

Cooperative Work Experience Education (CWEE)

Self-Paced Career Development Assignment

Learning Contract

Please complete the following learning contract by filling in your name, checking which assignment(s) your instructor wants you to complete and obtain their signature. The following assignments can be independently accomplished using the Hartnell College Career Center, Library, and community resources. The Career Center is located in Merrill Hall, Room 3. **All assessment instruments and handouts for assignments are available through the Career Center.** Appointments with Career Center staff can be made by calling (831) 755-6925.

All completed assignments are to be turned into your CWEE instructor.

Assignment Options

Career Assessment Assignments

Career Assessment is the process of gathering information about yourself to be used in selecting a career. The information gathered reflects your values, interests, skills, accomplishments, and personality.

- Complete the Kiersey Temperament Sorter (in the Career Center) and make an appointment with the Career Center staff for interpretation. Submit outcome of the assessment to CWEE instructor.
- Read pages 113-126 in What Color is Your Parachute? by Richard Nelson Bolles (available in the Career Center) and write **7 Accomplishment Statements** for review by CWEE instructor.
- Complete the COPSsystem Assessment (i.e. CAPS, COPS, COPES – available at the Career Center) and schedule an appointment with Career Center Staff for interpretation. Submit outcome of the assessment to CWEE instructor.
- Read Chapter 3, *Personality and Performance*, and Chapter 4, *The Career Connection*, in Coming Alive from Nine to Five by Betty Neville Michelozzi, which is available in the Career Center. Complete the Personality Mosaic on pages 71-74, interpret the Personality Mosaic, pages 75-82, and review pages 112-121 to identify careers that are of possible interest to you. Write a 2-page typed, double spaced paper that summarizes your Personality Mosaic, and the careers you have identified for further research.
- Research and write a 3-5 page typed, double spaced summary of the assessment outcomes (i.e. COPSsystem, Kiersey Temperament Sorter, possible careers to research, and analysis of the materials).
- Other – Specify: _____

Career Research

Career Research is conducted to gather information about the World of Work, such as information about specific careers, companies, and the labor market.

- Conduct between 1 and 3 *Informational Interviews* and submit typed summaries for each interview. (See handout, *Conducting Informational Interviews*, available at the Career Center)
- Conduct a Job Shadowing experience and write a 3-page typed summary of the experience. (See handout, *Job Shadowing*, available at the Career Center)
- Research careers, education programs/schools, and financial aid resources at the Career Center or Library using the computerized EUREKA system, the Internet and/or resource books and submit a typewritten summary of the results of your research for review by your CWEE Instructor.

- Compile a portfolio of Career Information using newspapers, magazines, or the Internet. Submit a portfolio to CWEE Instructor for review.

Goal Setting

Once a career has been identified, then goals related to education, training, and job search must be established and implemented.

- Review the *Goal Setting Handout* and complete the *Goal Setting Sheet*, establishing at least 3 action items. (Available at the Career Center)
- Complete an education/employment plan that includes: (1) a 4-semester education plan, (2) identification of entry-level, mid-level, and advanced positions in your field, and (3) a strategy for obtaining your next level of employment.

Job Search and Networking

Job Search is about exploring the job market to determine where there are available jobs and marketing yourself through networking, developing a cover letter and resume, contacting employers, and interviewing.

- Write a resume. (See resume packet, access resume books, or utilize resume software WinWay available at Career Center)
- Write a cover letter. (See handout *Sample Cover Letter Format*, resume books, or utilize resume software WinWay available at Career Center)
- Prepare for and conduct an interview and write a 2-3 page typed, double spaced summary of the experience outlining what went well and what you would do differently in the future. Resources to use for preparing include: (1) The computerized interviewing program WinWay available in the Career Center and (2) The handout *Some Tips for a Knockout Interview* also available at the Career Center.
- Complete the handouts *Networking and Keeping track of Your Contacts*. (Available at the Career Center)
- Attend a professional association meeting and write a 2-3 page summary of the experience. (See the Encyclopedia of Professional Organizations available through the library, the EUREKA system available at the Career Center, or identify an association by talking to people in the field or through the Chamber of Commerce.
- Register with the Employment Development Department (One Stop Center, 730 La Guardia Street, Salinas, CA 93905), demonstrate proof of registration, and knowledge of resources available at One-Stop Center.

This Learning Contract is entered into by the Cooperative Work Experience Education Student and Instructor. The student agrees to complete the assignment(s) checked in the Learning Contract. The instructor agrees to review the work completed by the student and award points for completed assignments.

Student Name

Date

Instructor Name

Date

Student Signature

Instructor Signature