**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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Topics</th>
<th>Homework</th>
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<tbody>
<tr>
<td><strong>Pre-Work</strong></td>
<td>Please complete these assignments before the first day of class.</td>
<td>• Read the course syllabus</td>
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<td></td>
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<td>• Install and test Zoom</td>
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<td>• Fill out the “meet and greet”</td>
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<td>• Watch “The Fantasy, The Ideal, and The Reality of Career Exploration”</td>
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<td>• Complete “transferable skills” pre-work</td>
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<tr>
<td><strong>Catalytic Course #1</strong></td>
<td><strong>Introduction to Career Exploration</strong></td>
<td>• Start thinking about your capstone project</td>
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<tr>
<td>(<strong>Required</strong>):</td>
<td>• Welcome and meet the team</td>
<td>• Watch “Working Identity” video</td>
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<tr>
<td>Friday, August 6</td>
<td>• Orientation to class</td>
<td>• Transferable skills post-assessment</td>
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<tr>
<td>12-2 p.m.</td>
<td>• Myths and realities of the job market</td>
<td>• Skills, interests, and values assessments (and reflection)</td>
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<td>• Identifying transferable skills</td>
<td>• Sign up for a 1:1 office hours session (optional; recommended)</td>
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<td><strong>Career Opportunities at Merck (Optional)</strong>:</td>
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<tr>
<td>Wednesday, August 11</td>
<td><strong>Presentation and Networking Event</strong></td>
<td>• No assignments for this session.</td>
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<tr>
<td>12-1:30 p.m.</td>
<td>• This session does not count as a capstone activity.</td>
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<td></td>
<td>• Register to attend.</td>
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<tr>
<td><strong>Visa Considerations for Employment in the U.S. (Optional)</strong>:</td>
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<tr>
<td>Friday, Friday,</td>
<td><strong>Presentation and Q&amp;A with OCPD and ISSO</strong></td>
<td>• No assignments for this session.</td>
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<tr>
<td>August 13, 12-2 p.m.</td>
<td>• This session does not count as a capstone activity.</td>
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<td>• Register to attend.</td>
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<tr>
<td><strong>Catalytic Course #2</strong></td>
<td><strong>Understanding Yourself</strong></td>
<td>• Think about your capstone project</td>
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<tr>
<td>(<strong>Required</strong>):</td>
<td>• “Working identity” discussion</td>
<td>• Read about possible career paths</td>
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<tr>
<td>Friday, August 20</td>
<td></td>
<td>• Write the first part of your career story</td>
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<tr>
<td>12-2 p.m.</td>
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*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 if you need access.*
### Orientation to Self-Directed Job Sims (Optional):
Friday, August 27, 1-2 p.m.
- Using self-assessment to identify possible career paths
- **Register to attend.**

### Catalytic Course #3 (Required): Friday, September 3, 12-2 p.m.
**Researching Career Paths**
- This session will help you prepare to complete a self-guided job sim as a capstone activity.
- **Register to attend.**

### Guided Job Sim – Business Skills (Optional): Friday, September 10, 12-2 p.m.
- This counts for your capstone project.
- **Register to attend.**

### Catalytic Course #4 (Required): Friday, September 17, 12-2 p.m.
**Envisioning Possible Futures**
- Informational interviews, part II: what to say
- Discussion of your continued career story

### Getting Unstuck – Using Principles from Acceptance and Commitment Therapy in Career Exploration (Optional): Thursday, September 23, 12-1 p.m.
- This session does **not** count as a capstone activity.
- **Register to attend.**

### Guided Job Sim – Business Skills (Optional): Friday, September 24, 12-2 p.m.
- This counts for your capstone project.
- **Register to attend.**

### Catalytic Course #5 (Required): Friday, October 1, 12-2 p.m.
**Demystifying Networking**
- Networking for career exploration
- “Speed networking” with MIND alums

### Guided Job Sim – Business Skills (Optional): Friday, September 24, 12-2 p.m.
- This counts for your capstone project.
- **Register to attend.**

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| Catalytic Course #6 (Required): | Next Steps and Peer Team Kickoff | Complete your capstone activity  
Friday, October 15, 12-2 p.m.  
- Preparation for peer teams  
- Resources for continuing career exploration  
- Setting goals for your next steps | Fill out course evaluation |

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**PEER TEAMS**

| Peer Team Meeting #1 (Required):  
Friday, October 22, 12:30-2 p.m. | Peer Teams  
- Welcome  
- Peer team introductions and ground rules  
- First contracts! | 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  
Sign up for a “status update” time slot |

| Peer Team Meeting #2 (Required):  
Friday, November 5, 12:30-2 p.m. | Peer Teams  
- Check-ins  
- Status updates  
- Update your contracts | Continue working on your informational interviews: send out requests, conduct interviews  
5+ hours of active career exploration of your choice |

| Peer Team Meeting #3 (Required):  
Friday, November 19, 12:30-2 p.m. | Peer Teams  
- Check-ins  
- Status updates  
- Update your contracts | Continue working on your informational interviews: send out requests, conduct interviews  
5+ hours of active career exploration of your choice  
**Goal:** Complete one informational interview reflection by this week |

| Peer Team Meeting #4 (Required):  
Friday, December 3, 12:30-2 p.m. | Peer Teams  
- Check-ins  
- Status updates  
- Update your contracts | Continue working on your informational interviews: send out requests, conduct interviews  
5+ hours of active career exploration of your choice |

| Peer Team Meeting #5 (Required):  
Friday, December 17, 12:30-2 p.m. | Peer Teams and Finale!  
- Check-ins  
- Status updates  
- Update your contracts  
- Celebrate your accomplishments! | Continue working on your informational interviews: send out requests, conduct interviews  
5+ hours of active career exploration of your choice  
**Goal:** Complete your second informational interview reflection by this week |

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