PURPOSE: The purpose of P.D. 4 is to assist you in your exploration of values, interests, skills, and goals and how these relate to your educational plans, your satisfaction, and the world of work.

TEXT REQUIRED: Coming Alive from Nine to Five in a 24/7 World, by Michelozzi, Surrell, and Cobez, any edition (available in the Bookstore, Amazon.com, at the Library checkout counter, etc.).

WORK REQUIRED: Class attendance, participation, homework, midterm project, and final. If the midterm and/or final are not completed, you cannot earn a passing grade this class. This class requires e-mail access.

GRADING SYSTEM: Based on 100 points:

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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>90-100</td>
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<td>B</td>
<td>80-89</td>
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<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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Class attendance and participation are very important to me. Three class absences will result in a drop or failing grade. It is possible to make up missed sessions before Thursday, March 22, 2012. See me as soon as possible to discuss ways to make up your absence and/or do the extra credit assignments.

- Points for attendance and participation: 35 points
- Homework: 30 points
- Midterm Project: 15 points
- Final: 20 points
- 100 points

If you need help paying for books and other college expenses, call the Financial Aid Office at (310) 233-4320 or see them in the Student Services/Administration Building, Room 114, http://www.lahc.edu/finaid
As a result of this class, you will be able to 1) complete a values ranking exercise and define your top three values, 2) explain the six Holland Personality types, 3) name 2 or more of the 5 California post-secondary educational options, 4) evaluate your personality characteristics after taking the Insight Game, and 5) use reliable internet sites.

COURSE OUTLINE:

Week 1  Chapter 1-Values Ranking Exercise - due February 9  
Informational Interview- due February 14  
Personality Mosaic- due February 16

Week 2  Career Center tour & Career Assignment #1 - due February 21  
Insight Game- due February 23

Week 3  Educational Options  
Myths about Majors- Exploring Majors assignment in class  
Skills Card Sort- due February 28  
Strong Interest Inventory – due Sunday, March 4 (online)

Week 4  Insight Game results  
Skills results

Week 5  Chapter 3- exploring careers  
Strong Interest Inventory results

Week 6  Midterm -due March 13  
Roles & Stereotypes- Chapter 5  
Online career search (go to NEA Lab)

Week 7  Interviewing skills & techniques, Resumes - Chapters 6 & 7  
Preparation for the Final  
Last day to turn in any work-Thursday, March 22  
Long and short term goals
Week 8       Two-part Final Exam - Tuesday, 3/27 and online due Thursday, 3/29