Reedley Community College

COUN 34: Career Awareness

FALL 2014

**Instructor: Tasha Cummings, M.A.**

**Office Hours: Office hours posted on Blackboard**

**Office Phone: (559) 638-3641 (Counseling Department)**

**Email: tasha.cummings@reedleycollege.edu**

**Course Description:** A course providing career exploration through self-assessment, career research, goal-setting, and success strategies. Activities include computerized and paper career assessments, self-analysis, career related videos, small group exercises, and informational interviews. Designed for students who have not determined a college major or career goal. **ADVISORIES: Eligibility for English 125 & 126. (A, CSU) . Course Credits/Class Hours: 3**

**Course Objectives**:

In the process of completing this course, students will:

|  |
| --- |
| 1. Learn strategies for self-assessment as it relates to choosing an academic major or career. 2. Identify personal interest, abilities, personality type and values. 3. Relate interests, abilities, personality type and values to academic major and career path decision-making. 4. Prioritize and categorize interests, abilities, personality type and values. 5. Use assessment results to clarify self-knowledge related to vocational interests. 6. Acquire strategies for seeking information about academic majors and careers. 7. Practice successful interviewing techniques. 8. Develop short and long term goals as well as steps to achieving them. 9. Examine the impression they make and consider alternatives. 9. Examine the impression they make and consider alternatives. |

**Course Outcomes**:

Upon completion of this course, students will be able to:

|  |
| --- |
| 1. List their personal and career related values. 2. Describe their personality type. 3. List personal career related interests. 4. Identify their specific personal and occupational skills and aptitudes. 5. Define the meaning of occupational trends and labor market outlook. 6. Follow the process of career decision-making. 7. Access information related to specific career options. 8. Indicate a personal goal and how they plan to attainment it. 9. List the factors required for achieving success. 10. Present themselves informally and formally in a positive and constructive manner. |

**Required Text and Materials**:

**Important Note**: Portfolio assignments are embedded in the required textbook. Students are encouraged to purchase or familiarize themselves with the campus resources available to them early on. Such acquisition of the required materials will increase the likelihood of successfully completing the course.

* *Luck Is No Accident*, By John D. Krumboltz & Al S. Levin, 2nd edition
* A folder with pockets will be required for the student career portfolio

**Americans with Disabilities Act:** RC complies with the Americans with Disabilities Act. If you would like to request any accommodation for this course, please contact the Coordinator of Disabilities at (559) 638-3641 (DSP&S Department).

**Zero tolerance policy for Disruptive conduct in the classroom**

* The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
* He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.
* Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
  + **Offensive language;**
  + **Harassment of students or professors;**
  + **Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught;**
  + **Failure to cooperate in maintaining classroom decorum; and**
  + **Continued use of any electronic or other noise or light emitting device which disturbs others: beepers, cell phones, palm pilots, lap-top computers, games, etc.**
* Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved and may be administratively withdrawn from the course or the college.

**Academic Integrity Statement**

* Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Academic dishonesty is defined as but not limited to plagiarism and cheating.
* At the discretion of the instructor, students who cheat or steal work from another source will either (1) be dismissed from class with a grade of “F” or (2) receive a grade of “F” for the assignment/test. Some examples of plagiarism and cheating are using undocumented sources, copying work verbatim from the Internet, using someone else’s work, recycling work from another class, using unauthorized notes during an exam, and/or looking on a classmate’s test/paper.
* Additional disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.

**Grading Criteria**:

Portfolio PART I (Career Assessment) 40 points

Portfolio PART II (Career Research & Planning) 40 points

Portfolio PART III (Educational Plan) 40 points

Informational Interview 50 points

Group Presentation 30 points

TOTAL 200 points

**Grading Scale:**

A=100-90% 200-179 pts.

B=89-80% 178-159 pts.

C=79-70% 158-139 pts.

D=69-60% 138-119 pts.

F=below 60% 118 & below

**Attendance and Tardiness Policies:**

Students are expected to attend all class meetings. Excessive absences may result in the student being dropped. Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled.

**Late Work Policy:** If absent, all work must be submitted by 11:59 PM on the day due. Acceptable forms of submission are Word attachments in an email or by dropping off the portfolio folder to Rosa Rios, Administration Building, (559) 638-3641 - no exceptions.

**Course & Homework Schedule:**

**Important Note**: The syllabus provides a general plan for the course. *Deviation from this plan may be necessary.*

**WEEK 1 Course Introduction**

**WEEK 2 Who Am I?** Classroom Discussion

* SIGI3 Profile

**WEEK 3 Who Am I?**

What Values Do You Want Your Life to Serve?

* SIGI3 Values Survey

**WEEK 4 Who Am I?**

What Knowledge or Expertise That You Already Have Do You Want to Use in Your Life and Work?

* SIGI 3 Skills Survey
* SIGI3 Interests Survey

**WEEK 5 Who Am I?**

What Kind of People Do You Most Enjoy Working with or Serving?

* SIGI3 Personality Survey

**WEEK 6 Who Am I?**

What Are Your Favorite Working Conditions?

* SIGI3 Occupational Info - By Things to Avoid
* SIGI3 Occupational Info - By Video

**WEEK 7 Who Am I?**

What Level Would You Like to Work at, and What Salary Would You Be Satisfied With?

* SIGI3 Occupational Info - By Combination
* **PORTFOLIO PART I DUE**

**WEEK 8 Once You Know Exactly What You Are Looking For:**

Use Research to Your Advantage

* SIGI3 Occupational Info – By Combination
* Occupational Outlook Handbook (OOH) <http://www.bls.gov/OCO/>

**WEEK 9 Once You Know Exactly What You Are Looking For:**

Use Resumes to Your Advantage

* **PORTFOLIO PART II DUE**

**WEEK 10 Once You Know Exactly What You Are Looking For:**

Taking the Road to Graduation

* Creating Your Educational Plan

**WEEK 11 Once You Know Exactly What You Are Looking For:**

Taking the Road to Graduation

* Creating Your Educational Plan
* **PORTFOLIO PART III DUE**

**WEEK 12 Once You Know Exactly What You Are Looking For:**

Develop Interviewing Skills

* The Informational Interview

**WEEK 13 Once You Know Exactly What You Are Looking For:**

Networking & Research

* The Informational Interview

**WEEK 14 Preparing Your Presentation**

*Luck Is No Accident*

* Choose topic & roles, plan tasks and timelines, and choose when and how ([www.drive.google.com](http://www.drive.google.com) )to meet
* **INFORMATIONAL INTERVIEW DUE**

**WEEK 15 Preparing Your Presentation**

*Luck Is No Accident*

* Analyze your audience, organize & write PowerPoint Presentation ([www.office.microsoft.com](http://www.office.microsoft.com)), and create supporting visuals

**WEEK 16 Preparing & Delivering Your Presentation**

* Choose speaking roles & practice your presentation
* Groups 1 & 2 **-** Wednesday

**WEEK 17 Delivering Your Presentation**

* Groups 3 & 4 – Monday
* Groups 5 & 6 - Wednesday

**WEEK 18 Delivering Your Presentation**

**MONDAY, DECEMBER 8, 2014**

* Groups 7-10