

# Introduction to Career Exploration (MIND): Fall 2021 Syllabus At-A-Glance

Below, you'll find information about the following events:

- Required class sessions
- Optional activities for your own information or enrichment (in green)
- Optional activities that you can use as your capstone project for the class (in purple)

Date	Class Topics	Homework
<b>Pre-Work</b>	<b>Please complete these assignments before the first day of class.</b>	<ul style="list-style-type: none"> <li>• Read the course syllabus</li> <li>• Install and test Zoom</li> <li>• Fill out the “meet and greet”</li> <li>• Watch “The Fantasy, The Ideal, and The Reality of Career Exploration”</li> <li>• Complete “transferable skills” pre-work</li> </ul>
<b>Catalytic Course #1 (Required):</b> Friday, August 6, 12-2 p.m.	<b>Introduction to Career Exploration</b> <ul style="list-style-type: none"> <li>• Welcome and meet the team</li> <li>• Orientation to class</li> <li>• Myths and realities of the job market</li> <li>• Identifying transferable skills</li> </ul>	<ul style="list-style-type: none"> <li>• Start thinking about your capstone project</li> <li>• Watch “Working Identity” video</li> <li>• Transferable skills post-assessment</li> <li>• Skills, interests, and values assessments (and reflection)</li> <li>• Sign up for a 1:1 office hours session (optional; recommended)</li> </ul>
<b>Career Opportunities at Merck (Optional):</b> Wednesday, August 11, 12-1:30 p.m.	<b>Presentation and Networking Event</b> <ul style="list-style-type: none"> <li>• This session does <u>not</u> count as a capstone activity.</li> <li>• <a href="#">Register to attend.</a></li> </ul>	<ul style="list-style-type: none"> <li>• No assignments for this session.</li> </ul>
<b>Visa Considerations for Employment in the U.S. (Optional):</b> Friday, Friday, August 13, 12-2 p.m.	<b>Presentation and Q&amp;A with OCPD and ISSO</b> <ul style="list-style-type: none"> <li>• This session does <u>not</u> count as a capstone activity.</li> <li>• <a href="#">Register to attend.</a></li> </ul>	<ul style="list-style-type: none"> <li>• No assignments for this session.</li> </ul>
<b>Catalytic Course #2 (Required):</b> Friday, August 20, 12-2 p.m.	<b>Understanding Yourself</b> <ul style="list-style-type: none"> <li>• “Working identity” discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Think about your capstone project</li> <li>• Read about possible career paths</li> <li>• Write the first part of your career story</li> </ul>

\*Slides from class presentations, instructions for homework assignments, and more can be found in the “Course files and documents” Box folder. Contact us at [mind@ucsf.edu](mailto:mind@ucsf.edu) if you need access.

	<ul style="list-style-type: none"> <li>Using self-assessment to identify possible career paths</li> </ul>	
<b>Orientation to Self-Directed Job Sims (Optional):</b> Friday, August 27, 1-2 p.m.	<ul style="list-style-type: none"> <li>This session will help you prepare to complete a self-guided job sim as a capstone activity.</li> <li><b>Register to attend.</b></li> </ul>	<ul style="list-style-type: none"> <li>Select and complete a job sim on your own, and upload your reflection to the Box homework folder.</li> </ul>
<b>Catalytic Course #3 (Required):</b> Friday, September 3, 12-2 p.m.	<b>Researching Career Paths</b> <ul style="list-style-type: none"> <li>Use the career exploration road map</li> <li>Informational interviews (part I): making the “ask”</li> </ul>	<ul style="list-style-type: none"> <li>Decide what you will do for capstone project</li> <li>Start work on your capstone activity</li> <li>Draw the next chapter of your career story</li> <li>Draft an informational interview request</li> <li>Update your LinkedIn and UCSF Connect profiles</li> </ul>
<b>Guided Job Sim – Business Skills (Optional):</b> Friday, September 10, 12-2 p.m.	<ul style="list-style-type: none"> <li>This counts for your capstone project.</li> <li><b>Register to attend.</b></li> </ul>	<ul style="list-style-type: none"> <li>If attending as a capstone activity, upload your reflection to the homework Box folder</li> </ul>
<b>Catalytic Course #4 (Required):</b> Friday, September 17, 12-2 p.m.	<b>Envisioning Possible Futures</b> <ul style="list-style-type: none"> <li>Informational interviews, part II: what to say</li> <li>Discussion of your continued career story</li> </ul>	<ul style="list-style-type: none"> <li>Create a list of questions for an informational interview</li> <li>Work on your capstone activity</li> <li>Read peer team details and decide whether you will participate</li> </ul>
<b>Getting Unstuck – Using Principles from Acceptance and Commitment Therapy in Career Exploration (Optional):</b> Thursday, September 23, 12-1 p.m.	<ul style="list-style-type: none"> <li>This session does <u>not</u> count as a capstone activity.</li> <li><b>Register to attend.</b></li> </ul>	<ul style="list-style-type: none"> <li>No assignments for this session.</li> </ul>
<b>Guided Job Sim – Business Skills (Optional):</b> Friday, September 24, 12-2 p.m.	<ul style="list-style-type: none"> <li>This counts for your capstone project.</li> <li><b>Register to attend.</b></li> </ul>	<ul style="list-style-type: none"> <li>If attending as a capstone activity, upload your reflection to the homework Box folder</li> </ul>
<b>Catalytic Course #5 (Required):</b> Friday, October 1, 12-2 p.m.	<b>Demystifying Networking</b> <ul style="list-style-type: none"> <li>Networking for career exploration</li> <li>“Speed networking” with MIND alums</li> </ul>	<ul style="list-style-type: none"> <li>Create a list of questions for an informational interview</li> <li>Work on your capstone activity</li> </ul>
<b>Guided Job Sim – Business Skills (Optional):</b> Friday, September 24, 12-2 p.m.	<ul style="list-style-type: none"> <li>This counts for your capstone project.</li> <li><b>Register to attend.</b></li> </ul>	<ul style="list-style-type: none"> <li>If attending as a capstone activity, upload your reflection to the homework Box folder</li> </ul>

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<p><b>Catalytic Course #6 (Required):</b> Friday, October 15, 12-2 p.m.</p>	<p><b>Next Steps and Peer Team Kickoff</b></p> <ul style="list-style-type: none"> <li>• Preparation for peer teams</li> <li>• Resources for continuing career exploration</li> <li>• Setting goals for your next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Complete your capstone activity</li> <li>• Fill out course evaluation</li> </ul>
<p><b>PEER TEAMS</b></p>		
<p><b>Peer Team Meeting #1 (Required):</b> Friday, October 22, 12:30-2 p.m.</p>	<p><b>Peer Teams</b></p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Peer team introductions and ground rules</li> <li>• First contracts!</li> </ul>	<ul style="list-style-type: none"> <li>• Start working on your informational interviews: review Catalytic Course slides about how to make the request; create a list of 10 people you'd like to talk to</li> <li>• Sign up for a "status update" time slot</li> </ul>
<p><b>Peer Team Meeting #2 (Required):</b> Friday, November 5, 12:30-2 p.m.</p>	<p><b>Peer Teams</b></p> <ul style="list-style-type: none"> <li>• Check-ins</li> <li>• Status updates</li> <li>• Update your contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Continue working on your informational interviews: send out requests, conduct interviews</li> <li>• 5+ hours of active career exploration of your choice</li> </ul>
<p><b>Peer Team Meeting #3 (Required):</b> Friday, November 19, 12:30-2 p.m.</p>	<p><b>Peer Teams</b></p> <ul style="list-style-type: none"> <li>• Check-ins</li> <li>• Status updates</li> <li>• Update your contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Continue working on your informational interviews: send out requests, conduct interviews</li> <li>• 5+ hours of active career exploration of your choice</li> <li>• <b>Goal: Complete one informational interview reflection by this week</b></li> </ul>
<p><b>Peer Team Meeting #4 (Required):</b> Friday, December 3, 12:30-2 p.m.</p>	<p><b>Peer Teams</b></p> <ul style="list-style-type: none"> <li>• Check-ins</li> <li>• Status updates</li> <li>• Update your contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Continue working on your informational interviews: send out requests, conduct interviews</li> <li>• 5+ hours of active career exploration of your choice</li> </ul>
<p><b>Peer Team Meeting #5 (Required):</b> Friday, December 17, 12:30-2 p.m.</p>	<p><b>Peer Teams and Finale!</b></p> <ul style="list-style-type: none"> <li>• Check-ins</li> <li>• Status updates</li> <li>• Update your contracts</li> <li>• Celebrate your accomplishments!</li> </ul>	<ul style="list-style-type: none"> <li>• Continue working on your informational interviews: send out requests, conduct interviews</li> <li>• 5+ hours of active career exploration of your choice</li> <li>• <b>Goal: Complete your second informational interview reflection by this week</b></li> </ul>

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