

Counseling (COUN) 62: Introduction to Career Development

Online Course, CRN# 1263

Fall 2017

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Office Hours: Online, Fridays 11am-12pm (via Canvas or email); email anytime

Syllabus Overview:

The syllabus is an outline for the course detailing topics, assignments, grading system, deadlines, and other necessary information to succeed in the class. The instructor reserves the right to make any changes to the dates, activities, assignments, and any other part of the syllabus at any time. When changes occur, students will be informed in a timely manner.

Course Description:

This course focuses on the ways career development contributes to a satisfying and healthy life, as well as the development of a career plan. Emphasis is on interest and personality testing, values clarification, skills assessment, career information, research skills, decision making, and goal setting. Course also covers changing job trends and requirements, as well as factors related to the procurement and retention of employment. (3 units, CSU transferable, CSU GE Area E)

Student Learning Outcomes:

Students will:

1. Develop a career plan
2. Evaluate potential effects of career choices on physiological, social and psychological well being.
3. Conduct research on potential majors and careers.
4. Explain the steps involved in a decision making process.
5. Implement appropriate resume writing and interview techniques.

Course Outline of Record:

For the full version of the course outline, go to

https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=25735&Semester=20167

Textbook:

Sukiennik, D., Raufman, L. *The Career Fitness Program: Exercising Your Options*, Eleventh Edition, Pearson: 2016.

(ISBN: 9780321979629)

You may purchase the textbook in the SRJC Bookstore Online or any other online resource. A reserve copy is also available in both the Petaluma Campus and Santa Rosa Campus Libraries:

Petaluma Campus Library Call#: HF5381.S914 2016 PC Alvarado

Santa Rosa Campus Library Call#: HF5381.S914 2016

You may check out the book for 2-hour time blocks for use in the Library only.

Career Assessments:

Students must purchase two assessments: MBTI (Myers-Briggs Type Indicator) and Strong Interest Inventory/MBTI Career Report (Combined); total of \$31. **You must call the Accounting Department at the Santa Rosa Campus at 707-527-4973 to make your payment over the phone by credit card. You must pay by Monday, 9/11/17. Then, you must take both assessments by Monday, 9/18/17. Your results will be emailed to you at the appropriate time as long as you have paid. If you don't pay, then I cannot download/send your results.**

Drop Policy/Deadlines:

If you have not logged into this Canvas course and completed the first assigned activities by **Wednesday, 8/23/17**, you will be dropped from the course by the instructor.

Last day to drop this class without a "W"	Sunday, September 10, 2017
Last day to change grading option to P/NP	Sunday, October 1, 2017
Early Bird Counseling Deadline	Thursday, October 26, 2017
Last day to drop this class with a "W"	Sunday, November 19, 2017

Attendance & Class Participation:

You will need to complete all online activities for this course, which includes reading each lesson plan, participating in the discussion forums and completing the assignments for each Module.

Class participation is a critical component of the course, as you will be examining your personality, interests, values, strengths, and skills. For this online course, participation will be required in the form of discussion forums. You will be given points per forum and no participation in a particular forum will be considered an absence. You may not make up this participation.

If you are sick or have another extenuating circumstance that is impeding your participation, please contact me immediately to discuss your options.

Student Conduct/Online Etiquette:

Student Conduct

All students are expected to know the Student Conduct Code and adhere to it in this class:
<http://student-conduct.santarosa.edu/>

Academic Integrity

Plagiarism of any kind will result in a failing grade on that assignment. Please read the college policy/procedure on academic integrity at:
<http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C>

Online Etiquette

Due to the nature of being enrolled in an online course, you will be required to participate in discussion forums where you will post answers and respond to your peers. It is expected that

responses will be respectful of each other. In addition, if a side-discussion develops, please continue it in a separate venue so the class does not become side-tracked.

Online Course/Technical Expertise:

Technical Expertise:

This course is conducted 100% online. As a result, you will be required to:

- Navigate the Canvas course environment
- Use the Internet
- Participate in online discussion forums
- Utilize basic word processing, such as MS Word or Google Docs (free); resource:
<http://www.openoffice.org/download/index.html>

If you are not comfortable or do not have much experience in the online environment, consider taking CSKLS 334 (Taking an Online Class, .5 unit) before taking any online class. However, this is not required for this course and detailed instructions on how to proceed with this course are provided in the first Module.

Online Mode of Instruction:

Although this course is conducted 100% online, it is NOT a self-study course. Even though it does not matter at which time of day you complete your work and participate in the forums, there will be deadlines that you must meet each week. It will also not be possible to complete the course early because there will be discussion forums that require you to interact with your classmates.

Technical Support:

If you need help in navigating the material of this course or if you have any technical issues, please first contact the instructor at 707-778-2445 or aalvarado@santarosa.edu. If you are having a technical issue that I cannot resolve I will refer you to tech support. If you'd like to go directly to student tech support, go to:

<https://de.santarosa.edu/content/student-help-canvas>

Accommodations/Resources for Students with Disabilities:

If you need disability related accommodations for this class, please meet with a Disability Resource Department (DRD) Specialist to receive assistance. Students with a documented disability will be provided an Authorization for Academic Accommodations (AAA letter), which will need to be submitted to me. You are also welcome to ask me any questions.

DRD is located in Jacobs Hall (707-778-2491) on the Petaluma campus and in Bertolini Student Services, 3rd Floor (707-527-4278) on the Santa Rosa campus.

Activities (Lessons, Discussions, Assignments, Exams/Quizzes):

Due to the nature of conducting an online class, I will be referring to all the lessons, discussions, assignments, and exams/quizzes as activities, all of which will be worth points. If there are any changes to the dates, the updated information will be communicated to the class.

Lesson Plans (Lessons for short):

Each week will have at least one lesson plan and possibly more. These are considered the "lecture" portion of the class, and you are required to read and/or listen to each one. After each lesson plan will be a quiz that refers to the information in just that one lesson plan. Each quiz is worth 10 points.

Discussion Forums (Discussions for short):

Each week will have at least one discussion forum. These are considered the student-to-student contact time and are considered the participation portion of the class. Each forum will provide instructions on what to read and what to post, and each will be worth 20 points.

The consistent requirement will be to write out thoughtful posts that are thorough and are not one line responses, such as "I agree" or "Great idea." These types of posts will not receive points. Generally, at least one paragraph is mandatory. I will spell out any other specifics for each assigned discussion.

Assignments:

Assignments are listed in each block with their respective due dates. This information is also available in the syllabus section titled "Schedule of Activities." Work is expected to be typed out in a word processing document and uploaded/submitted by the due date OR, in many cases, it can be typed as text directly within the assignment.

Projects/Larger Assignments:

The informational interviewing summary and presentation (via forum) and the career research paper will be reviewed in more detail when appropriate and with ample time for completion.

Quizzes:

Quizzes will immediately follow each Lesson Plan. You will have multiple attempts to get all questions correct and get full credit.

Midterm/Final:

The Assessment Integration Summary is the midterm and the Career Research Paper is the final.

Career Portfolio (recommended, not required):

I encourage you to save the work you complete and information you gather in an organized manner. Doing so will allow you to stay on track for the class and be fully prepared for the larger projects due toward the end of the class. You will also have valuable information to turn back to as a resource in your future. Such a compilation is considered a career portfolio.

Late Work:

Late work will not be accepted. Consideration will be given for extenuating circumstances, must be approved by the instructor, and may lose points.

Points/Grades:

You will be able to keep track of your points by checking Grades in Canvas.

Extra Credit (20 points):

There is one extra credit assignment which is listed and described in the Week 10 Module.

Career Research:

Throughout the semester, you will be completing career assessments and other exploratory exercises. These activities will generate potential career paths. You will be expected to continue researching these careers even beyond any assignments given in order to thoroughly explore as many options as possible.

Breakdown of Points Possible:

Activity	Points
Weekly Quizzes (each worth 10 points; total of 19)	190
Discussion Forums (each worth 20 points; total of 17 + 1 10-pt forum)	350
Career Research Reports (each worth 10 points; total of 6)	60
Reaction Paper (Career Article or RoadTrip Nation)	20
Letter to Self	10
Career Development Theory Paper	20
Success Profile Worksheet	20
Factors Influencing Career Development Paper	20
EUREKA - True Colors	10
Values Assessment & Values Summary Paper	20
MBTI Summary Paper	20
Checklist of Positive Personal Qualities & Reaction	10
Skills Assessment & Skills Summary Paper	20
Strong Interest Inventory Summary Paper	20
MIDTERM: Assessment Integration Summary	100
Online Scavenger Hunt	10
Potential Majors/Programs	10
Decision-Making Progress Report	20
Goal Action Plan	10
Job Search Plan	10
Resume	20
Cover Letter	20
STAR Model/Interviewing Practice Worksheet	10
Informational Interviewing Paper	85
Informational Interviewing Presentation (Summary in Discussion)	15
FINAL: Career Research Paper	200
Final Recap Assignment	50
Total Possible Points	1350

Grading Scale:

A = 1215-1350

C = 945-1079

F = 809 and below

B = 1080-1214

D = 810-944