Pathways Assignment Journal

16 Week Course

Through Weeks 1-13 of this CWI 101 Pathways class, you will be completing a series of assignments designed to help you think about your future coursework and career while also defining your values and imagining the life you want to live. These assignments are due weekly. You will collect them in a single Word document, the Pathways Assignment Journal, adding each week’s assignment below the previous week’s using this template.  You will then submit the updated journal to your instructor each week.

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# Week One: WOOP Goal Setting Exercise

### Instructions

You may be familiar with SMART goal setting. SMART is an acronym for Specific, Measurable, Achievable, Realistic, and Time oriented. However, for this assignment, we’re going to use the WOOP process. Psychologist and researcher Gabriele Oettingen developed the WOOP process. This process helps us explore how our thinking impacts our behavior. WOOP is an acronym:

W – wish O – (best) outcome O – (main inner) obstacle P – plan

Think about what you want to accomplish in the future. Now let’s apply the WOOP process.

**1. WISH:** To get started, think about a wish that you have for yourself – something you want to make happen. It should be both challenging and feasible: maybe it makes your heart beat a little faster, but you can do it.  When going through the WOOP process it’s vital that your wish be something important to you. It needs to matter and mean something to you, rather than being a wish that somebody else thinks you should have or wishes for you.

**2. OUTCOME:** Now close your eyes (seriously, close them, or go into a dark room, or lie back and put your arm over your face… you get the idea) and imagine what it will be like to have this wish come true. How will it look? What will it feel like? What will you do when it happens? Where will you be? Who will celebrate with you? What will it mean? Imagine all of it, visualize it to the greatest detail you can muster, and make it actually happen in your mind. Then, return to wherever you are in real life and jot some of these imaginings and visualizations down.

**3. OBSTACLE:** Next, imagine and visualize what your biggest obstacle will be. WOOP is specific in stating that this should be an internal obstacle—something that will come up inside of you that could derail you from your wishing and throw you off your success path. Maybe it’s something you notice you do, something that distracts you from whatever it is you need to be doing. Or maybe it’s that you notice your self-talk isn’t kind or supportive. Maybe you have a hard time juggling everything you need to do—for yourself and for others. Maybe it’s something else entirely. Whatever it is though, identify it.

**4. PLAN:** Once you've imagined the greatness of success and the possible barriers that could get in your way, it's time to plan. Planning is huge, no matter how you choose to set goals. In WOOP, the planning has to do with what you’ll do to overcome or navigate that obstacle inside yourself when you encounter it. If you know that you like to sit down and watch a show on Netflix, and then, suddenly, it’s three hours later and you’ve binge-watched half the season, what will you do when you notice yourself engaging in this Netflix feast? Maybe it’s that you’ll turn it off, no matter where you are, and tackle a piece of the wish you want to fulfill. Maybe it’s that you’ll look at your schedule, to remind yourself what you’re supposed to be doing. Or maybe it’s that you’ll make a schedule, so you know when you’re committed to your wish-fulfillment process, and when you’re committed to the rest of your life and its commitments, too. Think of it along the lines of if-then. If this happens, then I'll do this to course-correct/motivate/re-focus, etc.

Additional questions to consider:

* When will you work on your wish or goal?
* What will your due dates be for yourself?
* With whom do you need to connect?
* What material do you need to produce, and by when and in what form?
* Who will you connect with when it starts to feel hard?
* Who or how will you motivate yourself?
* What will you do to hold yourself accountable?
* When will you take time to pause and reflect, take stock of your progress, and assess your steps forward?
* Add any questions or concerns you want to share with your instructor.

### Week 1 Response

Write a paragraph for each of the 4 steps of the WOOP process, and respond to any of the additional questions that you would like to include. Add your paragraphs and responses here.

# Week Two: Next Steps Idaho

### Instructions

**Step 01.** Visit <https://nextsteps.idaho.gov/future-finder>, create a free account, and then go to the Future Finder assessment.

After completing the Future Finder assessment, you will be able to view potential career matches, earning potential for those careers, and career clusters (areas that are a good fit for your skills and interests). Download the pdf of your results. If none of the career matches appeal to you, choose “See more results.”

**Step 02.** Use the Future Finder assessment you completed to respond to the following questions:

1. Look at the top three careers listed for your interests. Do any of these careers interest you? Why or why not?
2. Look at the top three careers listed for your skills. Do any of these careers interest you? Why or why not?
3. Review the career matches and earnings potential graph. How strongly does earnings potential impact your career choice?
4. Review your career clusters chart. Which career cluster matches your skills and interests best? If the careers listed do not interest you, can you think of a career in your top career cluster that does interest you?
5. After completing the assessment, do think the results from Future Finder reinforce the kind of goals you already have for yourself, or do they add new information? Do you see yourself the same or a little differently after completing these assessments?
6. Do you have any questions or concerns for your instructor this week?

### Week 2 Response

Add your responses here.

# Week Three: Occupational Outlook Handbook Assignment

### Instructions

**Step 01.** In the Future Finder assignment from last week, you learned more about the types of careers that are likely to fit your skills and interests. Next week, you will develop three five-year plans, based on career and personal goals. Many of you already have a hunch about what kind of career you’d like to explore. If you don’t, that’s fine! Regardless, all of you will create multiple futures for yourself next week. Some of those pathways you might know a lot about. Some you’ll know very little about.

How will you establish a five-year plan for careers you know so little about right now? The purpose of this assignment is to become familiar with a career-planning tool that may be useful for developing one or more of your five-year plans in next week’s assignment.  (Course Learning Outcomes 2.2, 2.3, 3.4)

Go to the BLS’s [Occupational Outlook Handbook](https://www.bls.gov/ooh/), then use the filter options or search bar to locate a potential current career interest. Use the Next Steps Idaho Future Finder results from Week 2 to guide your search.

**Step 02.** After clicking on a particular career (e.g., [Personal Financial Advisor](https://www.bls.gov/ooh/business-and-financial/personal-financial-advisors.htm)), click on the “How to Become a ….” section ([example](https://www.bls.gov/ooh/business-and-financial/personal-financial-advisors.htm)).  Then respond to these questions:

* Are there degree requirements? Associates? Bachelors? Graduate School? About how many years of education would you need to complete?
* What degree majors and minors seem relevant?
* Does your career tend to involve an internship or training? When would that happen (e.g., while you’re in college or grad school, after you’ve completed a program)?
* Does your career interest require a certification?
* Let’s assume you’re interested in this career path. What kinds of things would you be doing during the following time periods (Year 1 = starting now): Year 1? Year 2? Year 3? Year 4? Year 5?
* Do you have any questions or concerns for your instructor this week?

### Week 3 Response

Add your responses here.

# Week Four: Pathways Plan A, B, and C

### Instructions

This Pathways assignment is going to lay a foundation for several more tasks throughout the semester. It’s crucial to your success in this course and it will help visualize your current ambitions—as a student, worker, and person.

You are going to be making three five-year plans (pathways), with at least two tiers per plan: one dedicated to career, the other to a non-career life goal. The first life plan should be about the one you already have in mind, the second plan should be what you would do if what is in the first plan were not an option, and the third plan should be focused on what you might do if money or image were not an issue. The previous pathways assignments should have prepared you for proposing default career and alternate career goals.

To complete these three life plans, you will be using the Pathways Plan Worksheet provided in this week’s materials. The worksheet is similar to the Odyssey Plan model developed by Bill Burnett and Dave Evans. To see examples of what a completed plan looks like, you can try the Google image search: Odyssey Plans. Note that our worksheet is slightly different, and the directions for this Pathways assignment may ask for things you don’t see in some examples.

There are two parts to this assignment. Part 1 will ask you to identify career and personal goals, achievable over a five-year period. Part 2 will ask you to plan each of those goals using the Pathways Plan Worksheet. (Course Learning Outcome 3.4)

#### Part 1: Brainstorm three career options and three personal goals

To prepare for sketching your five-year Pathway Plans, respond to each of the questions below. You do not need to submit these notes. They’re just preparation for Part 2 below.

###### Pathways Plan A: Default

Default career: In terms of your career and employment situation, where would you like to be in five years? What’s your default career goal? For example, do you intend to be a certified nurse in five years? Do you want to be a high school math teacher?

Personal goal: Aside from your educational/career goals, what aspect of your personal life would you like to work on over the next five years? For example, do you have a health goal? Would you like to travel more? Are there certain skills you’d like to develop? Pick one personal ambition and list it here:

###### Pathways Plan B: Backup

Backup career: If your default career goal (above) doesn’t work out, what’s the second-best option? What’s your backup career? (tip: Look back at the Next Steps Idaho  assignment)

Personal goal: Aside from your educational/career goals, what aspect of your personal life would you like to work on over the next five years? For example, do you have a health goal? Would you like to travel more? Are there certain skills you’d like to develop? Pick one personal ambition and list it here (different from a previous answer):

###### Pathways Plan C: Fun

Fun career: If money weren’t a factor and you didn’t need to consider what other people think about your decisions, what fun or completely out-of-the-box career option would you pursue?

Personal goal: Aside from your educational/career goals, what aspect of your personal life would you like to work on over the next five years? For example, do you have a health goal? Would you like to travel more? Are there certain skills you’d like to develop? Pick one personal ambition and list it here (different from a previous answer):

#### Part 2: Develop Three Five-Year Pathway Plans

To complete the assignment, download the Pathways Plan Worksheet, then create three five-year Pathway Plans. Before beginning this part, it may help to review to important resources: the [Pathways Plan Video Tutorial](https://youtu.be/riNR1tH7tFQ), as well as the [Pathways Plans Student Example](https://docs.google.com/document/d/1qNoRM4nsjjU1mQKSKjRPsoLhs-hF1o2U/edit?usp=sharing&ouid=101596566372903177384&rtpof=true&sd=true).

Here are the criteria for completing the worksheet.

* Complete three five-year Pathway Plans
* Each five-year Pathway Plan must have at least two tiers: a personal/life path and a career path
* Each path within your Pathway Plans must have at least five different segments (be as specific as possible)
* Share your three Pathways Plans in your Pathways Assignment Journal.

In theory it's possible to create the Pathways Plans digitally by typing onto the Pathways Plan Worksheet, but most of you may find it easier to rely on paper. What this means is that you need to print out the Pathway Plan Worksheet and fill it out by hand (or create your digital version from scratch). Write and draw all over it. Make it clear and visually appealing.

### Week 4 Response

When you are done, you have a few options for submission. You can save your Pathways Plans as jpeg or png files and insert them here, or you can type your answers to the worksheet and copy/paste here. Either way, you should add your content here, including any questions or concerns you want to share with your instructor this week.

# Week Five: Peer Reviewed Article

### Instructions

In this assignment, you’ll use the CWI Library to locate a peer-reviewed journal article on a topic that interests you in your major field of study (or a major that you want to explore). You’ll then write a summary and create both an in-text and a full citation/reference for the article.

Peer-reviewed articles are the most credible sources used in academic research. Learning to locate and use peer-reviewed articles in your papers and assignments will improve your research and writing skills and prepare you for both upper-division coursework and the workplace, where credible, reliable information is important. Learning to write summaries will assist you in writing longer research papers (Course Learning Outcomes 1.2, 2.1, 2.2, 2.3).

**Step 01.** Choose a Topic: What is something that interests you in your field? What are you curious about? If you aren’t sure, check with your instructor or one of the CWI librarians to find an appropriate narrow and focused topic that you could research. This [brief video](https://www.youtube.com/watch?v=LWLYCYeCFak) on developing research questions may also help you.

As an example, I chose the broad topic of education. I then narrowed and focused my topic to the role of artificial intelligence in education.

**Step 02.** Locate an Article in the CWI Library: Visit the CWI Library, either in person or [online.](https://cwi.edu/current-students/library) Locate a peer-reviewed journal article on your topic by using the Article Search feature on the library’s website. You should limit your search to full text and peer reviewed articles, as shown in the image.

**Tip: The easiest way to locate an article on your topic is to work with one of our CWI librarians.**

I used the article search features with limiters to search for an article using the key words “artificial intelligence” and education.

**Step 03.** Create the Article Full Reference: For this reference, you should use the citation style that your major uses. For most students, this will be APA 7th edition. If you aren’t sure, ask your instructor or one of the CWI librarians. Use the “Cite” button to create the appropriate reference. The image shows an APA 7th edition reference with one minor but common auto-citation error: APA 7th edition uses sentence capitalization for article titles. Copy and paste the full reference to a Word document.

I copied and pasted the reference and corrected the issue with the article title.

Reference

Zhu, J., & Ren, C. (2022). Analysis of the effect of artificial intelligence on role cognition in the education system. Occupational Therapy International, 1–11. <https://doi-org.cwi.idm.oclc.org/10.1155/2022/1781662>

**Step 04.** Summarize the Article in 3-5 Sentences: Once you have located the article, skim through it and write a summary. Your summary should highlight the article’s main points and should be written in an objective, academic style. At the end of the article, you should create an in-text citation using your major’s preferred citation style. For APA style, this is (Author, date). In the example above, the in-text citation would be this: (Zhu & Ren, 2022). For more information about how to write summaries, see this chapter from [Write What Matters](https://idaho.pressbooks.pub/write/chapter/summary/).

I wrote the following summary of the article that I’ve been using as an example:

Zhu and Ren (2022) used a questionnaire survey of educators in a small city in China to assess the role of artificial intelligence in role cognition across the entire education system from preschool to higher education. AI role cognition is an awareness of the role that artificial intelligence plays in the teaching and learning environment. As artificial intelligence becomes more and more advanced, it plays a more important role in adaptive instruction for students across a range of educational systems. The authors concluded that artificial intelligence is not capable of replacing human instructors at any level of education, but that teachers can use artificial intelligence as a tool to enhance student learning (Zhu & Ren, 2022).

### Week 5 Response

Post the reference from Step 03, summary with citation from Step 04, and any questions/concerns you have for your instructor this week here.

# Week Six: Workplace Diversity

### Instructions

For this assignment, you will look at the importance of diversity in the workplace by researching a specific job that interests you, then looking at the employer’s commitment to diversity. Finally, you will consider how a commitment to diversity benefits all workers in a workplace. (Course Learning Outcomes SLO 1.1, 3.4a)

**Step 01.** Locate a current job posting for a job that you would consider applying for once you have graduated (either from CWI or from a four-year college or university).

You could start by searching for a job at one of these websites:

* [Idaho Department of Labor](https://idahoworks.gov/)
* [Indeed.com](https://www.indeed.com/)
* [Monster.com](https://www.monster.com/)
* [LinkedIn.com](https://www.linkedin.com/)
* A specific employer’s website (such as St. Lukes or St. Als).

**Step 02.** Once you have located a job that interests you, read carefully through the entire job description. What elements of the job description indicate the employer’s commitment to diversity? Can you locate more information about the company or organization’s approach to diversity on their website? Make sure you save a link to the job posting you found!

As an example, I went to Indeed.com and located a job posting for a psychiatric nurse practitioner. As I read through the job description, I noticed these statements:

* “VA encourages persons with disabilities to apply.”
* “It is the policy of the VA to not deny employment to those that have faced financial hardships or periods of unemployment.”
* “VA is an EEOC employer.”

**Step 03.** Next, visit the employer’s website and look for information about how the employer views diversity. For the example above, I then went to the [VA Careers Website](https://www.vacareers.va.gov/OurPatients/DiversityAtVA/), where I found an entire section on diversity that begins with this statement: “VA IS COMMITTED TO HIRING STAFF THAT REFLECTS THE DIVERSITY OF AMERICA AND ENSURING THAT EMPLOYEES FEEL SUPPORTED.” Make sure you save the link to the employer’s website!

**Step 04.** Once you have located the information you need, reflect on the importance of diversity for you personally. Why do organizations emphasize a commitment to diversity? How does diversity in the workplace benefit you? Your coworkers? Your customers/patients/clients?

Write your reflection in 1-2 paragraphs (300-500 words). Make sure you include links to the two websites you used (the job posting and the employer website) at the end of your reflection.

### Week 6 Response

Post your reflection and any questions/concerns you have for your instructor here.

# Week Seven: Pathways Plan Update and Goal Setting Review

### Instructions

Now that you’ve had a few weeks to sit with some of the goals you established for the Pathways Plans, look back at what you submitted, then identify 1) your most desirable five-year career plan. It may be the default plan, the backup, or the fun option. Identify the plan that feels right to you, right now. Also, identify 2) your most desirable personal goal. It can be the personal goal included as part of the original default plan, or it may be a personal goal listed elsewhere in your completed worksheet.

After confirming your favorite career and personal goal, focus just on year one. Now use the scaffolding below to plan that first year, divided into thirds. Treat the beginning of this semester as the start of the first third.

To complete the table, you can simply type directly into each of the boxes (instead of drawing in them like we did before). After identifying which long-term career and personal goal it is you’re working towards this year, jot dot notes on what steps you hope to complete over the next year, in three-month segments. (Course Learning Outcomes 1.2, 3.3, 3.4)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year one of your favorite Pathway** | | | | |
|  | Months 1-3 | Months 4-6 | Months 7-9 | Months 10-12 |
| Long-Term Career Goal **=** |  |  |  |  |
| Long-Term Personal Goal **=** |  |  |  |  |

After completing the Year-One Table above, respond to each of the guiding questions in complete sentences.

1. While in college, which of the following do you think you are most likely to do: internship, part-time job, full-time job, study abroad? Why?
2. From what you’ve been able to gather so far, what resources are available to help you understand your degree program requirements?
3. Question inspired by the textbook reading: What values and beliefs inform your career pathway and help make it meaningful to you?
4. Now that you’ve set some goals, what is your plan to track your progress *towards* those goals? Over a semi-regular basis, how will you assess whether you’re on the right path? For example, are you aiming for a certain GPA? A certain amount of credits per semester? Trainings, internships, or other experiences that provide you with specific skills?
5. What lingering questions do you have about your default career pathway?
6. Add any questions or concerns you want to share with your instructor.

### Week 7 Response

Add your responses here.

# Week Eight: Financial Literacy Reflection

### Instructions

Look back over your Pathways plans. In Plan C, we asked you to consider what you would do if money were not an issue. Are fears about money getting in the way of your dreams? In this module, you’re learning more about the importance of saving, investing, and charitable giving and learning some strategies to help you realize both your short term and your long-term financial goals. (Course Learning Outcomes: 1.3, 3.4)

Earlier this week, you completed the Young Money University Money System course. (If you didn't get that done, do it now by going to this website: [www.youngmoneyuniversity.com/cwi](http://www.youngmoneyuniversity.com/cwi). You’ll need to sign up for a free account using your CWI email address.) Once you have completed the training modules, answer these questions:

1. What fears do you have about your financial future? How are these limiting beliefs affecting your financial success?
2. Why is saving important to you and your plans for your future? How will financial security help you to realize your dreams? What does a short-term win look like for you?
3. What are some nicknames you could give savings accounts that relate to your Pathways plan personal goals?
4. What do you think about what you learned about investing? How can investing early help you to reach your dreams? Have you ever heard of Acorns, Stash, or Betterment? Do you use or would you consider using one of these tools to invest?
5. What are 1-3 charitable organizations that are important to you? Why did you choose these organizations? How does giving to others benefit you?
6. Add any questions or concerns you want to share with your instructor.

### Week 8 Response

Add your responses here.

# Week 9: Networking

### Instructions

Complete all three parts of this assignment.

This week marks the beginning of our efforts to establish a community of people that support our long-term goals, especially those identified in our Pathways Plans. In this assignment, you will become familiar with how to expand your network at CWI, including the following: Work-Based Learning Center (WBLC), Advisors, and Faculty. You’ll be asked to identify someone you can contact within those categories and develop a list of questions you could use to interview them about something related to one or more of your Pathways Plans.

Note: You’re encouraged to contact the WBLC, your advisor, and a faculty member, set up an appointment, and get answers to your questions. However, you are not required to meet with anyone as part of this assignment. You just need to locate contact information and come up with questions that you would ask. (Course Learning Outcomes: 1.2, 3.3)

#### Part 1: Work-Based Learning Center

We’ll start with the WBLC. The WBLC website states: “The Work-Based Learning Center (WBLC) offers a connection between students and employers by providing opportunities to combine instruction with practical work experience. This allows students to confidently choose the correct academic pathway to support their goals.” This part of the assignment will make sure you’re aware of how the WBLC can be useful for pursuing your Pathway Plans.

Review your default Pathway Plan, as well as the WBLC website. Then develop a list of five questions you could use to interview someone from WBLC about aspects of your default Pathway Plan. Consider questions pertaining to the following:

* Internships and training
* Contacts in your desired field
* How to get a part-time job in a field that relates to your long-term goals
* Resume questions, etc.
* Note: You are not required to meet with the WBLC, but we strongly encourage you to do so at some point this semester, especially if you are looking for a job or internship.

#### Part 2: Advisor

Next, we’ll focus on one of our most important points of contact at CWI: our Advisor. Review your default Pathway Plan, as well as the Week Nine resources and assignments pertaining to Advising. Then locate your advisor’s name and contact information. Develop a list of five questions you could use to interview your Advisor about aspects of your default Pathway Plan. Consider questions pertaining to the following:

* major/minor/double-major
* gen ed requirements
* prerequisites
* transfer

Note: If you have not yet met with your advisor, you should schedule an appointment as soon as possible and have your questions ready for the advising session.

#### Part 3: Faculty

Finally, you’ll locate a faculty member in your major whom you could contact with questions. Review your default Pathway Plan, as well as the resources below pertaining to faculty at CWI. Then:

Identify one faculty member you could interview. Include their full name, title, and contact information.

Develop a list of five questions you could use to interview that faculty member about aspects of your default Pathway Plan. Consider questions pertaining to the expertise of that faculty member or about a course you are taking or plan to take.

Note: You are not required to meet with the faculty member, but we strongly encourage you to do so at some point this semester.

### Week 9 Response

Compile your 15 questions (5 for WBLC, 5 for Advisor, and 5 for faculty member) and contact information for your advisor and faculty member. Include any questions or concerns you have for your instructor this week and add them here.

# Week Ten: Mental Health Toolkit Reflection

### Instructions

Mental health is incredibly important to college and workplace success. The World Health Organization notes that [depression](https://www.who.int/news-room/fact-sheets/detail/depression) is a leading cause of workplace disability. TAO (Therapy Assistance Online) includes over 150 brief, effective, educational sessions covering over 50 common topics and skills related to mental health, wellness, and substance use issues. TAO Includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals. This app is free for CWI students. (Course Learning Outcomes 1, 3.1)

Learn more and register for your free [TAO](https://blackboard.cwi.edu/webapps/blackboard/content/listContent.jsp?course_id=_22197_1&content_id=_3313729_1) (Therapy Assistant Online) account by clicking the link (this should take you to information in Blackboard). Complete any two TAO modules, then answer these questions in your Pathways Assignment Journal.

1. What modules did you choose, and why?
2. What skills or tools did you learn about managing your mental health?
3. Why is mental health important to your success in school, the workplace, and your personal life?
4. Add any questions or concerns you want to share with your instructor.

### Week 10 Response

Add your responses here.

# Week Eleven: Resume Assignment

### Instructions

The purpose of this assignment is to begin identifying the basic elements of a resume that’s tailored to the career you’re interested in pursuing. Why bother doing this now? Researching resumes at this stage is useful for three very big reasons: 1) you’ll pick up tips for how to design your own resume; 2) glancing through field-specific resumes will show you what kind of experience (including training and internships) that someone in that field typically has; and 3) most resumes show the kinds of skills people in your desired field tend to have. We’ll focus on those three items below. (Course Learning Outcomes 2.2, 2,3, 3.4)

To get started on this resume research assignment, complete the following steps:

**Step 01.** Use a simple Google search to find two examples of a resume in your desired career/field. For example, if I’m looking for a typical nurse resume, I might search: “example nurse resume.” I can then sift through the results, or click on the Google image filter and scroll through samples there.

**Step 02.** Take screenshots of two sample resumes. Include at least the first page of each, as well as screenshots of anything else that shows what kinds of experience and skills are useful for that job.

**Step 03.** Compare what you found in step two with your default Pathways Plan, then respond to this question: Given what you see in the sample resumes, is there any experience (training, internship, etc.) or education you should add to your current five-year plan, or does your existing plan fit well with what you see in the resumes?

### Week 11 Response

Post your reflection and any questions/concerns you have for your instructor here.

# Week Twelve: Skills Assignment

### Instructions

In a previous Pathways assignment, we asked you to begin identifying “resume skills” associated with your desired field. This part of the assignment will ask you to focus again on the idea of field-specific skills, but we’ll use a different research strategy to locate a job that would interest you once you complete your education. (Course Learning Outcomes 1.1, 2.2, 3.1c, 3.2, 3.4)

To complete this assignment, follow the steps below:

**Step 01.** Job listing: Search for job listings in your field, posted near your location. You can broaden or tighten the scope of your search, depending on how specific you want the listings to be. For example, if I’m interesting in something related to engineering, I could begin with a Google search: “engineering jobs Boise.” Or, if I know exactly what kind of engineering career I’m interesting in, I can search: “civil engineer jobs Boise.” Google will show popular job listing sites, such as Indeed, LinkedIn, and Zip Recruiter. Click on any of these results to locate specific job listings. You could also start by searching for a job at one of these websites:

* [Idaho Department of Labor](https://idahoworks.gov/)
* [Indeed.com](https://www.indeed.com/)
* [Monster.com](https://www.monster.com/)
* [LinkedIn.com](https://www.linkedin.com/)
* A specific employer’s website (such as St. Lukes or St. Als).

**Step 02.** Job description: When you a job listing that piques your interest, click on it so the full description shows up. A job listing will include the Job Description (which typically specifies the job responsibilities), as well as the qualifications.

**Step 03.** Job skills: Now identify the key skills and habits that the company expects from job applicants. For example, a skill might look something like: “ability to exercise professional discretion and judgment,” or “strong client satisfaction track record.” For this step you can copy and paste, as needed. There are likely to be more than several skills shown in the description.

**Step 04.** Your skills: After identifying the key skills listed in the job description, now identify which of them you’ve already begun to practice in work, trainings, volunteer, or other experiences you can list on your own resume, right now. It’s not enough to just state in a resume or cover letter that you “have commitment and focus on quality.” Skills need to show up under specific experiences listed in your resume.

**Step 05.** Skills you lack: Identify which of the skills from Step 3 that you haven’t yet practiced in your work experience.

**Step 06.** Opportunities: Finally, look back at your default Pathway Plan. Is there a training, internship, job, or other experience you can add to your pathway that would allow you to hone some of your missing skills? Or do you already have experiences listed in your Pathway that provide such an opportunity?

### Week 12 Response

Post your responses to Steps 3-6 and any questions/concerns you have for your instructor here.

# Week Thirteen: Pathways Plan Reflection

### Instructions

If you’ve made it this far, you’ve learned a lot about what it takes to make progress towards one or more of your five-year Pathways. You worked hard to identify each step of the way, what skills might be required of you, what education is required, what kind of community you should surround yourself with, and what kind of attitude to adopt along the way.

You have, in short, a clear vision of your path. You should congratulate yourself for that level of dedication.

Now, we want to help close the loop on your Pathways assignments. It’s one thing to have a clear vision of where you go. It’s another thing to apply that knowledge on a regular basis. You’ve likely struggled at some point this semester to remain focused on your schoolwork, for example, despite knowing that earning certain credits towards x degree is part of your Pathway Plan.  This assignment will ask you to return to the question of “what motivates you” that we began the course with. (Course Learning Outcomes: 1, 2, 3)

Respond to each of the questions below in complete sentences.

**Step 01.** For the Pathways assignments, we’ve done the following: Set a WOOP goal, completed Next Steps Idaho career assessments, researched a career in the Occupational Outlook Handbook, developed our three Pathways plans, researched an article in our field, identified the importance of diversity in the workplace, reflected on Pathways plan goals, learned about financial success, created questions for networking, used mental health resources, sought out resume tips, and identified important skills related to our long-term career goals. Do you feel confident about what it takes to make progress along your chosen Pathway? Was there an assignment that was particularly meaningful for you? What are you most certain about right now?

**Step 02.** What aspects of your Pathways Plan would you like to continue researching or exploring further? What do you feel least certain about? How might you be able to find answers to any lingering questions? Are there other interviews you should complete? With whom? Are there internships or other career-related experiences you want to explore further?

**Step 03.** Your instructor is now part of your Pathways network. We’re part of your community of support and want to see you succeed. Do you have any questions for me, about your Pathways Plans or the work you’ve done this semester? Is there anything I can help with? If you would like a quick response, feel free to email this part of the assignment directly (in addition to submitting it here).

**Step 04.** It’s not uncommon for students to occasionally lose their motivation for keeping up with schoolwork, especially when they have multiple obligations and life circumstances get in the way. However, working through a very clear plan like that one you’ve labored on this semester is a powerful tool. You now have a long-term perspective that’s highly enriched with details about what it takes to succeed. Let’s practice the WOOP method (from the beginning of the semester): When working towards your five or even ten-year plans and you get hit with an obstacle, what’s one thing you can remind yourself of to stick with your goals?

### Week 13 Response

Write your responses to the questions above along with any questions/concerns you have for your instructor this week and add them here.