Counseling (COUN) 6: Introduction to Career Development
Fall Semester 2022; Section 1342
Hybrid Online and In-Person

Instructor: Jessica Bush
Email: jbush@santarosa.edu (preferred method of contact)
Phone: (707) 278-8358
Office Hour and Location: Wednesdays, 10am – 11am; PC 222
In-Person Class Meetings and Location: Wednesdays 11:00am – 12:30pm; Room PC 644

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:
As a part of this course, 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=38498&Semester=20227

Textbook:
Sukiennik, D., Raufman, L. The Career Fitness Program: Exercising Your Options, Eleventh Edition, Pearson: 2016. (ISBN: 9780321979629)

You may purchase the textbook at the SRJC Petaluma Bookstore or any other online resource. A reserve copy is also available in both the Petaluma Campus and Santa Rosa Campus Libraries:
Mahoney Library (Petaluma Campus): Call# HF5381.S914 2016
Doyle Library (Santa Rosa Campus): Call# HF5381.S914 2016

NOTE Books in Course Reserves are "shared" books, no highlighting is allowed. Also, **most of the books have a check-out period of two hours and cannot leave the library.**

Career Assessments:
Students must purchase two assessments: MBTI (Myers-Briggs Type Indicator) and Strong Interest Inventory/MBTI Career Report (Combined). Testing will be conducted online in class. **Please pay $35.90 at Accounting or by phone (707-527-4973) and bring a receipt to class on Wednesday, September 28th to receive the access code and instructions (make sure to tell them that you are paying for "Career Assessments for your Counseling 6 class.".**

Important Deadlines:

Day Class Begins	Wednesday, September 7, 2022
Last Day to Drop and be eligible for enrollment/course fee refund	Thursday, September 15, 2022
Last Day to Drop without a 'W' symbol	Saturday, September 24, 2022
Last Day to Drop with a 'W' symbol	Sunday, November 13, 2022
Last Day to Opt for Pass/No Pass	Friday, December 9, 2022
Day Class Ends	Friday, December 9, 2022

Attendance/Drop Policy & Class Participation:
Attendance is required. If a student does not attend the first in-person class meeting, the instructor has the right to drop that student and add another student who wishes to add into the course. However, the instructor might not drop that student; therefore, if you don't attend because you've decided not to take the class, you must drop the class. Do not assume the instructor will do this for you. Attendance will be taken at every class session. Please arrive on time and do not leave early.

Class participation is a critical component of the course, as you will be examining your personality, interests, values, strengths, and skills. Each class session will require participation in group and individual activities and discussions.

Excessive absences, tardiness, and leaving class early will affect your ability to complete activities and receive important class information and updates. If you know in advance that you will be late or absent, please contact the instructor. In the case of tardiness, material in class may be missed including important activities. **Missed in-class activities cannot be made-up.**

Online Course Information:
Canvas is a required tool for the course. Select materials, assignments, and resources will be posted and completed on Canvas. It is required that students have access to their Canvas account and are completing requirements by posted due dates.

Online Technical Expertise:
- Navigate the Canvas course environment
- Use the Internet
- Utilize basic word processing, such as MS Word or Google Docs (free)
  - If you use a MAC, please become familiar with Google Docs so that you can turn your .pages documents into PDF. I cannot accept .pages documents.

If you are not comfortable or do not have much experience in the online environment, you may wish to 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 at the beginning in the section titled "Start Here."

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 (me) at jbush@santarosa.edu (my preferred method of communication) or 707-278-8358. 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 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 submitted to me. You are also welcome to ask me any questions.

DRD offices are located in the Richard Call Building, PC 600 (707-778-2491) on the Petaluma Campus and in Bertolini Hall, 3rd Floor (707-527-4278) on the Santa Rosa Campus. You may also visit the DRD website at https://drd.santarosa.edu/.

Student Conduct:

Expected Behaviors
Students are expected to be courteous and respectful to each other. Please note:
- Any disruptive behavior or inappropriate language or comments will not be tolerated. You may be asked to leave the classroom if such behaviors persist.
- Arrive on time and be prepared to participate in a learning environment.
- If you are late to class, do not disrupt the class in session; quietly enter the room and find a seat that does not interfere with the instruction in progress (i.e. do not walk in front of the instructor to cross the room).
- Keep all cell phones and other electronic devices off or on silent mode and out of sight. If you have an emergency that must be dealt with during class time, please step out of the classroom and do not call or text while in class.
- In-class personal computer use is for note taking purposes only. You will be requested to leave the class session if you use electronics inappropriately, rudely, and/or disruptively.
- All students are expected to know the Student Conduct Code and adhere to it in this class. (https://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: https://rightsresponsibilities.santarosa.edu/academic-integrity

Assignments:
Assignments are listed in this syllabus and on the schedule of assignments. Work is expected to be typed and turned in based on the due dates listed on the schedule of assignments and in Canvas, unless otherwise specified. Save each assignment on your computer to use for future reference in subsequent assignments.

For in-class assignments, students are expected to write out in-class assignments even if completed as part of a group. Some assignments will be collected or reviewed at the end of class.

Bring your textbook (if you have one) to each class; if you are using the reserved book, I will ask you to share with a classmate if needed for in-class activities.

Late Work:
Late work will not be accepted. Consideration may be given for extenuating circumstances, must be approved by the instructor, turned in within one week of the original deadline, and may lose points.

Assignments	Points
Career Research Reports (each worth 10 points; total of 6)	60
Assigned Career Reaction	5
Letter to Self	10
Career Development Theory Paper	20
Success Profile	20
Factors Influencing Career Development Paper	20
True Colors Reaction	10
Values Summary Paper	20
MBTI Summary Paper	20
Skills Summary Paper	20
Strong Interest Inventory Summary Paper	20
Vision Board	25
Major/Program Reports (each worth 10 points; total of 3)	30
MIDTERM: Assessment Integration Summary	50
Potential Majors/Programs Summary	20
Decision-Making Progress Report & Goal-Setting	20
Job Search Plan	10
Resume & Cover Letter	20
STAR Model/Interviewing Practice Worksheet	5
Informational Interviewing Paper	50
Informational Interviewing Presentation	20
Career Research Paper	125
Final Exam/Activity: Course Overview Reflection Letter	20
Total Possible Points	**620**

Grading Scale:
A = 558-620
B = 496-557
C = 434-495
D = 372-43
F = 371 and below