

**UNIVERSITY COLLEGE**

**General Baccalaureate Curriculum (GBC)**

**EXPLORING THE OHIO STATE  
UNIVERSITY'S UNDERGRADUATE  
ACADEMIC MAJORS AND  
BEGINNING YOUR  
CAREER SEARCH**

**University College 100.21**

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**and**

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1999 Edition

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## **Introduction:**

### **Exploring The Ohio State University's Undergraduate Academic Majors and Beginning Your Career Search.**

This workbook is for students enrolled in the course, **University College Survey 100.21**, in the **General Baccalaureate Curriculum (GBC)**. The GBC advising area in University College is for those students who enter Ohio State as undecided or exploring students. In GBC, students will receive special advising help. The goal of GBC is to assist students as they conduct an orderly search to explore educational and career options before they select a major.

There will be seven classes that will be devoted to assisting you gather information about your interests, abilities, and values and relating these to possible Ohio State academic programs and potential careers. The **Career Decision Making System (CDM, or the Harrington & O Shea)** will be used for the self-assessment component. This workbook provides information about OSU majors and presents the decision-making process you will use in the course and when you meet with your academic advisor. You will also find several of the assignments you will need to complete for the course in this workbook.

**UNIVERSITY COLLEGE – Ohio State University  
GENERAL BACCALAUREATE CURRICULUM  
AND THE ALTERNATIVES ADVISING PROGRAM**

***Academic and Career Advising: Questions and Strategies***

**MAKING SATISFYING CAREER DECISIONS: WHAT QUESTIONS DO I ASK?**

**SELF-KNOWLEDGE**

- Interests - What activities do you enjoy? What do you do in your leisure time? Hobbies?
- Aptitudes - What are your personal and academic strengths? What skills do you have?
- Values - What is important to you in a career? What do you believe in?
- Goal Setting - Where are you going? How do you get there? What are your aspirations?

**OCCUPATIONAL KNOWLEDGE**

- Nature of work - What tasks are involved?
- Place of employment - Who will hire you?
- Qualifications and Advancement - What entry level expertise is expected? What experiences do you need? What are the opportunities for promotion?
- Employment outlook - What will the job market be like when I graduate?
- Earnings and Working Conditions - What is the pay range? What are the physical demands of the job?
- Job seeking skills - How do you write a resume/cover letter? What job interview techniques are desirable?

**EDUCATIONAL KNOWLEDGE**

- What educational programs will provide you with the knowledge and skills you need?
- What college majors interest you? What vocational programs interest you?
- What courses will you need to take?
- What degrees and/or credentials do you need?

**DECISION MAKING KNOWLEDGE**

- Can you link self-knowledge with occupational information?
- What kind of decision maker are you? What styles or strategies do you use?
- What are the critical points in your life where you will make career decisions?
- What kind of life-long decision making skills do you need to learn?
- How well do you integrate your values into your decisions?
- How do you implement your decision once it is made?

## **MAKING SATISFYING DECISIONS: WHAT RESOURCES CAN YOU USE?**

### **SELF-KNOWLEDGE**

- List activities you enjoy doing: in school, work, and personally.
- Review your academic transcript; identify your academic strengths and weaknesses.
- List five work values you want to have in your career (income, variety, independence, prestige, contribution to society, etc.).
- List five skills you can do well.
- Create a 40 year plan: What do you want to be doing every five years? After graduation?
- Use the computerized career search system (e.g., Sigi-Plus or Discover).
- Ask your adviser about self-assessment instruments.

### **OCCUPATIONAL KNOWLEDGE**

- Conduct an occupational interview.
- Visit the Career Services resources on your campus.
- Use government publications such as: "The Occupational Outlook Handbook," or "Dictionary of Occupational Titles."
- Use a computerized career search system (e.g., Discover or Sigi-Plus).
- Use the World Wide Web.
- Use career library resources.
- Use occupational brochures/publications written by professional groups.
- Volunteer or use a co-op or internship to gain direct experience in a specific career field.
- Use University College's web site: <http://www.uvc.ohio-state.edu/Homepage.html>

### **EDUCATIONAL KNOWLEDGE**

- Identify types of courses that match your interests and abilities; review the course offerings bulletin.
- Identify majors related to these courses.
- Meet with appropriate academic advisers to review curricula.
- List how skills and knowledge inherent in each major would be related to careers you are considering.
- List minors or elective course work which could supplement their skills or knowledge base.
- Develop a schedule projection for the various majors.
- Use University College's Web site: <http://www.uvc.ohio-state.edu/capsheets/tmcefc.html>

### **DECISION MAKING KNOWLEDGE**

- List five ways your interests and abilities are related to the occupational and educational alternatives you have identified.
- List three ways your decision making style has helped you in your research.
- List three ways your decision making style has not served you well in making decisions.
- Describe how you have implemented decisions once you make them

Adapted from Dr. Virginia N. Gordon's recommendations

# The Decision Making Process

The decision making process is used every time you are faced with a situation that offers more than one solution. The steps listed below are a systematic approach to making a decision.

## 1. Define the problem

- State the real problem, not the surface one
- State the problem in specific terms
- State the problem as a question

## 2. State your goals clearly

## 3. Collect Information

- What kind do you need?
- Where can you obtain it?
- Is it relevant to the problem?

## 4. List Alternative Solutions

- Which are the safe ones?
- Which require risk?
- What are outcomes to each solution?

## 5. Choose one Alternative

- Check back to *Step 2* to see if this choice is consistent with your goals as stated.
- Repeat this step with all the alternatives you are considering

## 6. Take Action on your Choice

- How can you implement your choice?
- What actions can you take now?
- What actions can you take later?

## 7. Review your choice periodically

## Exploratory Courses at Ohio State for Selected Majors

Agricultural Communications 200	Edu: PAES (Health Education) 102, 103, 122
Animal Science 202	Edu: PAES (Physical Education) 208
Architecture 200, 201, 202	Edu: PAES(Exercise Science) 209
Art 162	Edu: PAES (Recreation Education) 210
Art Education 225	Industrial Design 160, 199
Aviation 300	Journalism 101
Black Studies 101, 130, 154, 161, 180	Landscape Architecture 151, 200
Communication 105, 110, 140	Medical Dietetics 201
Computer & Info. Science 100	Medical Technology 301
Dairy Science 202	Music 101, 102, 110
Dance 201	National Security Policy Study 200
Edu: PAES: 289.01, 289.47 & 271 (Freshman Field Experience)	Natural Resources 100
Edu. T&L 120 (Indust. Tech.)	Pharmacy 200
Engineering Graphics 121	Plant Pathology 201
Entomology 100	Social Work 230
Family Resource Management 260	Sociology 209, 210
Food Science & Technology 170, 201	Speech & Hearing Science 230
Horticulture 150, 154	Textiles & Clothing 270

**Any Edu: PAES activity course could serve as an exploration course to the sports/leisure field.**

**LANGUAGES:** Arabic, Bulgarian, Chinese, Czech, French, German, Greek-Modern & Ancient, Hausa, Hebrew, Hungarian, Italian, Japanese, Korean, Latin, Persian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Spanish, Swahili, Swedish, Turkish, Ukrainian, Yiddish, Yoruba, Zulu - If not new to language, level based on test placement.

## Math and English Placement Levels

There are a variety of math sequences at Ohio State. The courses or sequence you select will depend on your math level and your ideas about majors. Your adviser will help you choose a math course if you decide to take one next quarter. Use the chart to identify the math course that fulfills the requirement for your major ideas and math level. Your adviser will explain how to schedule math if you are considering majors in more than one of the areas below.

<b>If you are interested in these majors:</b>		Science majors, e.g. chemistry, zoology, pre-med, engineering, computer science	Business Majors	Many other majors
	<b>Math Level</b>			
and your math level is:	L	151	131	
	M	150	131	116
Select the math course where the math level and track intersect.	N	148 or 140	130	116
	R	104	104	116
	S	104 @ 103	104 @ 103	075
	T	050 or 104 @ 103	050 or 104 @ 103	050

If totally undecided, choose the most rigorous for which you are eligible.

All students are required to have credit for English 110 or 111 to graduate. The English course you take will depend on your placement level.

<b>English Placement Level</b>	<b>Course</b>
1	English H167 (optional (Exam credit for 110)
2	(Exam credit for 110)
3	English 110 or 110L or 110C (Honors Recommended)
4	English 110 or 110L or 110C
5	English 110W & 193
6	English 109.01 followed by 109.02, then either 110 or 110L or 110C
7	ET required to determine place (3-6)



## UNDERGRADUATE MAJORS AT OHIO STAT

### COLLEGE OF FOOD, AGRICULTURAL & ENVIRONMENTAL SCIENCES (AGR)

Bachelor of Science in Agriculture:

- \* Agribusiness & Applied Economics
- Agricultural Communications
- \* Agricultural Education
- Agricultural Engineering
- \* Agricultural and Construction Systems Management
- Animal Sciences
- Crop Science
- Food Business Management
- \* Landscape Horticulture
- Turfgrass Science
- Plant Health Management
- Bachelor of Science in Food Science
- Bachelor of Science in Nutrition
- (\* minors available)

### OTHER MINORS:

- Avian Biology
- Crop Science
- Entomology
- Equine Science
- Farm Management
- International Economic and Social Development
- Life Sciences
- Natural Resources Management
- Plant Health Protection
- Plant Improvement
- Plant Pathology
- Production Agriculture
- Soil Resources
- Turfgrass Management

### SCHOOL OF ARCHITECTURE (AHR)

- Architecture
- Landscape Architecture

### SCHOOL OF ALLIED MEDICAL PROFESSIONS (AMP)

- Circulation Technology
- Health Information Management & Systems
- Medical Dietetics
- Medical Technology
- Occupational Therapy
- Radiologic Technology
- Respiratory Therapy

### COLLEGES OF ARTS AND SCIENCES (ASC)

#### College of the Biological Sciences

#### College of the Humanities

- \* African-American & African Studies
- Ancient History and Classics
- \* Arabic
- Art (B.A.)
- \* Chinese
- \* Classics
- \* Comparative Studies
- \* English
- \* French
- \* German
- \* Greek, Modern
- \* Hebrew
- \* History
- Islamic Studies
- \* Italian
- \* Japanese
- \* Jewish Studies
- \* Linguistics
- \* Medieval and Renaissance Studies
- Music
- \* Philosophy
- \* Portuguese
- Slavic Languages and Literature
- \* Spanish
- \* Women's Studies

#### College of Mathematical & Physical Sciences

- # Actuarial Science
- \* Astronomy
- \* Computer and Information Science
- ## Chemistry
- ## Geology and Mineralogy
- \* Mapping & Land Information Science
- ## Mathematics
- # Physics
- # Physiological Optics

#### College of Social & Behavioral Sciences

- \* Anthropology
- ## Aviation
- \* Criminology and Criminal Justice
- ## Economics
- ## Geography
- \* International Studies
- \* Political Science
- ## Psychology
- \* Sociology
- Speech & Hearing Science

\* (minors available)

PERSONALIZED STUDY PROGRAM (PSP)

(INITIATED BY STUDENT, APPROVED BY COLLEGE)

### OTHER MINORS:

- American Studies
- City & Regional Planning
- Classical Greek
- Consumer Affairs
- Cognitive Sciences
- East Asian Languages & Literature
- Exercise Science
- Family Relations & Human Development
- Folklore
- International Economics & Social Development
- Human Nutrition
- Hospitality Management
- Jewish Studies
- Latin
- Modern Greek
- Natural Resources Management
- Persian
- Romanian
- Russian
- Scandinavian
- Statistics
- Surveying & Mapping
- Textiles & Clothing
- Turkish
- Yiddish

### College of Arts (ART)

#### Art (B.F.A.)

- Art and Technology
- Drawing-Painting
- Sculpture
- Ceramic Art
- Glass Art
- General Fine Arts
- Photography
- Printmaking

#### Dance (B.F.A.)

- Dance:
- (a) Education
- (b) Performance

Industrial, Interior & Visual Communication Design

Industrial Design  
Interior Space Design  
Visual Communication Design

Bachelor of Music

Composition  
Jazz Studies:  
(a) Composition  
(b) Performance  
Music Education  
Music History  
Orchestral Instrument  
Piano  
Theory  
Voice

Art Education (B.A.E.)

Teacher Preparation (K-12)  
Alternative Studies Areas:  
(a) Pre-Arts Administration  
(b) Museum Education  
(c) Liberal Studies in Art  
Education

Theater (B.A)

Theater

**COLLEGE OF BUSINESS (BUS)**

Accounting  
Aviation Management  
Economics  
Finance  
Human Resources  
Information Systems  
Risk Management & Insurance  
International Business  
Administration  
Marketing  
Productions and Operations  
Management  
Real Estate and Urban Analysis  
Transportation and Logistics  
Special Majors (initiated by student, approved by College)

**COLLEGE OF DENTISTRY (DEN)**

Dentistry  
Dental Hygiene

**COLLEGE OF EDUCATION (EDU)**

Certification:  
Music Education

Non-Certification:

Exercise Science  
Sports and Leisure Studies  
Technical Education & Training  
Technology Education

Pre-Certification:

Special Education  
Sports and Leisure Studies

Technical Education and Training  
Technology Education

*At OSU, licensure for Early, Middle, and Adolescence Education is achieved at the Graduate level.*

**COLLEGE OF ENGINEERING (ENG)**

Aeronautical & Astronautical Engineering  
Aviation  
Chemical Engineering  
Civil Engineering/Environmental Engineering  
Computer Science and Engineering  
Electrical and Computer Engineering  
(a) Computer Engineering  
(b) Electrical Engineering  
Engineering Physics  
Food, Agricultural, and Biological Engineering:  
(a) Food Engineering  
(b) General  
(c) Pre-Vet Option  
Geomatics Engineering  
Industrial & Systems Engineering:  
(a) Engineering Management  
(b) Human Factors  
(c) Manufacturing Systems  
(d) Operational Research  
Materials Science Engineering  
(a) Ceramics  
(b) General Materials Science  
(c) Metallurgy  
Mechanical Engineering  
Welding Engineering

**COLLEGE OF HUMAN ECOLOGY (HEC)**

Family Relations & Human Development  
Early Childhood Development & Education  
Family Studies

Textiles & Clothing Major

Product Development & Evaluation  
Fashion and Interiors Merchandising

Family Resources Management

Consumer Affairs  
Family Financial Management

Human Nutrition and Food Management

General Dietetics Major  
Hospitality Management  
Nutrition - Bachelor of Science

**COLLEGE OF LAW (LAW)**

Pre-Law students are advised to adopt some area of emphasis based on their interests.

**COLLEGE OF MEDICINE (MED)**

Medical candidates are generally expected to complete their baccalaureate degrees prior to entry into medicine; three year candidates who show unusual promise are also considered. See the College of Medicine Bulletin for further information.

**SCHOOL OF NATURAL RESOURCES (NRE)**

Environmental Communication, Education, and Interpretation  
Environmental Science  
Fisheries Management  
Forestry  
Parks, Recreation, and Tourism Administration  
Soil Science  
Sustainable Resource Management  
Urban Forestry  
Wildlife Management

**COLLEGE OF NURSING (NUR)**

Nursing

**COLLEGE OF OPTOMETRY (OPT)**

Optometry

**COLLEGE OF PHARMACY (PHR)**

B.S Pharmacy  
B.S. Pharmaceutical Sciences  
(post B.S.: Doctor of Pharmacy-Pharm. D.)

**COLLEGE OF SOCIAL WORK (SWK)**

Social Work

**COLLEGE OF VETERINARY MEDICINE (VME)**

Veterinary Medicine

## Introduction to College Requirements

The lists of courses below are intended only as exploratory information and a general introduction to freshmen & sophomore requirements.\* For more detailed exploration it is imperative that you contact your academic advisor or adviser in one of the nineteen curricular programs in University College.

### AGR

(Check program sheets)  
Math 130 or 150  
Chem 101, 102 or Chem 121, 122  
Biology 101 or 113  
Agr Econ 200 (math Level N recommended) or Econ 200

### AHR

Anthropology 200  
Physics 111, 112  
Math 150 and 117  
Arch 200, 202  
Psych 100  
Soc 101  
Polit Sci 145  
History 111, 112 or 151, 152  
Art 170 or 172  
Hist Art 210 (or 211, 212, 213)

### Landscape (LHR)

Math 150 & 117  
Plant Biology 101  
Larch 151  
Geology 121

### AMP

Biology-depends on major  
Chem-depends on major  
Physics-depends on major  
Math-depends on major

### ART

Art 162, 170, 172  
History of Art 210, 211, 212

### Industrial Design

Ind. Design 160  
Math 116 or equiv.  
Commun. 105 or 110  
Eng Graphics 121, 122

### Theatre

Theater 100, 205, 220, 280

### Art Education

Arts, Col 160  
Art 170, 172, 182  
Hist. Art 210 or 211 or 212  
Math 104 or above  
Psych 100

### ASC

See GEC sheets for B.A. or B.S.  
See 80 majors & minors list

### BUS

Math 130, 131, 132  
Statistics 133  
Econ 200, 400  
Accounting 211, 212  
CIS 200 (or 294, or 211)

### DHY

Biology 101 or 113  
Chem 101, 102  
History 200.01, 200.02  
Psych 100  
Geog. 200 or Econ. 200  
Anatomy 199  
Math/CIS/Logic course

### EDU

(See major sheets.)

### ENG

Math through 153  
Physics through 133  
Chem 121, 125  
Eng Graphics 166, 167

### HEC

(Check dept. option sheets)  
Biology 101 (in most majors)  
Chem 101, 102 (or 121, 122)  
Psych 100  
Soc 101  
Econ 200  
Polit Sci 101 or 245  
Math 131 or 148 or 150 (see major)

### MUS

By audition only

### NRE

Chem 121  
Math 150, 151  
Biology 113  
Agr Econ 200 (math Level N recommended) or Econ 200  
NRE 100 (to explore area)

### NUR

Chem 101, 102 or 121, 122  
Psych 100  
Soc 101  
Biology 101  
Anatomy 199

### PHR

Chem 121, 122, 123  
Biology 113  
Math 150, 151, 152

### SWK

Psych 100  
Soc 101  
Polit Sci 100 or 101 or 102 or 245  
Philos 101 or 130  
Biology 101, 102  
Ed S&R 289.02 and 271 (recommended)  
SWK 230

### DEN, MED, OPT, VMI

Biology 113 & 114  
Chem 121, 122, 123  
Physics 111, 112, (and 113 in most)  
Micro 509 - OPT only

**\*ENGLISH 110 OR 111  
REQUIRED BY ALL**

**USE COLLEGE BULLETIN**

Name: \_\_\_\_\_

Session One

**ACADEMIC AND CAREER INFORMATION SESSIONS**

Summarize the information you learned from the first session you attended

1. Majors discussed of interest to you: \_\_\_\_\_

Name of presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Office location: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Degree unit where this/these major(s) are located:

3. Are there specific courses required for entry to this/these major(s)? If yes, which ones?

4. Many colleges have additional specific requirements beyond course work to transfer from UVC to that Degree Unit or to enter a specific major. What are these additional transfer requirements for this Degree Unit or the specific major(s) of interest to you? (i.e. GPA, portfolio, etc.)

5. What career opportunities are available to individuals selecting this area?

6. Other important information about this/these major(s):

7. Does this college or major have Web page? What is its URL?

Name: \_\_\_\_\_

**Session Two**

**ACADEMIC AND CAREER INFORMATION SESSIONS**

Summarize the information you learned from the second session you attended

1. Majors discussed of interest to you: \_\_\_\_\_

Name of presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Office location: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Degree Unit where this/these major(s) are located:

3. Are there specific courses required for entry to this/these major(s)? If yes, which ones?

4. Many colleges have additional specific requirements beyond course work to transfer from UVC to that Degree Unit or to enter a specific major. What are these additional transfer requirements for this Degree Unit or the specific major(s) of interest to you? (i.e. GPA, portfolio, etc.)

5. What career opportunities are available to individuals selecting this area?

6. Other important information about this/these major(s):

7. Does this college or major have Web page? What is its URL?

Name: \_\_\_\_\_

**Session Three**

**ACADEMIC AND CAREER INFORMATION SESSIONS**

Summarize the information you learned from the third session you attended

1. Majors discussed of interest to you: \_\_\_\_\_

Name of presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Office location: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Degree Unit where this/these major(s) are located:

3. Are there specific courses required for entry to this/these major(s)? If yes, which ones?

4. Many colleges have additional specific requirements beyond course work to transfer from UVC to that Degree Unit or to enter a specific major. What are these additional transfer requirements for this Degree Unit or the specific major(s) of interest to you? (i.e. GPA, portfolio, etc.)

5. What career opportunities are available to individuals selecting this area?

6. Other important information about this/these major(s):

7. Does this college or major have Web page? What is its URL?

**OHIO STATE UNDERGRADUATE MAJORS BY ACT JOB FAMILIES**

<b>ACT Region</b>	<b>ACT Job Family</b>	<b>Holland Type</b>	<b>Examples of OSU Academic Majors</b>	<b>OSU Degree Units</b>
2	A. Marketing & Sales	E	Marketing, Real Estate, Insurance & Risk, Fashion Merchandizing, Consumer Services, Clothing & Textiles, Agriculture Business	BUS, HEC, AGR
3	B. Management & Planning	E	Finance, Information Systems, International Business, Productions & Operations Management, City & Regional Planning, Parks & Recreation, Economics, Forestry, Parks & Recreation	BUS, AHR, NRE, ASC, NRE
3	C. Records and Communications	C	Vocational Education, Medical Records Administration	EDU AMP
4	D. Financial Transactions		Accounting, Finance, Real Estate, Actuarial Science	BUS ASC
4	E. Storage & Dispatching	C	No OSU Program	
5	F. Business Machine/Computer	C	No OSU Program	
6	G. Vehicle Operation & Repair	R	No OSU Program	
6	H. Construction & Maintenance	R	No OSU Program	
6	I. Agriculture & Natural Resources	R	Horticulture, Agric. Business, Animal Science, Wildlife Management, Forestry, fisheries, Parks & Recreation Management, Landscape Architecture	AGR, NRE, AHR
6	J. Crafts & Related Services	R	No OSU Program	
7	K. Home/Business Equipment Repair	R	No OSU Program	
7	L. Industrial Equipment Operation and Repair	R	No OSU Program	
8	M. Engineering & Related Technologies	R	No OSU Program	
7	N. Medical Specialties &	I	Dentistry, Dental Hygiene,	DEN, MED, VME,

	Technologies		Medicine, Optometry, Veterinary Medicine, Medical Technology, Radiologic Technology, Respiratory Technology	OPT, AMP, DHY
9	O.Natural Sciences & Mathematics	I	Agronomy, Animal Science, Astronomy, Biochemistry, Biology, Botany, Chemistry, Geography, Geology, Horticulture, Mathematics, Physics, Statistics, Zoology	AGR, ASC
10	P.Social Sciences	I	Marketing, Anthropology, Economics, History, Political Science, Psychology, Sociology	BUS, ASC



<b>ACT Region</b>	<b>ACT Job Family</b>	<b>Holland Type</b>	<b>Examples of OSU Academic Majors</b>	<b>OSU Degree Units</b>
10	Q.Applied Arts (Visual)	A	Horticulture, Art, Photography, Industrial Design, Architecture, Landscape Architecture	AGR, ART, ASC, AHR
10	R.Creative, Performing Arts	A	Theatre, Dance, Music, English, Art, Music & Theatre Education	ART, MUS, ASC, EDU
11	S.Applied Arts (written & spoken)	A	News Editorial, Public Relations, Communication, English	JUR, ASC
11	T.General Health Care	S	Physical Therapy, Occupational Therapy, Recreation Therapy, Nursing, Speech & Hearing Science, Dietetics, Religion, Nutrition Medicine	AMP, EDU, NUR, ASC, HEC, MED
11	U.Education & Related Services	S	Elementary Education, Secondary Education, Home Economics Education, Family & Human Relations	EDU, HEC
11	V.Social & Government Service	S	Recreation, Criminology, Parks & Recreation, Social Work, Home Economics, Psychology	EDU, ASC, NRE, SWK, HEC
12	W.Personal/Customer Services	S	No OSU Program	

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## Academic and Career Resources at Ohio State

During and as a follow-up to this course you may use the resources listed below to expand and refine your knowledge of academic programs and career fields. These resource will help you with the decision making process. Check those you intend to use this quarter and next quarter.

\_\_\_ Your University College Advisor

\_\_\_ **DISCOVER** and **SIGI PLUS**: These are computerized career exploration programs that can help you assess your personal strengths and provide current occupational information. See your University College advisor for a referral to a briefing you should attend before using these systems that are located in room 207 Enarson Hall.

\_\_\_ **Career Planning Courses**: ED: PAES 270.01 is a general career planning course. Its focus is to help students discover the relationship between their interests and possible careers; ED: PAES 270.02 is a course designed to help students with 60+ earned hours focus on the academic and career decision-making process.

\_\_\_ **Partners in Education (PIE)**: A listing of OSU alumni in over 100 occupation who have volunteered to discuss their career fields with OSU students. See your University College advisor for the listing of participating OSU alumni, or visit the PIE Web site in Exploring OSU Majors and Careers.

\_\_\_ **Senior Bank**: A listing of OSU seniors who are interested in talking to other OSU students about their majors and how they chose them. See your University College advisor for the listing of participating OSU seniors, or visit the Senior Bank Web site in Exploring OSU Majors and Careers.

\_\_\_ **Career Service Offices**: Most OSU Colleges have a career service office. You will find help here with the job search process, resume and interview workshops, signing-up to meet on campus recruiters, job and career information, and information about Internships and Cooperative Education experiences. Many of these career service offices have their own Web pages and can be found through Exploring OSU Majors and Careers.

\_\_\_ **College Counselors**: See your University College advisor for name of academic advisor or counselors found in the degree units for general or specific information about programs.

\_\_\_ **Faculty**: If you are taking a GEC course you really enjoy, why not ask the faculty member more about the field of study. It could be a potential major. See you University College advisor for the name of other faculty in specific academic areas.

\_\_\_ **Other University College Advisors**: Ask your advisor for the names of other University College advisors who can help answer your questions about different majors and career related issues. Remember University College has advisors who work with all pre-major areas at Ohio State.

\_\_\_ Many of these resources are listed on the Major and Career Exploration Web site:

<http://www.uvc.ohio-state.edu/capsheets/tmcefc.html>

## Career and Job Values

Name: \_\_\_\_\_

The items below cover a full range of institutional and personal values you'd likely to encounter at any place of work. Keep halving the groups until you have a rank ordering, then fill in the numbers of your top and bottom ten choices on the tabulation sheet. Test your fit at your present place of employment by seeing if their values match your top and bottom ten.

### Choice Menu You are:

- |  |  |
|--|--|
| ___ 1. Flexible                        | ___ 18. Supportive                                 |
| ___ 2. Adaptable                       | ___ 19. Aggressive                                 |
| ___ 3. Innovative                      | ___ 20. Decisive                                   |
| ___ 4. Able to seize opportunities     | ___ 21. Action-oriented                            |
| ___ 5. Willing to risk experimentation | ___ 22. Eager to take initiative                   |
| ___ 6. Risk taking                     | ___ 23. Reflective                                 |
| ___ 7. Careful                         | ___ 24. Achievement oriented                       |
| ___ 8. Autonomy-seeking                | ___ 25. Demanding                                  |
| ___ 9. Comfortable with rules          | ___ 26. Comfortable with individual responsibility |
| ___ 10. Analytical                     | ___ 27. Comfortable with conflict                  |
| ___ 11. Attentive to detail            | ___ 28. Competitive                                |
| ___ 12. Precise                        | ___ 29. Highly organized                           |
| ___ 13. Team oriented                  | ___ 30. Results-oriented                           |
| ___ 14 Ready to share information      | ___ 31. Interested in making friends at work       |
| ___ 15 People-oriented                 | ___ 32. Collaborative                              |
| ___ 16. Easygoing                      | ___ 33. Eager to fit in with colleagues            |
| ___ 17. Calm                           | ___ 34. Enthusiastic about the job                 |

**Choice Menu, your current place of employment offers:**

- \_\_\_ 1. Stability
- \_\_\_ 2. Predictability
- \_\_\_ 3. High expectations of performance
- \_\_\_ 4. Opportunities for professional growth
- \_\_\_ 5. High pay for good performance
- \_\_\_ 6. Job security
- \_\_\_ 7. Praise for good performance
- \_\_\_ 8. A clear guiding philosophy
- \_\_\_ 9. A low level of conflict
- \_\_\_ 10. An emphasis on quality
- \_\_\_ 11. A good reputation
- \_\_\_ 10. An emphasis on quality
- \_\_\_ 11. A good reputation
- \_\_\_ 12. Respect for individual rights
- \_\_\_ 13. Tolerance
- \_\_\_ 14. Informality
- \_\_\_ 15. Fairness
- \_\_\_ 16. A unitary culture throughout the organization
- \_\_\_ 17. A sense of social responsibility
- \_\_\_ 18. Long hours
- \_\_\_ 19. Relative freedom from rules
- \_\_\_ 20. The opportunity to be distinctive, or different from others

*Adapted from Fortune Magazine, Nov. 9, 1998*

**Tabulation Sheet**

**Your top ten Personal values:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Your lowest ten personal values:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Your place of employment top ten values:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Your place of employment lowest ten values:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## CDM's Career Clusters Related to OSU Academic Programs

CAREER CLUSTERS*	EXAMPLES OF OSU MAJORS
1. Skilled Crafts	None; Technical Schools required or Apprentice on the job training.
2. Technical	Aviation, Aeronautical & Astronomical Engineering, Industrial Technology, Medical Technology
3. Legal Work	Criminology; all majors can lead to pre-law
4. Manual Work	None; Apprentice on the job training.
5. Math-Science	all School of Architecture majors, all College of Business majors, all College Biological Science majors, all College Engineering majors, all College of Math & Physical Science majors, all School of Natural Resources majors, most health related majors, most College of Food Agricultural and Environmental Sciences majors, Computer and Information Science, Geography, Human Nutrition, Product Development & Evaluation
6. Data Analysis	Accounting, Actuarial Science, Computer and Information Science, Finance, Insurance and Risk, Marketing, Mathematics, many Social and Behavioral Sciences majors.
7. Art Work	all College of the Arts and School of Music majors, Horticulture, Fashion Design
8. Literary Work	all School of Journalism majors, English, Foreign Languages, found in the College of the Humanities, Theatre, Communications, most other Colleges of the Social & Behavior Sciences majors, and all Humanities majors.
9. Music Work	all Music majors, Dance, Theatre
10. Management	all Business majors, most College of Food, Agricultural & Environmental Sciences, Dietetics, Hospitality Management, Engineering, Hospital Administration, Medical Records Administration, Parks & Recreation Administration, Fashion and Interior Merchandising, Communications, International Studies, most other Arts & Sciences majors with supplemented with elective hours in business related courses.
11. Clerical Work	None; Technical Schools required or Apprentice on the job training.
12. Medical-Dental	Pre-Med, Pre-Dentistry, Pre-Vet, Optometry, Pharmacy, Nursing, Dental Hygiene, Speech & Hearing Science, Circulation Technology, Medical Technology
13. Personal Service	all Education majors, Recreation, Child Development, Agriculture (county extension agent)
14. Sales Work	Fashion Merchandising, all Business majors, many Arts & Sciences majors
15. Entertainment	Theatre, Communications, Public Relations
16. Customer Services	None; Technical School required or Apprentice or on-the-job training
17. Social Services	Dental Hygiene, Nursing, Radiological Technology, Respiratory Technology, Religious Studies, Psychology, Economics, History, Criminology, Occupational Therapy, Physical Therapy, Political Science, Social Work, Sociology, Family Studies, Early Childhood Development and Education
18. Education Work	all Education majors, Early Childhood Development and Education, Library Science, any major leading to college teaching, college student personnel work, educational administration work (graduate degree required for last three)

\*From the Harrington-O'Shea Career Decision-Making System

6/99

## Matching CDM's Abilities with OSU Academic Programs

<u>Ability</u>	<u>OSU Majors</u>
ARTISTIC*	Architecture, Landscape Architecture, Drawing, Painting, Sculpture, Ceramic Art, Glass Art, General Fine Arts, Theater, Photography, Dance, History of Art, Art Education, Industrial Design, Fashion Merchandising, Clothing, Textiles, Drama/Theater, many areas of Education
DETAIL WORK	Accounting, Actuarial Science, Finance, Insurance & Risk, Real Estate, Marketing, Hospitality Management, Parks & Recreation, Criminology, Elementary Education, Secondary Education, Home Economics, Library Science
COMMUNICATIVE VERBAL/PERSUASIVE*	English, News-Editorial, Broadcast Journalism, Public Relations, Communication, Business Majors, Theater, foreign Languages, Elementary Education, Secondary Education, Art, Music, Agricultural Communications, Environmental Communications, Early Childhood Development and Education, Family Studies, Linguistics, Theater, Music Theater, Hospitality Management, Consumer Services, Fashion and Interior Merchandising, Sports and Leisure Studies
MATHEMATICAL AND COMPUTATIONAL*	Mathematics, Computer and Information Science, Actuarial Science, Statistics, Information Systems, Accounting, Engineering, Mapping and Land Information Science, Science Majors, Finance, Insurance and Risk, Real Estate, Marketing, Production and Operations Management, Transportation and Logistics, Geography, Architecture, Aviation
LANGUAGE*	Foreign Languages, English, Linguistics, Language Education, International Studies, International Business Administration
MECHANICAL (MANUAL DEXTERITY, SPATIAL)	Architecture, Landscape Architecture, Engineering, Industrial Technology Education, Trade & Industrial Technology, Agricultural Mechanization and Systems
MUSICAL*	Church Music, Jazz Studies, Music History, Music Theater, Orchestral Instrument, Organ, Piano, Theory and Composition, Voice
SCIENTIFIC*	Agriculture, Plant Health Management, Natural Resources, Science Education, Engineering, Architecture, Landscape Architecture, Dietetics, Food Technology, Nutrition, Circulation Technology, Medical Dietetics, Medical Technology, Radiological Technology, Respiratory Technology, Nursing, Optometry, Pharmacy, Biochemistry, Biology, Botany, Entomology, Microbiology, Genetics, Zoology, Astronomy, Chemistry, Geology, Physics, Aviation, Exercise Science, Sports and Leisure Studies, Environmental Science, Fisheries & Wildlife Management, Forestry, Textiles, Geodetic Science
SOCIAL*	Social Work, Psychology, Sociology, Political Science, Communication, International Studies, Speech and Hearing Science, Business Majors, Occupational Therapy, Physical Therapy, Family Studies, Early Childhood Development and Education, Elementary Education, Secondary Education, Criminology, Recreation, Public Relations, Advertising, Parks & Recreation Administration
TEACHING#	Education Majors: Elementary, Business, Drama/Theater, Economics, English, Foreign Language, Geography, Health Education, History, Marketing, Mathematics, Music, Physical Education, Political Science, Science, Social Studies, Special Education, Speech/Communication, Child Development (Pre-School), Home Economics Education, Environmental Education

\*Many Arts and Sciences majors in the Social Sciences and Humanities fit these categories

# Most areas for teaching at OSU, require completion of a M.Ed. program for certification

## Time Management

Mark down what you are doing during these times for the week prior to the class on Assessing your Progress as a Successful Student.

	MON	TUES	WED	THURS	FRI	SAT	SUN
6:30							
7:30							
8:30							
9:30							
10:30							
11:30							
12:30							
1:30							
2:30							
3:30							
4:30							
5:30							
6:30							
7:30							
8:30							
9:30							
10:30							
11:30							
12:30							
<b>What majors are you considering?</b>					<b>What is their entry GPA?</b>		



**General Baccalaureate/Alternatives Advising  
GPA Projection Chart for Potential BUS & CIS Majors**

<b>Current GPA</b>	<b>Current Hours</b>	<b>For 90 hrs.</b>	<b>At 90 hrs. if GPA is 2.8</b>	<b>At 90 hrs. if GPA is 2.9</b>	<b>At 90 hrs. if GPA is 3.0</b>
2.0	45	+45	3.6	3.8	4.0
2.1	45	+45	3.5	3.7	3.9
2.2	45	+45	3.4	3.6	3.8
2.3	45	+45	3.3	3.5	3.7
2.4	45	+45	3.2	3.4	3.6
2.5	45	+45	3.1	3.3	3.5
2.6	45	+45	3.0	3.2	3.4
2.7	45	+45	2.9	3.1	3.3
2.8	45	+45	2.8	3.0	3.2
2.9	45	+45	-	2.9	3.1

<b>Current GPA</b>	<b>Current Hours</b>	<b>For 90 hrs.</b>	<b>At 90 hrs. if GPA is 2.8</b>	<b>At 90 hrs. if GPA is 2.9</b>	<b>At 90 hrs. if GPA is 3.0</b>
2.0	60	+30	<i>4.4</i>	<i>4.7</i>	<i>5.0</i>
2.1	60	+30	<i>4.2</i>	<i>4.5</i>	<i>4.8</i>
2.2	60	+30	4.0	<i>4.3</i>	<i>4.6</i>
2.3	60	+30	3.8	<i>4.1</i>	<i>4.4</i>
2.4	60	+30	3.6	3.9	<i>4.2</i>
2.5	60	+30	3.4	3.7	4.0
2.6	60	+30	3.2	3.5	3.8
2.7	60	+30	3.0	3.3	3.6
2.8	60	+30	2.8	3.1	3.4
2.9	60	+30	-	2.9	3.2

Name: \_\_\_\_\_

Instructor: \_\_\_\_\_

"R" Day: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the following items by transcribing the information you have recorded elsewhere in various sources on to this sheet and by responding to some specific questions listed below.

**A. INFORMATION**

1. Please list the OSU major CAP sheets you have reviewed with your adviser.

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

2. How many quarters, beyond this current one, have you planned your course work? \_\_\_\_\_ Quarters

3. Which three GBC Information Sessions did you attend?

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

4. Please record a summary of your CDM results:

<b>Job Values</b>	<b>Abilities</b>	<b>Career Clusters</b>
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	

**Interest Scale Scores**

Crafts \_\_\_\_\_ Scientific \_\_\_\_\_ The Arts \_\_\_\_\_  
 Social \_\_\_\_\_ Business \_\_\_\_\_ Office Operations \_\_\_\_\_

**Subject Choices:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Stated Job Choices** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Future Plans:** \_\_\_\_\_

**5.** What is your DMI style? Please circle one type on other side. (This question is optional and depends on if your instructor requests a response.)

- internal/systematic      internal/spontaneous
- external/systematic      external/spontaneous

**6.** Please put a check-mark next to the career resources you have used to date.

- \_\_\_\_\_ **Discover** or **Sigi Plus**      \_\_\_\_\_ College Placement Offices      \_\_\_\_\_ Partners in Education
- \_\_\_\_\_ Senior Bank      \_\_\_\_\_ Faculty: who: \_\_\_\_\_
- \_\_\_\_\_ Other UVC: adviser who: \_\_\_\_\_
- \_\_\_\_\_ Exploratory Course for a specific major: which one: \_\_\_\_\_
- \_\_\_\_\_ Internet: Exploring OSU Majors and Careers

**B. ACTION STEPS**

**1.** At what stage of the decision making process are you?

- \_\_\_\_\_ Gathering information
- \_\_\_\_\_ Analyzing what I have learned
- \_\_\_\_\_ Making tentative decisions
- \_\_\_\_\_ Taking action (e.g. CAP changing, transferring to degree unit, or Co-oping...)
- \_\_\_\_\_ Confirming your decision

**2.** What do you need to do next?

3. How decided are you about a major? Place an "X" on the line below to indicate this.

---

very undecided	somewhat undecided	somewhat decided	very decided
-------------------	-----------------------	---------------------	-----------------

4. How do you feel about the decision making process so far?

5. What is your time line for deciding? Please consider when will you CAP change, when will you apply to your college, and when is you desired date of graduation?

# GBC Survey Summary Sheet and Final Project

Name: \_\_\_\_\_

Proposed Schedule for the next two quarters:

Major you are considering:

<b>Majors:</b>	1.	2.	3.	4.
<b>COURSES REQUIRED FOR SPECIFIC MAJOR OR AREA</b>				

<b>Current Quarter</b>	<b>Quarter _____</b>	<b>Quarter _____</b>
<b>COURSES:</b>	<b>COURSES:</b>	<b>COURSES:</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

## Force Field Analysis

Force field Analysis is an exercise to help you weigh positive and neative factors involved in any decision. With this exercise, you will apply this decision making approach to one major and one career option you are currently considering.

**Major:** \_\_\_\_\_

<b>Forces For First Choice of Major</b>	<b>Forces Against First Choice of Major</b>
List:	List:

**Career:** \_\_\_\_\_

<b>Forces For First Choice of Career</b>	<b>Forces Against First Choice of Career</b>
List:	List:
<b>Other Majors you are considering:</b> 1. 2. 3.	<b>Other Careers you are considering:</b> 1. 2. 3.

# Web Activity Exploring Majors and Careers

## What is the Exploring Majors and Careers Web site?

This site was designed for GBC and ALT students in University College and is structured to guide you through the academic and career exploration process. The site is divide into five sections: Introduction, Self-Assessment, Educational Resources, Career and Occupational Resources, and Decision Making. Each of these sections contain a description as to why these are important steps in the overall process of exploration, as well as providing connections to Web resources located from on campus to elsewhere on the Internet.

### 1. How to connect to Exploring Majors and Career:

**<http://www.uvc.ohio-state.edu/capsheets/tmcefc.html>**

To begin, open the Web browser software (usually Netscape Navigator or Microsoft Internet Explorer) and type the Web address for Exploring OSU Majors and Careers, listed above, in the Location or URL slot of the browser window, then press ENTER. This will call up the Exploring OSU Majors and Careers home page. From the home page, choose the link to “Exploring OSU Majors and Careers Table of Contents.”

### 2. To receive full credit for this assignment, you must print and turn in any one of the following three and respond in writing to the questions listed below.

<b>Resources</b>	<b>Location</b>
<b>1.</b> Acquire and print information from the Web site: <b>The Ohio State Undergraduate Majors by Colleges and Schools</b> about two OSU undergraduate majors from both the Admissions and from University Bulletins links.	Found on the <b>Table of Contents</b> , under <b>Educational Resources and Major Exploration</b> . Use either: <i>Admissions</i> (white dots) <i>University Bulletins</i> (blue dots)
<b>2.</b> Acquire and print information from the Web site of any two departments of majors you are interested in exploring from <b>The Ohio State University Undergraduate Majors by Interest Categories from the Harrington-O'Shea, Career Decision Making Inventory (CDM)</b> .	Found on the <b>Table of Contents</b> , under <b>Self-Assessment</b> .
<b>3.</b> Acquire two homepages of career resources found under <b>Transition: College to Career</b>	Found on the <b>Table of Contents</b> , under <b>Career and Occupational Resources</b>

## **Procedures for Option 1:**

### **Step 1:**

Include the printed copies (no photostated copies) of the Web pages you selected from the chart from the previous page. Only include the Web pages representing one of the three options you selected.

### **Step 2:**

Answer the following questions in light of the information you acquired from the Web. This assignment should be typed and be two to three pages in length.

1. How are the two majors or the career information you have selected related to your interests, abilities and values. Use your CDM results as a point of reference.
2. What new information did you acquire through the Web that excites you?
3. What new information did you acquire through the Web that might concern you?
4. Did you review any other Web resource to complete this assignment? What were they?  
(Identify them by writing down their URL address)
5. Did these Web resource help you? How?

### **Step 3:**

Staple the Web pages you printed to the back page of your written responses. Be sure you name, recitation day, and advisor's name is on a cover sheet. This assignment should be turned in on the date identified in you syllabus.