

SANTA ROSA JUNIOR COLLEGE – FALL 2017

COUN 62: INTRODUCTION TO CAREER DEVELOPMENT (3 UNITS) Section #0617

☞ Mon & Wed 10:30-12:00 ☞ Plover Hall Room 558 ☞

Instructor: Dianne Holcomb, M.S. **E-mail:** dholcomb@santarosa.edu **Phone:** (707) 527-4451

Office Hours: Mondays 12:00-12:30 & Wednesdays 10-10:30 or by appointment

Location: Counseling, Bertolini Student Center, 2nd floor

Note: Best way for students to reach me is via e-mail (anytime)

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 in interest and personality testing, values clarification, skills assessment, career information, research skills, decision making, and goal setting. This course also covers changing job trends and requirements, as well as factors related to the procurement and retention of employment.

STUDENT LEARNING OUTCOME:

Students will develop a career plan, evaluate potential effects of career choices on physiological, social and psychological well-being, conduct research on potential majors and careers, explain the steps involved in a decision-making process, implement appropriate resume writing and interview techniques.

REQUIRED TEXT/MATERIALS:

Sukiennik, D. *The Career Fitness Program Exercising Your Options, 11th Edition*, Pearson: Upper Saddle River, New Jersey, 2013 (ISBN: 0321979621)

Career Assessments: Students must purchase the Strong Interest Inventory and MBTI. To receive proof of payment for the test you will need to go to the Accounting window in Bailey Hall, pay for the test, and ask for a receipt. **Please bring the receipt from Accounting on the day of the assessment.**

Supplies Needed: Manilla Folder and a Journal

COURSE REQUIREMENTS:

Completion of all course requirements, attendance and participation in class is required. All work must be completed on time and be ready to be submitted at the beginning of the class. Any late assignment will be accepted at the discretion of the instructor.

- You must bring your Career Fitness Program textbook & all handouts provided to every class meeting.
- Assignments are to be typed and will be graded on promptness, neatness, accuracy, and readability.
- Late assignments will NOT be accepted. Assignments may not be turned in by someone other than you (arrangements can be made with the instructor).
- Quizzes will be given at the beginning of class and cannot be made up.
- **It is the student's responsibility to drop the class. Failure to drop may constitute to a substandard grade.**

THE INSTRUCTOR WILL NOT DROP YOU FROM THE CLASS.

ATTENDANCE & PARTICIPATION

Consistent attendance and active participation in class are required for success in this course. Two excused absences are permitted. Each unexcused absence subtracts points from the overall point total. Students must be prompt in attending class. Students who are over 15 minutes late are tardy. Three tardies constitute an unexcused absence and point deduction.

READINGS, HANDOUTS & IN-CLASS ASSIGNMENTS

In addition to the readings assigned from the book, other handouts and assignments will be distributed in class. To get full credit for assignments, it is important to show the level of effort and critical thinking expected of a transfer level course.

PROJECTS

You will be assigned various projects throughout the course. All projects are to be typed, demonstrate critical thinking skills, and reflect honesty, creativity, and professionalism. Please note that grammar, punctuation, and spelling will be taken into consideration.

**SRJC provides services for student who have any verifiable disability that poses a limitation on the student's ability to be educated. If you require special accommodations, inform the instructor so that proper arrangements can be made to ensure successful learning. For disability services, please visit the DRD Office located in Bertolini Student Center, 3rd Floor, (707) 527-4278*

**Academic Integrity: all written work is to be original. Plagiarism of any kind will result in a failing grade on the assignment. Students who plagiarize or cheat may be suspended and referred to the Vice President of Student Services for discipline sanction. Please read the college policy on academic integrity. <https://rightsresponsibilities.santarosa.edu/academic-integrity>*

Please turn cell phones and other electronic devices to silent mode or turn them off completely.

Please step outside the classroom if you need to take a call or text.

Be respectful of the instructor and your peers.

PHONE USAGE OR ANY OTHER ELECTRONIC DEVICE ARE NOT ALLOWED IN CLASS

IMPORTANT DATES:

CLASS BEGINS: MONDAY, AUGUST 21

CLASS ENDS: WEDNESDAY, DECEMBER 13

FINAL EXAM: MONDAY, DECEMBER 18 10AM-12:45PM

LAST DAY TO DROP WITHOUT INSTRUCTOR'S APPROVAL: SUNDAY, AUGUST 27

LAST DAY TO ADD WITH INSTRUCTOR'S APPROVAL: SUNDAY, SEPTEMBER 10

LAST DAY TO DROP AND BE ELIGIBLE FOR REFUND: SUNDAY, SEPTEMBER 3

LAST DAY TO DROP WITHOUT A "W": SUNDAY, SEPTEMBER 10

LAST DAY TO DROP WITH A "W": SUNDAY, NOVEMBER 19

COURSE GRADING

ASSIGNMENTS & POINTS

Attendance/Participation	33 points
In-class assignments/Homework	60 points
Quizzes 5	50 points
Journals	30 points
Career Collage/Presentation	20 points
My Personal Power Project	40 points
Values Clarification	20 points
My Mission Statement	15 points
Strong Assessment	10 points
MBTI Assessment	10 points
True Colors	10 points
Personality Assessment	40 points
Career Clusters	20 points
EUREKA Exploring Majors	15 points
Skills Profiler	10 points
ASSIST Research	10 points
Labor Market Research	50 points
Career Exploration Presentation	20 points
SMART Goals	15 points
Job Searching	10 points
Resume & Cover Letter	40 points
Job Application	10 points
Mock Interview	10 points
Career Portfolio (Final)	100 points
Career Portfolio Presentation	40 points
Total Points	688 points

GRADING SCALE

A = 688-619	90%
B = 618-550	80%
C = 549-481	70%
D = 480-412	60%
F = below 411	50%

EXTRA CREDIT

A maximum of 10 points extra credit may be earned by satisfactorily completing approved assignments. You may choose 2 of the following Extra Credit Assignments and complete a Journal Entry.

Career Article Presentation – 5 points

Must provide verification of attendance for the following:

Transfer University Tour Report – 5 points

Transfer Fair Report – 5 points

Career or Transfer Workshop Report – 5 points

SCHEDULE OF MEETINGS/ASSIGNMENTS

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Week 1	Monday, Aug 21	-Syllabus/Course Overview -Intake forms (peer interviews) Homework: Read Chapter 1: Complete Exercise 1.1
	Wednesday, Aug 23	-Review Chapter 1 Super's Life Rainbow -Exercise 1.1 Due Homework: Read Chapter 2 Purchase MBTI/STRONG Assessment \$32.00
Week 2	Monday, Aug 28	-Review Chapter 2 Self-esteem / Positive Affirmations -Journal Entry 1 Homework: Past Actions & Influences Exercise 2.1 My Personal Power Due Dec 11 Purchase MBTI/STRONG Assessment \$32.00
	Wednesday, Aug 30	-Review Chapter 2: Multiple Intelligences -Exercise 2.1 Due Homework: Read Chapter 3 Purchase MBTI/STRONG Assessment \$32.00
Week 3	Monday, Sept 4	Holiday – No Class
	Wednesday, Sept 6	-Review Chapter 3 Values Homework: Values Clarification Due Sept 11 Career Collages Due Sept 13
Week 4	Monday, Sept 11	- Values Clarification Due -Creating Your Mission Statement Homework: My Mission Statement Due Sept 20
	Wednesday, Sept 13	-Career Collages Due / Presentations -Quiz 1 Ch. 1-3 Homework: Purchase MBTI & STRONG Assessments \$32.00
Week 5	Monday, Sept 18	MBTI & STRONG Assessments (Must be paid)
	Wednesday, Sept 20	-My Mission Statement Due -Chapter 3: Maslow Hierarchy of Needs
Week 6	Monday, Sept 25	-Discovering your True Colors
	Wednesday, Sept 27	-MBTI Assessment Review
Week 7	Monday, Oct 2	-STRONG Assessment Review Homework: Personality Assessment Assignment Due Oct 16 Read Chapter 4
	Wednesday, Oct 4	-Chapter 4 RIASEC The Party
Week 8	Monday, Oct 9	Career Center Visit Meet in the Bertolini Building 3 rd Floor Homework: Journal Entry 2
	Wednesday, Oct 11	-Review Chapter 4: Career Clusters / Deciding on a Major Homework: Career Cluster Research Project Due Oct 25 EUREKA Assignment Due Oct 18 Read Chapter 5
Week 9	Monday, Oct 16	- Personality Assessment Assignment Due -Review Chapter 5 Identifying Your Skills /Labor Market Websites Homework: Skills Profiler Due Oct 23

		Read Chapter 6
	Wednesday, Oct 18	Transfer Center Visit Meet in the Bertolini Building 3 rd Floor EUREKA Assignment Due Homework: ASSIST Report Due Oct 23
Week 10	Monday, Oct 23	-Skills Profiler Due -ASSIST Report Due -Transfer Quiz Review Chapter 6 Societal Factors Journal Entry 3 Homework: Read Chapter 7
	Wednesday, Oct 25	Career Cluster Research Project Due -Quiz 2 Ch. 4-6 -Review Chapter 7 Job Researching Websites Homework: Career Exploration/Labor Market Research Due Nov 6 Read Chapter 8
Week 11	Monday, Oct 30	-Review Chapter 8 Decision Making Styles -SMART Goals
	Wednesday, Nov 1	-Chapter 8 Stress Management -Journal Entry 4
Week 12	Monday, Nov 6	-Career Exploration/Labor Market Research Due -Career Exploration PowerPoint Presentations Homework: Read Chapter 9
	Wednesday, Nov 8	-Career Exploration PowerPoint Presentations Cont. -Review Chapter 9 Job Search Strategy
Week 13	Monday, Nov 13	-Review Chapter 9 cont. Homework: Job Searching Due Nov 15
	Wednesday, Nov 15	-Job Searching Due -Chapter 9 Social Networking -Journal Entry 5
Week 14	Monday, Nov 20	-Quiz 3 Ch. 7-9 -Chapter 10 Resume Homework: Resume & Cover Letter Due Nov 29
	Wednesday, Nov 22	-Chapter 10 Cover letters /Job Applications Homework: Read Chapter 11 Job Application Assignment Due Nov 29
Week 15	Monday, Nov 27	-Review Chapter 11 Interview Strategies Homework: Career Portfolios Due 18 Prepare for Mock Interviews, review sample questions
	Wednesday, Nov 29	-Resume & Cover Letter Due -Job Application Assignment Due -Mock Peer Interviews Homework: Read Chapter 12
Week 16	Monday, Dec 4	-Mock Peer Interviews Cont. -Review Chapter 12 Focusing on the Future
	Wednesday, Dec 6	- Review Chapter 12 cont. -My Academic Plan (MAP)

Week 17	Monday, Dec 11	-Educational Planning -Journal 6
	Wednesday, Dec 13	-My Personal Power Assignment Due -All Extra Credit Assignments Due -Quiz 4 Ch. 10-12 -Begin Career Portfolio Presentations
Final Day	Monday, Dec 18 10:00am-12:45pm	-Career Portfolios Due / Presentations cont.

**Schedule of Assignments is subject to change*

This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement and makes changes as needed. This syllabus is an agreement, therefore, continued registration in this course means that you agree to the policies and procedures outlines above.

****This syllabus, like life itself, is subject to change****

Classmate Networking

Name:	Email:	Cell Phone: