Room 4102 for an ALL-DAY Conference titled: The Transition Generation**

Lunch provided
Registration: 10:30 a.m.
Schedule is attached

All students need to sign up on line at

www.globalscholar.org/sept16nominee

Conference schedule:

Date: September 16, 2006 (Saturday)
Time: 11 a.m. to 5 p.m. (Lunch provided)
Location: Room 4102, CUNY Graduate Center, 365 Fifth Ave. (at 34th Street), New York, NY

10:30 am: **Registration**

11:00 am: **Welcome from Americans for Informed Democracy**

11:30 am: **Keynote Address:** The Transition Generation

[James Martin](#), Founder of the [James Martin 21st Century School](#) and the [James Martin Institute for Science and Civilization at Oxford University](#) and Author of *The Wired Society*

12:15 pm: **Social Entrepreneurs Panel:** What are the most promising opportunities for social entrepreneurship today? How can we use the power of technology to connect key social actors and create positive change?

[Ami Dar](#), Executive Director of [Idealist – Action Without Borders](#)

[Alison Fine](#), Author of [Momentum: Igniting Social Change in the Connected Age](#)

[Mark Hanis](#), Executive Director of [Genocide Intervention Network](#)

[David Macquart](#), Co-founder of [Global Nomads Group](#)

[Lucas Welch](#), President of [Soliya](#)

1:30 pm: **Small Group Discussions and Lunch**

2:30 pm: **Skill-Building Workshop:** Talking Global Issues with Americans

3:45 pm: **Global Leadership Panel:** What are the most pressing global issues for the next generation to address? What are the skills that leaders of the future will need to effectively address these issues?

[Mandeep Bains](#), Senior Policy Advisor, United Nations' Millennium Campaign

[Varun Gauri](#), Senior Economist, Development Research Group, The World Bank

[Sam Gejdenson](#), Former U.S. Congressman and Former Senior Democrat on the House International Relations Committee

[Erin Mazursky](#), Executive Director, [Students Taking Action Now: Darfur \(STAND\)](#)

[Sonal Shah](#), Co-founder of [Indicorps](#) and Vice President for Corporate Responsibility and Environmental Sustainability, Goldman Sachs

5:00pm: **Concluding Remarks**

Class assignment: 1. You need to report on the main points of each panel & workshop for submission Session 3.

2. You need to write 2 paragraphs of your original conclusions about making the transition to the 21st century workplace based on the content of the conference to append to your report on the sessions.

Due: September 30, 2006

- 2.. Go to www.focuscareer.com/register/laguardia.cfm Create your own user id and password; **Institutional code: transfer**. Once you register, you can get into the system with your user id & password

or

Go to my Web page <http://faculty.lagcc.cuny.edu/dnahas>

Click on Focuscareer icon and enter your user id and “transfer” for the institutional code. Once you register and create your user id & password, you can get into the program at www.focuscareer.com independently of the registration page.

1. Print out anything of use to you. Save anything of interest to you on a disk.
 2. Take the 7 section Personality-Career Assessment test-**Self Exploration Assessment**. At the end of each section, press **End analysis**. Go to Main Menu; Press Career Toolbox; Press Printable User Reports
 3. Print out the summary of your Personality-Career Inventory. (The bar charts + your personality description + your strengths and deficiencies)
3. Hand in on September 16 at the CUNY conference.

Session 3: Saturday , September 30, 2006

Choose between 2 options:

1. Learn MS Moviemaker and commit to do a digital story project.

OR

2 Research. Web sites listed on p. 25; p. 208; p. 256; p. 290; p. 298 in Turning Points
Then do the following 5 exercises:

1. p. 25 #1-4 of Ex. 1.7; (4 pages to turn in)
2. p. 208 Table #9.1 Print out at least 1 job offer relevant in your field of interest + your experience and training levels; Ex. Accounting majors will look for an **entry** level accounting position (Choose a New York job. Turn in 1 page)
- 3 p. 256 Table.#1.5 Print out p.1 of a website for an organization of interest in your future career Ex. Teachers –NEA; (Turn in 1-4 pages)
4. p. 290 Table #11.2 Print out a newspaper or magazine article with advice for your career: summarize the advice in a paragraph; (Turn in 2 pages)
5. p. 298 Table#12.2 Print out the descriptions of 2 New York-based internships relevant to your career ambition.

Homework due Session 4:

Pick a document of interest loaded on my web page: <http://faculty.lagcc.cuny.edu/dnahas>
Press the **Resources** button to locate your document.

Prepare a 3 minute oral report summarizing the important points in your document. Ask the class for comments or questions on your presentation.

Note: Each student must report on a different document. If Blackboard is working, post your document choice in the Announcements section so no one duplicates any other student's choice.

Email your choice to me for safety. No duplicate reports will be accepted or credited.

Session 4: Saturday October 14, 2006

It is no longer possible to follow the paths of previous generations. Our lives not only take new directions; they are subject to repeated redirection...

If your train is on the wrong track, every station you come to is the wrong station.

A journey of a thousand miles begins with a single step.

Never give up. Never, never give up.

Oral reports on documents from Resources page of my web page.

Homework due Session 5: (Do NOT use GOOGLE for this project)

You need to identify the web page referenced. Hand in the results of your web research Session 2. (**Download the web page**)

Database recommendations:

LexisNexis Press Guided New Search, Business News, Business and Finance, Full Text, Previous year

Business Source Premier

Business and Company ASAP

Other business databases:

<http://stats.bls.gov> :Labor statistics

<http://www.bls.gov/emp/home.htm> :Employment projections

<http://stats.bls.gov/oco/oco2003.htm> : Tomorrow's jobs

You need to post on Blackboard **Discussion Board; one posting** . For this assignment you need to find a current article on the Internet on the topic of the

- a. local (NYC) or
- b. national USA) or
- c. international workplace

- Directions:**
1. Read the article and post a link on Blackboard to the article
 2. Post the title of your article on Blackboard
 3. Pick out 3-5 "take home" points of interest to you.
 4. Restate these points in your own words and post them under your title and link
 5. Select a minimum of 2 postings of your classmates. Read their re-statements and comment **thoughtfully** as if you were in a company Board meeting with the CEO present.

Session 5: "E or be eaten."Saturday October28, 2006 (World class skills are required to survive in the Information Age 21st century workplace.

You never get a second chance to make a first impression.

Don't wait until your ship comes in. Swim for it.

Nearly three-fourths of working adults surveyed said if they could start over again, they would try to get more information about their career options.

Learning is like rowing upstream: not to advance is to drop back.

Brainstorming + Employability survey

Homework due Session 6:

1. Hand in Final Considerations Essay
 2. Develop a 3 page write-up/ sales presentation to market yourself for a job interview. Use pp. 262-265 Question # 1-35 as the basis for your presentation: Why you? Discuss your strengths, value to the company, your motivations, goals, your fit with the company, how you believe you will enhance the organization & any shortcomings + your method of remediating any identified shortcomings. Hand in.
 3. Digital story presentations
2. **(Required of all students for attachment to Final Grade Report)**
Write up a **Final Considerations Essay. This will be attached to your grade report.**

Final questions for consideration (Hand in Session 6)

Guidelines: The hallmarks of the 21st century employment scene are continuous technological innovation, globalization pointing to the need for the multiple career changes during a working life. Being an asset for your employer is a form of employment survival insurance. So what are you in the process of doing to guarantee your place in the world of work?

1. What is your game plan in terms of avoiding redundancy, continuing education, membership in professional organizations, expanding your personal and professional network for making a difference/impact over your lifetime? What are you doing to survive the bottom line in your line of work and your personal life?
2. What financial elements do you need to consider to support your personal and professional plans: life insurance, health insurance, disability insurance, savings plan, home/apartment ownership, IRA's, 401D/403B's, pension plans, investments?
3. From what we know of 21st century rapidly changing and sometimes unforeseeable employment trends, what moves do you plan to make to stay employed for your entire working life?
4. Are there any career stallers impeding your plans for your future in the workplace? Think of some of the challenges you will face or are facing.
5. Why educate yourself?; Why network?; why join professional groups/societies?
6. What about your spiritual health? Is your attitude in alignment with your life goals?
Label this assignment Session 6, name, date. Attach the check off list.

Optional self-evaluation

For use on your Grade Report form, you may submit a self-evaluation of your participation in the Seminar for inclusion in the report. It is completely optional to do the following write-up:

Directions:

Elaborate on your written, oral, leadership and or media contributions to this class. Comment on how class discussion, reports, exposure to technology, syllabus, reading and homework has made a difference in your thinking about the 21st century workplace.

Elaborate on your written, oral, leadership and or media contributions to this class. Comment on how class discussion, reports, exposure to technology, syllabus, reading and homework has made a difference in your thinking about the 21st century workplace.

Conclude your remarks with the grade that best reflects your participation.

For the grade, you will also need to factor in consideration of your professional attitude: punctuality, attendance and visibility in forwarding the group's mission of professional growth.

The grading range is A+ - D-

Your input will be weighed into the determination of your final grade.

If you decide to do a self-evaluation, hand it in on Session 6

Session 6: Saturday November 11, 2006

Class discussion of your school to workplace transition plans. (See handouts for setting your framework) and digital story presentations

Grades of A+ are permissible in Seminar

Grades of F will be submitted for anyone who has not completed ALL required oral, written and computer work.

Grades of F will be submitted for excessive absence and/or poor or incomplete work.

Professional Presentation Format and Guidelines

Guidelines:

1. Speak slowly and clearly to ensure comprehension in the back and side areas of the audience
2. Speak fluently about your material: have a good familiarity with contents of your report
3. Body language should be in line with the intent of your presentational style
4. Make eye contact with audience members
5. Control any mannerisms that may distract the audience's attention away from the contents of your presentation
6. **Do Not Read as your audience will zone out.** You may refer to notes occasionally.

Audience Responsibility:

1. Listen actively; note down key words of presentation as memory jogs for future reference.

