

Career Explorations in Public Service (40:834:429) [1 credit]

Course Description

Career Explorations in Public Service helps students develop a strong foundation for career decision planning through career inventories, research on careers, and personal reflection. The course provides opportunities and resources for students to seek career information related to academic and occupational interests which form the foundation for sound career decision-making. Students will receive career management skills to effectively identify, compete, and secure professional career opportunities. Students are guided through individual and group exercises that assist in identifying needs, values, wants, interest, and abilities. Students also learn job search, networking, and interview skills in preparation for an internship or career search.

Learning Objectives

After completing this course, students will be able to:

- Explain how their interests align with different career options in Public Affairs and Administration.
- List what skills they need to develop to prepare them for jobs they are interested in doing.
- Demonstrate familiarity with job search skills including where to look for positions, networking, and informational networking.
- Apply application basics: writing a resume, creating a LinkedIn page, tailoring cover letters to job posting, interviewing, and application etiquette.
- Outline a plan that includes next steps to developing their public service career.

Requirements

Requirements will vary by instructor and may include:

- Class sessions and discussions: Students will actively engage in class discussions, based on required readings.
- Student participation will be judged on involvement in Discussion Boards, exercises, and cases. Participation must be relevant to the topics, demonstrate evidence of critical thinking, and help to expand new ideas, factual information, or resources.

Schedule / Outline of Topics

- Week 1: Introduction and Overview
- Week 2: Resume Review
- Week 3: Cover Letter Review
- Week 4: Professional Branding
- Week 5: Preparing for the Interview & References
- Week 6: Self-Assessment
- Week 7: LinkedIn Profile
- Week 8: The Art of Networking
- Week 9: SPAA Alumni Panel (Nonprofit and Government)
- Week 11: Braven Presentation
- Week 12: Career and Life Goals

- Week 13: Transition from College to Career in Public and Nonprofit Administration
- Week 14: Final

Texts / Materials / Resources

The selection of textbooks and readings will vary by instructor. Listed below are some of the possible textbooks, materials, and resources an instructor may select for this course:

- Getting from College to Career by Lindsey Pollak – Published by HarperCollins (2012)
 - ISBN: 978-0062069276

Other Resources

Website: Rutgers Newark Career Resources and Exploration

URL: <https://careers.newark.rutgers.edu/>

Website: Occupational Outlook Handbook

URL: <https://www.bls.gov/ooh/>

Website: Myers-Briggs Personality Types

URL: <https://www.bsu.edu/about/administrativeoffices/careercenter/tools-resources/personality-types>