Miyazaki International College

Course Syllabus

Spring 2020

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| Course Title ( Credits ) | CED3: Career Design 3 (1) |
| Course Designation for TC | N/A |
| Content Teacher | |
| Instructor | Anderson Passos, Ph.D. |
| E-mail address | apassos@sky.miyazaki-mic.ac.jp |
| Office/Ext | MIC 1-315/Ext. 725 |
| Office hours | Monday to Thursday 11:00-12:00 |

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| Course Description: |
| Students will consider the significance and purpose of studying in college as they engage in objective self-analysis and explore the ways in which they will play their individual roles in modern society.  自己を見つめ、人間としてのあり方・生き方を探求するとともに、望ましい勤労観・職業観を身に付けさせることによって、社会的・職業的自立に必要な能力を育成する。 |
| Course Goals/Objectives: |
| Students will learn how to research about companies and jobs offered, understand ways to find a suitable profession for themselves and cultivate professional abilities and manner that will be required from them as they become professionals.  企業研究等をとおして職業について探求を深め、自己に適した職業を明確にするとともに、職業人としての実践力を育成する。 |

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| Course Schedule | | | |
| 回　　数 | 内　　　　容 | 講　　　　師 | 備　　　　考 |
| テーマ１：オリエンテーション | | | |
| 第１回 | ・キャリアデザインの意義 | キャリア教育センター  矢野　健二 | 4月24日（金） 13：00 ～ 14：30 2-307 |
| ・キャリア教育の必要性・授業概要説明 |
| ・学ぶことの大切さ |
| ・Mahara eポートフォリオについて |
| ・BEVI・DP自己評価について |
| テーマ２：自己理解 | | | |
| 第２回 | 職業への興味や能力から適職を探す | 待木　美奈子 | 5月1日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第３回 | 将来のキャリアプランを考える | 待木　美奈子 | 5月8日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第４回 | 進路適性検査 | マイナビ | 5月15日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第５回 | 進路適性検査の活かし方－自己理解はなぜ必要か | マイナビ | 5月22日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| テーマ３：社会理解・職業理解 | | | |
| 第６回 | インターンシップの実際 | リクナビ | 5月29日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第７回 | 就職試験の実際（ＳＰＩ Webテスト） | リクナビ | 6月5日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第８回 | 職業の世界を知る （ハローワークインターネットサービスの活用他） | 宮崎労働局 （ハローワークプラザ宮崎） | 6月12日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第９回 | 自己分析・自己ＰＲ①　 （エンシリーシート・履歴書の書き方） | マイナビ | 6月19日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１０回 | 自己分析・自己ＰＲ② （エンシリーシート・履歴書の書き方） | マイナビ | 6月26日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１１回 | 企業・業界研究のあり方 | リクナビ | 7月3日（金） 9：05 ～ 10：35 2-307  感想文提出 |
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| 第１２回 | コミュニケーションと自己表現力① （面接やグループディスカッションへの対応） | リクナビ | 7月3日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１３回 | コミュニケーションと自己表現力② （面接やグループディスカッションへの対応） | リクナビ | 7月10日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１４回 | 働く時に必要な労働関係の法制度・政策 | 宮崎労働局  雇用環境・均等室  雇用環境改善・均等推進監理官 中玉利 浩冶 様 | 7月17日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１５回 | 就職活動の実際（就職活動の流れ） | リクナビ | 7月31日（金） 13：00 ～ 14：30 2-307  感想文提出 |
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| 第１６回 | 期末試験 |  |  |

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| Required Materials: |
| The e-Portfolio Journal is available online and it is accessible anywhere in the world (no excuses for late submissions). |
| Course Policies (Attendance, etc.) |
| **Student Responsibilities**  As a class member, you are responsible for attending all classes and arriving on time, for participating when required and for completing and handing in all assigned work.  **Class Behavior**  As we will be welcoming many external speakers/lecturers to this class, it is very important that you behave properly. Please pay attention to the following items:   * Use of cellphones is strictly prohibited * Taking notes is a very good practice. Making other class homework during our class is not. * Making comments about the lecture to your peers is acceptable; talking is not.   **Attendance and Lateness**   * You can be absent a maximum of 4 times * If you are more than 10 minutes late, you will be given an absence * Three times late is equal to one absence   If you sum up more than 3 absences (e.g. 2 absences and 3 lateness), you will be asked to withdraw from the course. Failing to do so will result in an automatic “F” grade.  **Homework**  The e-Portfolio journals must be written within a week of every class. For e-Portfolio assignments, the timestamp in your journal entry will serve as proof of submission.  **Excused Absences**  Because most of our classes will be given by external guests, it is impossible to make up for those classes even if you get an Excused Absence Form.  ***If you need to be absent from many classes, talk to the instructor during the first week of classes to make proper arrangements.***  **Late Assignments**  It is your responsibility to look for the instructor and check what assignments are due. There will be no e-mail reminders and no second chances. |
| Class Preparation and Review |
| Students are expected to spend at least one hour preparing for every hour of lesson, and one hour reviewing and doing Homework.  The SPI exercises are done for your own benefit. Try to solve them alone before looking for help.  The e-Portfolio journal will help you continue learning even after you leave the classroom. Make sure you write down all your thoughts as it serves to review class content. |
| Grades and Grading |
| * E-Portfolio Journal entries **60%**   Your journal entries in your CED journal make most of your grade in this course. All entries must be written in English and have a minimum of 300 words; otherwise, the journal entry will not count.   * Final Test/Essay **40%**   The final test is an SPI test and an essay. Make sure you study using the SPI book given to you. In addition, extra SPI lessons are offered during the semester. Make sure to attend as many as you can.  You will receive a mid-term report to let you know how you have been doing up to that point. |
| Methods of Feedback: |
| In principle, graded work will be returned within one week of submission with appropriate feedback, i.e., grade, comments, etc. |
| Diploma Policy Objectives: |
| Work completed in this course helps students achieve the following Diploma Policy objective(s):  3: The ability to identify and solve problems  4: Advanced communicative proficiency in both Japanese and English  5: Proficiency in the use of information technology |
| Notes: |
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