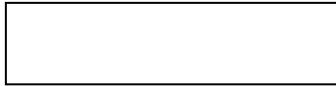


## Week 1

### Seating Arrangement:



### Supplies:

- Colored Markers
- Large Index Cards
- Small Index Cards
- Copies of Course Syllabus
- Chart Paper

### Class Introductions:

- Large Index Cards: Ask students to fold the card in half to make a table tent and write their name on the card.
- Small Index Cards: Ask students to fill-in with the following info. (Write on Board)
  - First and Last Name:
  - Where you live?
  - Major:
  - Career Interest(s):
  - If employed, where do you work?
  - Hobbies/what you enjoy doing for fun in your free time:
  - Cell Phone:
  - BGSU E-mail Address:
- Ask students to introduce themselves by standing up and sharing their name, major, where they work if they have a job currently, career interest(s), hobbies/what they enjoy doing for fun. Discuss how listening skills are important skills to have during a job interview. Listening for what is said and what is not being said. Collect index cards from students.
- My introduction: my background, why I'm so excited to teach the class, where I'm from, my teaching philosophy.

### Job Search Word Association Activity on Large Chart Paper w/ Markers

- Write "Job Search" in the middle and ask students to take out a sheet of paper and write down as many words as they can think of that they can associate with these words. Then ask them to share with the person sitting next to them. Then share as a larger group.
  - My list:
    - Career, interview, informational interview, anxiety, stress, tough economy, help wanted ads, networking, resume, cover letter, JIST cards, confidence, employers, passion, interests, skills, abilities, personality, my story, background, methods, time consuming

### Student Expectations for the Class/How excited you are to take the class on a scale of 1 to 5:

- What do you want to learn or gain from this 8-week experience?
- What do you want to make sure we cover?
- What are you looking forward to in this course?

- What do you think is the most effective way to search for a job?
- Why did you sign up for the class?

### **Review Syllabus & Course Outline:**

- Give students an opportunity to review the syllabus for a minute or two.
- Point out important aspects:
  - Class participation and attendance
    - Missing class and contacting a student to find out what you missed – get phone # or e-mail of several students in the class.
    - Teaching Style- active learning, going to stretch some of you and that's ok, being uncomfortable is a good thing
  - Briefly touch on learning activities.
  - Cell phones, laptops
  - Policy for missing class,

### **Overview of Book:**

- Show chapters on slide. Ask students which ones they feel most interested in and which ones seem like they will present the most challenge.
  - Chapter 1: Introduction: Getting the Life You Really Want
  - Chapter 2: Getting to Know What an Employer Wants
  - Chapter 3: Getting to Know Your Skills
  - Chapter 4: Getting to Know Your Job Objective
  - Chapter 5: Getting Organized to Find a Job
  - Chapter 6: Using the Most Effective Job Search Methods
  - Chapter 7: Getting and Using Your Resume, Cover Letter, Portfolio, and JIST Card
  - Chapter 8: Getting a Positive Response in Each of the Seven Interview Phases
  - Chapter 9: Getting Good Answers to Tough Interview Questions
  - Chapter 10: Getting to Keep the Job You Find

### **Movie Clips About Pursuing Dreams and Setting Goals:**

- **Pursuit of Happiness**

<http://www.youtube.com/watch?v=MPnuduJlBZI>

Don't ever let someone tell you you can't do something. Not even me. Alright? Alright. You got a dream. You got to protect it. People can't do something themselves they want to tell you you can't do it. You want something go get it. Period. Let's go.

What is your reaction to this video? Have you ever experienced someone telling you that you shouldn't pursue something? What did it feel like? How did you react? Did you pursue it anyway?

Leaving teaching....trained to be a teacher.

Going on a mission trip to Peru. Plenty of people to help back here in the U.S.

- Do you think it's important to do work you enjoy, that you are passionate about, etc.? What drives you in the career choice / major you are pursuing?
- Did you find it easier to dream when you were a lot younger? Why or why not? Would any of you be willing to share your dreams for the future? (Think, Pair, Share)

- Consider sharing the book, “An Awesome Book” by Dallas Clayton- a book about dreaming. Link to video: (Has anyone seen his Google commercial?)

[http://video.search.yahoo.com/video/play;\\_ylt=A2KLqIJsaHhQMHUAPqr7w8QF;\\_ylu=X3oDMTBvbGgza2Q0BHNlYwNzcGRzbGsDdmkxYjExNg--?p=Dallas+Clayton&vid=74E7B0E9DE9F65FA6E0974E7B0E9DE9F65FA6E09&l=&turl=http%3A%2F%2Fts4.mm.bing.net%2Fth%3Fid%3DV.5044418319941903%26pid%3D15.1&rurl=http%3A%2F%2Fvimeo.com%2F38956126&tit=An+Awesome+Book%21&c=8&sigr=I0pbgt82k&fr=yfp-t-701&tt=b](http://video.search.yahoo.com/video/play;_ylt=A2KLqIJsaHhQMHUAPqr7w8QF;_ylu=X3oDMTBvbGgza2Q0BHNlYwNzcGRzbGsDdmkxYjExNg--?p=Dallas+Clayton&vid=74E7B0E9DE9F65FA6E0974E7B0E9DE9F65FA6E09&l=&turl=http%3A%2F%2Fts4.mm.bing.net%2Fth%3Fid%3DV.5044418319941903%26pid%3D15.1&rurl=http%3A%2F%2Fvimeo.com%2F38956126&tit=An+Awesome+Book%21&c=8&sigr=I0pbgt82k&fr=yfp-t-701&tt=b)

Do people like Dallas Clayton inspire you? Why or why not?

Do you think it's important to have big dreams? What is your big, fantastic, wild, unbelievable dream?

Are dreams the same as goals? Explain.

*Dallas Clayton's Thoughts....*

*What if you thought about what it is you'd like to be doing this time next year and set aside thirty minutes each day to practice that thing. No magical formulas, no great and powerful scheme. Thirty minutes. Every day. And then what?*

*Will you be doing that same thing this time next year, earning a fortune, poolside on an exotic island no one knows about? Perhaps, but more likely you'll be in the same exact place you are now only you'll be a bit better at that thing we just discussed. And what if you'd spent an hour? Would you be twice as good? Twice as fast?*

*What if you'd spent four hours? Those four hours you've been known to spend with the TV, with the computer? Could you? What would happen?*

*What if you spent all day? One whole day from morning to night. Then one day after that. And so. And so. There's no way you could spend all day practicing something without wanting to go out and meet other people who did what you do. Talk to them. Share ideas. Let them in on what you've been up to. It's bound to happen, right? You might even need to move to a city where more and more people do that same thing you do, just to try and learn from them. Just to get closer to the source.*

*And maybe in that city they've got jobs, jobs that pay money to people just like you, jobs doing that thing you've gotten so good at. And what if eventually, you got one? What if now instead of going to work you got so good at practicing that thing that you figured out a way to make it your job and then every single day you woke up and someone, somewhere paid you - just to keep practicing.*

*Or what if you didn't, and instead you pictured what you wanted to be doing one year from now, and you took the thirty minutes you could have been spending learning that thing and instead you spent it watching other people practice from afar. You spent it thinking about how good or bad those people were, talking about it with your friends, having a good laugh, and thinking about how you would do it differently if you had the chance... but you don't.*

*It's all up to you really. The rest of the world isn't exactly sitting around waiting. There's plenty out there for all of us to gobble up. We're busy. The rest of the world doesn't much care how you spend your next thirty minutes. Do you?*

### Class Activities:

- ◆ Pg. 2- What do you want to be doing 5 years from now?
- ◆ Pg. 3- An Inheritance of \$20 million
  - If I had a million dollars song by Cake.
  - Play while students are brainstorming. Time Magazine article about how much money a year = happiness
- ◆ Pg 4- What do you want to accomplish?
- ◆ Pg. 5- Your three most important goals

### Introduction

- Need a clear sense of what you want to do & you need to convince an employer that you are worth hiring.
- Career planning and job searching can be complicated and seem overwhelming- keep in mind two important points
  - ...If you are going to work, you might as well do something you'll enjoy, are good at and want to do.
  - ...If you want to find or change your job, you might as well do it in less time
- Throughout the semester you will learn more about yourself, your career objective, and how you want to live your life. You'll gain skills and techniques to be more effective in your career planning and job searching.

### Chapter 1: Introduction: Getting the Life You Really Want

- What sort of life do you want to live?
- What are you really good at?
- What are you passionate about?
- What is more important to you- doing something you love or earning more money?
- Consider the type of job you want and what is important to you in your life.
- Today's high school graduates will hold an average of 10 to 15 jobs and change careers 3 to 4 times.
- A person with a 4-year degree will earn approximately \$16,000 more than someone with a high school diploma.
- Keep an open mind and a good, positive attitude.
- Goal setting- set clear, specific, and measurable goals. Goals will change over time as your lifestyle changes or changes happen that are out of your control. Remain flexible.
- Lifelong learning is more and more important in every field. Need to be willing to change and grow with the job.
- Don't forget to dream and dream big and set goals to go after / achieve your dreams at any age.

### Informational Interviews:

- Introduce the concept & have students begin to consider who they will interview. Opportunity for you to practice making a good first impression and to learn what employers are looking for- hard and soft skills- in the people they hire. Play informational interview video clip if time permits. Perception vs. reality. Networking.

**Homework:**

- Homework- Read and do activities in Ch. 2. and 3.

**Reactions to Pursuit of Happiness Video Clip:**

**Reactions to Dallas Clayton Video Clip:**

1. **Have you ever experienced someone telling you that you shouldn't pursue something? What did it feel like? How did you react? Did you pursue it anyway?**
2. **Do you think it's important to do work you enjoy, that you are passionate about, etc.? What drives you in the career choice / major you are pursuing?**
3. **Did you find it easier to dream when you were a lot younger? Why or why not?**
4. **Do people like Dallas Clayton inspire you? Why or why not? Do you think it's important to have big dreams? What is your big, fantastic, wild, unbelievable dream?**
5. **Are dreams the same as goals? Explain.**
6. **How does one's attitude affect their dreams and goals?**

*Thoughts from Dallas Clayton ...*

*What if you thought about what it is you'd like to be doing this time next year and set aside thirty minutes each day to practice that thing. No magical formulas, no great and powerful scheme. Thirty minutes. Every day. And then what?*

*Will you be doing that same thing this time next year, earning a fortune, poolside on an exotic island no one knows about? Perhaps, but more likely you'll be in the same exact place you are now only you'll be a bit better at that thing we just discussed. And what if you'd spent an hour? Would you be twice as good? Twice as fast?*

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