Title: Professional Development Seminar


Purpose: To learn about effective strategies to use when seeking employment. To focus on the career and technical education professions and to develop skills required for obtaining professional employment opportunities.

Course Objectives:
Students will:
A. develop and express individual philosophy of career and technical education
B. examine career and technical education as a whole, and in parts as an interdisciplinary profession
C. learn effective techniques and strategies for seeking employment
D. explore career opportunities available to graduates
E. learn more about and develop competencies necessary to success in professional roles
F. complete senior packets and register at MSU placement service

Content Outline:
A. philosophies and changes in career and technical education
B. career search procedures
C. placement services
D. writing career objectives
E. writing letters of job inquiry
F. job opportunities
G. graduate schools
H. professionalism
I. resumes
J. job applications
K. interviewing techniques

Instructional Activities:
a. independent study
b. discussions
c. resource persons
d. simulation exercises
e. internet search
f. resume writing

VII  Field and Clinical Experiences:  N/A

VIII  Resources:  Library publications, Placement office materials, Internet

IX  Grading procedures:  This is a one-hour pass/fail course. Students are expected to complete assignments in timely manner.

X. Attendance Policy:  Often this is independent study course format.

XI  Text and References
    Selected articles and references from professional publications may be assigned during the course.

XII. Prerequisites:  Senior standing

XIII: Academic Honesty:  Dishonesty will result in an “E” for the course. Any plagiarism will result in grade of zero and could result in failure of course.

NOTE:  Instructor reserves the right to change the format of this course as circumstances of the course demand.

Payne, J.