

**EDCO 004 Personal, Academic, and Career Exploration FALL 2008  
ASSIGNMENT CHECK LIST**

Date Due

- Sept. 4     **AUTOBIOGRAPHY** will be a 5 page (1250 words) minimum paper. See Get A Life! page 11 in your workbook for guidelines. (100 pts)
- Sept. 11     **(3) COLLEGE CATALOG RESEARCH (1, 2, 3)** You will be given an instruction sheet on how to complete this assignment. Fill in on page 181 in your workbook. (100 pts each)
- Sept. 23     **THE CAREER CENTER TOUR ACTIVITY ASSIGNMENT SHEET**  
You will be given an assignment sheet at The Career Center during your orientation that you will fill out and turn in to your instructor. (100 pts)
- Sept. 25     **STRONG INTEREST INVENTORY TEST BOOKLET & No. 2 pencil** must be purchased by this date from SJSU bookstore **COMPLETED** and handed in. **PLEASE FILL OUT WITH NO. 2 PENCIL. Do not take apart, fold, staple or bend.** (100 pts)
- Sept. 25     **MYERS-BRIGGS** self-scorable answer booklet Form M must be purchased by this date from SJSU bookstore **COMPLETED** and handed in. Open booklet when you finish the test and self score this test. (100 pts)
- Sept. 30     **SELF-DIRECTED SEARCH INVENTORY** booklet and **Occupations Finder** booklet to be purchased from SJSU Book Store and completed by this date. Complete pages 3-10 in Assessment booklet. **STOP** at the bottom of page 10. Make sure you fill out ALL 8 Occupational Daydreams on page 3 in Assessment booklet. (100 pts)
- Oct. 2       **(3) MORE COLLEGE CATALOG RESEARCH (4, 5, 6)**  
Assignment description above. Fill in on page 181 in workbook. (100 pts each)
- Oct. 9       **(3) MORE COLLEGE CATALOG RESEARCH (7, 8, 9)**  
Assignment description above. Fill in on page 181 in workbook. (100 pts each)
- Oct. 16      **(3) OCCUPATIONAL OUTLOOK HANDBOOK COMPUTER PRINTOUTS DUE (1, 2, 3)** This is an analysis that requires you to use the internet to look up occupations at the website. Go to Google or Yahoo and type in <http://www.bls.gov/oco/home.htm#content> which will take you to Occupational Outlook Handbook. Research occupations from page 67 in your workbook. Print all information from Nature of the Work through Sources of Additional Information, staple together; print your name at the top of EACH printout to hand in to your instructor. 3 hole punch these printouts to be used for the final. (100 pts each)

- Oct. 21 **Midterm and Worksheet/ Portfolio Review due** (100 pts each)
- Oct. 21 **(3) DEPARTMENT INTERVIEWS (1, 2, 3)** Go to pages 181-182 in workbook. Choose 3 majors that you have 5 or less "No's" marked on Catalog Course Description and you have marked X "plan to continue to research". YOU MAY NOT DO AN INTERVIEW IF YOU HAVE NOT RESEARCHED THE MAJOR FIRST IN YOUR CATALOG. Fill interview in to the workbook pages 157-162. Staple handouts from the department to the back of each interview. Phone numbers and addresses listed for each department in your college catalog. Back of your catalog is a map of SJSU campus. (100 pts each)
- Oct. 23 **(3) MORE COLLEGE CATALOG RESEARCH (10, 11, 12)**  
Assignment description above. Fill in on page 181 in workbook. (100 pts each)
- Oct. 30 **(3) MORE COLLEGE CATALOG RESEARCH (13, 14, 15)**  
Assignment description above. Fill in on page 181 in your workbook. (100 pts each)
- Nov. 4 **(3) MORE DEPARTMENT INTERVIEWS (4, 5, 6)**  
See assignment above. See workbook pages 163-168 for assignment. interview #4, #5, and #6. Staple handouts from the department to the back of of each interview. (100 pts each)
- Nov. 11 **(3) MORE OCCUPATIONAL OUTLOOK HANDBOOK COMPUTER PRINTOUTS DUE (4, 5, 6)** See assignment above. Make sure each occupation is stapled, your name appears at the top, and you label each handout #4, #5 and #6. (100 pts each)
- Nov. 18 **(3) MORE DEPARTMENT INTERVIEWS (7, 8, 9)**  
See assignment above. See workbook pages 169-174 for assignment. interview #7, #8, and #9. Staple handouts from the department to the back of of each interview. (100 pts each)
- Nov. 25 **(3) MORE DEPARTMENT INTERVIEWS (10, 11, 12) for your minor.**  
See assignment above. See workbook pages 174-178 for assignment. interview #10, #11, and #12. Staple handouts from the department to the back of of each interview. (100 pts each)
- Dec. 4 **(3) MORE OCCUPATIONAL OUTLOOK HANDBOOK COMPUTER PRINTOUTS DUE (7, 8, 9)** See assignment above. (100 pts each)
- Dec. 9 **Final and Worksheet/ Portfolio Review** (100 pts each) due. Last day to hand in late assignments.