



CareerAbilities

January 2008

This Month's Quiz:

True or False

1. You will be most successful following your Career Action Plan if it is written and signed by you.
2. Sharing your Career Action Plan with another person may derail your progress toward your goal and should be avoided.
3. Your Career Action Plan should include specific timelines.
4. Listing obstacles you may encounter when working toward your goals will give your Career Action Plan a negative feeling and should be avoided.
5. The best Career Action Plans are those that do not change until you have met your original goal.

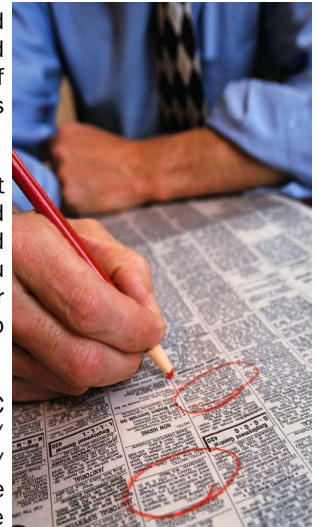
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CareerAbilities is a monthly newsletter produced by Howard Community College Counseling and Career Services and Disability Support Services to increase student awareness of HCC career programs and services and to highlight career topics that are important to students with disabilities.

CareerAbilities newsletters inform students about employment issues unique and not so unique to people with disabilities and provide information that can be used to make education and career decisions. We welcome suggestions about topics you would like to see addressed and encourage you to stop into our offices and use the many services that we offer free of charge to HCC students.

Issues of **CareerAbilities** can be found online at the HCC Counseling and Career Services Website at www.howardcc.edu/students/counseling_career_services_and_job_assistance/jobsearch/resourcesdisability.com. They are also available in the Counseling and Career Services Library, RCF-302, and can be sent directly to your e-mail address.



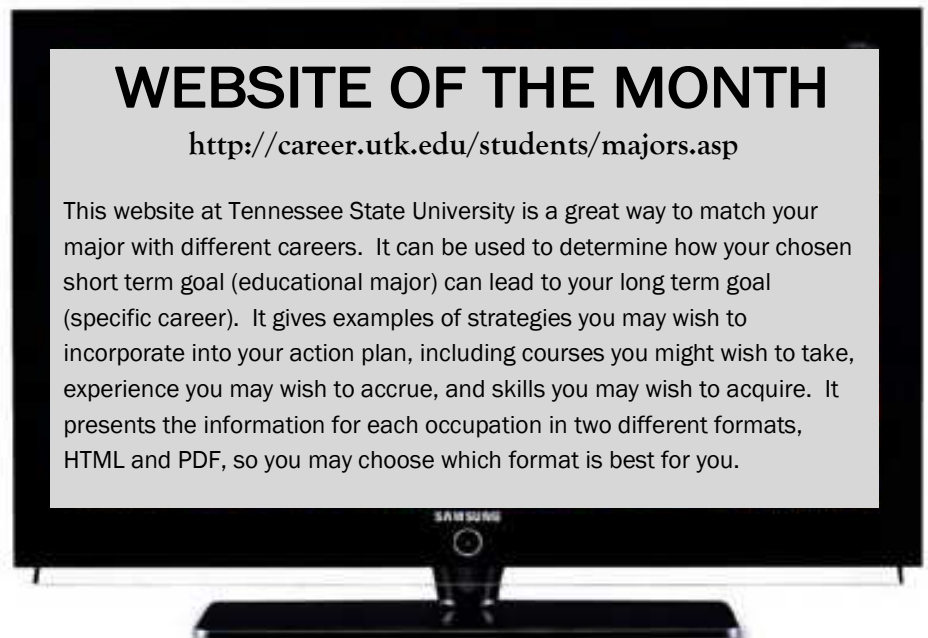
“There are risks and costs to a program of action, but they are far less than the long-range risks and costs of comfortable inaction.”

John F. Kennedy

WEBSITE OF THE MONTH

<http://career.utk.edu/students/majors.asp>

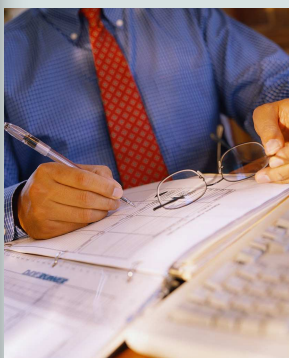
This website at Tennessee State University is a great way to match your major with different careers. It can be used to determine how your chosen short term goal (educational major) can lead to your long term goal (specific career). It gives examples of strategies you may wish to incorporate into your action plan, including courses you might wish to take, experience you may wish to accrue, and skills you may wish to acquire. It presents the information for each occupation in two different formats, HTML and PDF, so you may choose which format is best for you.



To receive a copy of this Newsletter thru e-mail, contact Ann Kukulies at 410.772.4009

Answers to This Month's Quiz

1. **True.** Writing and signing your Career Action Plan will give you a feeling of ownership and increase your feeling of control over it.
2. **False.** Sharing your plan with someone who is supportive will give it a sense of reality and motivate you to complete the steps in your plan.
3. **True.** Timelines give your plan boundaries and give you a sense of satisfaction and progress when you follow them.
4. **False.** Anticipating and listing obstacles empowers you to find ways to overcome them before they occur so they do not derail your timeline.
5. **False.** Career Action Plans can be adapted or rewritten if your circumstances change or you discover new interests you wish to pursue. The process of creating the new Career Action Plan, however, remains the same.



Creating Your Career Action Plan

Any journey taken for the purpose of reaching a specific destination is best accomplished with a plan.

This is especially true when the destination is your chosen career. Past CareerAbilities topics described the first three steps of the career planning process: (1) self-assessing your interests, skills, and work values, (2) using career exploration to discover what careers might be a good match for you based on those self-assessments, and (3) making decisions and setting short and long term career goals. The fourth step in the career planning process is to create a career action plan.

A career action plan is a written statement which includes all the steps that are required to take you on a path from where you are now to a specific point you want to reach in your future career. A career action plan identifies your long and short term career goals, identifies the practical steps you will need to take to reach those goals and includes a specific timeframe for completing each of the steps. To write your action plan, consider these questions: "Where am I now?", "Where do I wish to be?" (goals), "How do I get there?" (steps) and "What timeline will I need to follow?". By writing down the answers to these questions, you will have ownership of the action plan and gain an organized picture of what it will take to reach your career goals. It will make your goals seem more attainable and also provide you with a tool to use in the future to accurately reflect on your progress.

Although you may wish to discuss your plan with a counselor, you should write your own career action plan. You will want to build time into your plan to overcome any obstacles you foresee (family responsibilities, health, etc.) and, if needed, time out for temporary work or vacations. Once you are satisfied with the plan you have written, sign it and ask a supportive person in your life to also sign it. Signing the plan with another person will strengthen your commitment to it and motivate you to work toward your goals.

Career action plans are not meant to be inflexible. They can be adapted as circumstances, priorities, and interests change. These plans are also not meant to encompass all future career goals. Over time, as you gain new knowledge and career experiences, there will be a need to reflect on past plans and amend your current plan or create new plans. The key to adapting a current plan or creating a new plan is to ask yourself the questions you began with originally: "Where am I now?", "Where do I wish to be?" (goals), "How do I get there?" (steps) and "What timeline will I need to follow?". Using this method will take you on the journey from the career you dream about to the career of your dreams.

Counseling & Career Services

Mon, Tue, Wed

8:30am-8:00pm

Thu, Fri

8:30am-5:00pm

Phone: 410.772.4840

Fax: 410.772.4499

website: www.howardcc.edu/career

Disabilities Support Services

Counselor Hours:

Mon, Wed, Thu, Fri

9:00am-5:00pm

Tue

9:00am-8:00pm

Phone: 410.772.4629

Fax: 410.772.4276

website: www.howardcc.edu/students

For any questions or concerns, please contact Ann Kukulies at 410.772.4009

Paid Internships at Walt Disney World

How would you like to work for a world renowned entertainment company? Discover the magic of Disney as a college intern. Come to The Disney Theme Parks and Resorts College Program presentation on February 12, 2008 at 12:30 PM or 4:00 PM in RCF-302 and learn about this unique opportunity. Call Sheri Hawes, Co-op/Internship Program Manager, at 410-772-4840 for more information.

Co-op & Internship Information Sessions

To sign up for an information session call 410.772.4840 or visit Counseling and Career Services in Room RCF-302

Tuesday	Wednesday	Friday
6:30pm-7:30pm	12:30pm-1:30pm	10:30am-11:30am
February 12	February 6	February 8

Up Coming Events

Workforce Recruitment Materials Deadline

February 1, 5:00 pm
RCF-302

For those students participating in the Workforce Recruitment Program for summer internships for students with disabilities. **There will be no exceptions to this deadline.**

Resume Writing Workshop

February 13, 12:30pm-1:30pm, RCF-302

Do I Need to Write This Down? Workshop on Note Taking Strategies

February 13, 4:00pm-5:00pm, RCF-354

Effective Interviewing Workshop

February 27, 12:30pm-1:30pm, RCF-302

Don't Forget to Remember-Memory Strategies Workshop

February 27, 4:00pm-5:00pm, RCF-354



COMPANIES ON CAMPUS

Bertucci's Italian Restaurant

ELB Lobby

January 29, 10:00am-2:00pm

Rita's Italian Ice

ELB Lobby

January 30, 10:00am-2:00pm

Rsignia

ELB-Lobby

February 7, 10:00am-2:00pm

February 11, 10:00am-2:00pm

Athelas Institute, Inc.

ELB Lobby

February 14, 10:00am-2:00pm