

## Module 3

### My Major & Career Report

This is a Graded Assignment. Earning a “U” on this assignment will result in a “U” in this course and may delay your eligibility to be admitted to the Coles College Undergraduate Professional Program. Please see the grading rubric, and resources for your research and example reports are located in Module 3.

According to your textbook, *Writing that Works*, “The best report ever written may have been Julius Caesar’s *Veni, Vidi, Vici*. ‘I came, I saw, I conquered’”(Roman and Raphaelson 111). A good report, like Caesar’s, provides key information in a clear format. Reports are used in the world of business to communicate relevant facts in order to inform decisions about the future of a company, a strategy, or an enterprise (Roman and Raphaelson 111). In this course, you will be expected to make an informed decision about which major and career you want to pursue, and you will need to defend your choice to your career coach, who will be assisting you throughout this course.

To help you decide whether you are choosing the best major for your career plans, answer all of the questions listed below and create a draft of a business report. Please remember that this document will be assessed by your career coach, so make sure that it is formatted professionally and error-free. Follow these requirements carefully:

- Include your name, the name of the assignment, and the date in the heading of your report (see example).
- Cite factual information from outside credible sources using MLA style. Blogs, Wikis, etc. are NOT credible resources.
- Answer all questions.
- Use complete sentences.
- Check for grammar and spelling. Proofread your entire document before submitting.
- Submit your report as an MS Word document using a 12-point, professional font, such as Times New Roman to your career coach’s dropbox.

*Please note: We understand that many KSU students are in different stages of their education, career, and life. Please use this assignment as an opportunity to reflect on your current place in the career management cycle. If you are already in your career of choice, please answer these questions with your career advancement in mind.*

## My Major & Career Report

Your Name

Date

### Section One: "I Came"

1. Why have you selected your current major? Or, if you have not yet selected your major, which major is of most interest to you and why?
2. What is your career goal and how will the major that you listed translate into your career goal?
  - a. *If you are not yet sure of your career goals, take time to think about this at length before you answer.*
  - b. *If you are a professional returning to school, describe why you have come back for your degree.*
3. Identify two of your natural strengths and describe how each will help you accomplish your career goals.
4. Identify two current skills that you could improve upon to be more successful in accomplishing your career goals.
5. Identify two people in your personal or professional network and describe how each could assist you in accomplishing your career goals.

### Section Two: "I Saw"

1. Discuss what you learned through your research on your proposed major and career by listing at least two job titles or occupations that interest you. For each title or occupation, state the following information:
  - a. the average salary
  - b. the employment forecast in the next five to ten years
  - c. regions of the country/world with the highest projected growth in this occupation
  - d. five major employers associated with this career field
2. Describe three personality traits that employers hiring for those job titles would need to see in a resume.
3. Describe three characteristics that are important to you in a career (e.g. salary, flexibility, travel, etc.).

**For each occupation that you identified in the previous section (Section Two),**

### Section Three: "I WILL Conquer"

1. Describe two specific courses offered at KSU that you can take to help you be successful in your career of choice.
2. Identify the grade point average (GPA) needed to enter your targeted career field (if applicable).
3. Name and describe two student or professional organizations you could join to assist you in reaching your career goals.
4. Describe any extra training or education beyond a four-year degree needed for your targeted career field.
5. Identify the types of career-related work experiences that could assist you in reaching your career goals (e.g. internships, cooperative education experiences, volunteer work, etc.).
6. List three websites that you could use in searching for a job in your field of choice.
7. List three internships/co-ops/full-time jobs currently listed on the KSU job board, *OWL Link*, that interests you and explain why each one appeals to you. *If you have several years of relevant, full-time work experience, describe how your work history will help you accomplish your career goals.*
8. Define a specific timeline for acquiring career-related work experience that will assist you in reaching your career goals.

## **Grading Rubric**

This is a graded assignment. Your report will be graded based on the following requirements. To pass this assignment, you must pass all of the following categories:

<b>Format</b>
<ul style="list-style-type: none"><li>● MLA formatting</li><li>● Word, 12 point font</li><li>● Included name, date, and assignment name in the heading</li><li>● Used a professional font (Ex: Times New Roman)</li><li>● Used complete sentences where appropriate</li><li>● Answered questions in the order in which they were presented</li></ul>
<b>Content</b>
<ul style="list-style-type: none"><li>● Answered all questions on the report</li><li>● Thoroughly expanded on explanations for answers</li><li>● Gave realistic descriptions of careers researched (salary, growth, etc.)</li><li>● Showed that thought and research were given to the topics</li></ul>
<b>Mechanics</b>
<ul style="list-style-type: none"><li>● Checked for grammar, punctuation, and spelling errors <i>(Note: a Writing Coach is available if you need additional help. See "Coaches Corner" in Brightspace for office hours)</i></li></ul>
<b>Citations</b>
<ul style="list-style-type: none"><li>● Used MLA citations for factual information</li><li>● Did not use Blogs, Wikis, etc. as resources</li></ul>