

Sample 4 week life skills class

**COURSE OUTLINE**

WEEK	DATE	TOPIC
<b>Week One</b>		Orientation to the course and introductions
		Power of self-belief
		Setting realistic goals
		Improving your thinking skills
		Thinking skills
		Improving your study skills
		<b>Goal inventory due</b>
<b>Week Two</b>		Communicating effectively
		Improving your listening skills
		Improving your speaking skills
		Getting along with others
		Ethics and conflict resolution
		Group dynamics
		Handling stress
<b>Week Three</b>		<b>Self-reflection paper due</b>
		Preparing for your career and resume workshop
		<b>Resume due</b>
		Preparing for your career and mock interviews
		Managing money
<b>Week Four</b>		Managing time
		<b>Life skills and timeline due</b>
		Eating well
		Staying healthy
		Work on career portfolio in class
		<b>Career portfolio due</b>
		Class wrap up
	<b>Oral presentations due</b>	
	<b>This schedule is subject to change</b>	

**COURSE ASSIGNMENTS – (Total points 300)**

**Attendance (100 points) -**

Attendance will be taken at every class meeting. You are expected to be on time and stay until the end of class. Attendance will be used as part of your grade and used to decide borderline grades.

**In-class activities (60 points) – There will be 12 in-class activities worth 5 points each.**

The in-class activities will be a combination of small group activities, individual work and class discussion.

Make up assignment – You can make up **two** in-class activities by typing a one-page (single spaced) synopsis of an article relating to your career goals.

**Goal inventory – Dreams (20 points) Due .....**

This is an opportunity for students to think about their future while taking into account every day tasks need to achieve their life goals. Dream big! Further instructions will be given in class.

**Self-reflection paper (20 points) Due .....**

The self-reflection paper provides an opportunity to personalize values and ethics, communication skills, personality styles, conflict resolution and incorporate them into professional life for the future. Further instructions will be given in class.

**Resume (25 points) Due .....**

Further instructions will be given in class.

**Life skills and timeline (25 points) Due .....**

Further instructions will be given in class.

**Career portfolio (25 points) Due .....**

Each student will be required to put together a career portfolio. The portfolio will include a cover letter (5 points), resume (5 points), thank you letter (5 points), a list of potential employers (5 points) and completed career plan (5 points). Further instructions will be given in class.

**Oral presentation (25 points) ..... – sign up in advance!**

Each student will be required to make a presentation to the class. Further instructions will be given in class.

## METHODS OF INSTRUCTION

Various methods of instruction are utilized, including lectures, role-play, class opinion polls, discussions, films, slides, and guest lectures. In class activities, such as discussion groups, and role-play will be utilized in order to practice real life situations.

In addition to the text, a variety of information will be presented from current sources, including the Internet, TV shows and corporate resources.

## METHODS OF EVALUATION

Grading is based upon eight different criteria: daily attendance, twelve in class activities, goal inventory, self-reflection paper, life skills, resume, career portfolio and oral presentation.

## POINTS AND GRADES

### Points

Attendance	100 points
In-Class Activities	60 points
Goal inventory	20 points
Self-reflection paper	20 points
Life skills & timeline	25 points
Resume	25 points
Career portfolio	25 points
<u>Oral presentation</u>	<u>25 points</u>
Total	300 points

A = 90% - 100%	300 to 270 points
B = 80% - 89%	269 to 240 points
C = 70% - 79%	239 to 210 points
D = 60% - 69%	209 to 180 points
F = 59% or lower	179 points or lower