Reedley Community College

COUN 34 57991: Career Awareness

FALL 2015

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

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

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**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: 2**

**Course Objectives**:

In the process of completing this course, students will:

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| 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. |

**Course Outcomes**:

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

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| 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. |

**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**: <http://www.reedleycollege.edu/index.aspx?page=260>). A copy of the appropriate form, Notification of Authorized Services, needs to be submitted to the instructor – preferably within the first two weeks of the semester.

**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.

**Required Text and Materials**:

**Important Note**: 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.

* Fabricant, Miller, & Stark. (2014) *Creating Career Success: A Flexible Plan for the World of Work, 1st Edition*, Cengage (available at campus bookstore: <http://www.bookstore.fresnocitycollege.edu/reedley/>).

**Course Requirements:**

All assignments are expected to be submitted by the end-of-the week assigned, no later than Sunday 11:59PM. **Late assignments will not be accepted**. Submit on **Blackboard (Bb)**: <https://scccd.blackboard.com>. Your grade will be based on successful completion of the following:

1. ***Tasks:*** There are many tasks you will be asked to complete both in the classroom and as assigned homework. These will help you better understand the chapter content and also help you break it down in a more personal and meaningful way. Many tasks will build upon one another. Some tasks include directed questions which give you an opportunity to connect your thoughts and feelings to chapter topics. If writing about your thoughts is unfamiliar to you, try a technique called “free writing,” in which you write the first thoughts that come to mind, unedited, and without using proper grammar. This can help you identify your thoughts and ideas, without stopping yourself to focus on writing skills. There are a total of 10 chapter bundles (3-5 tasks per chapter). Chapter 10 task is optional and extra credit (the additional points can be used to assist students in reaching a grade goal, or to make-up lost points for a missed assignment – your choice).
2. ***Quizzes:*** There will be a total of five quizzes throughout the semester to assess how well you are learning the material (2 chapters per quiz). Small groups will be formed and these teams will work together to answer the 10 questions posed. Thus, it is imperative you keep up on your reading (one chapter per week should be your goal). These will be in the multiple-choice format, so you will have immediate feedback. If absent, you will need to take the online version which can be accessed on Blackboard in the Quiz folder – due by **Sunday 11:59 PM** within the week administered in class. You do not need to take the online version, if you took it in class with your group (worth 10 points each)
3. ***Online participation –Forums:*** Students are expected to fully participate in online Forums and Discussions with classmates at least once each week. I will post questions or tasks weekly from the textbook. You will be required to respond to the question, complete the task, and to reply to a member’s posting. Forum participation will be considered as a part of the final grade calculation. (worth 1-2 points each)
4. ***Final Project-Career Portfolio*:** The purpose of creating a Career Portfolio is to enhance your career development. A Career Portfolio can help you improve your career by raising your awareness of your assets and areas for growth. By seeing your materials organized together, you can learn how employers will view you, and identify skill areas you want to develop. Your Career Portfolio will help you make decisions and take appropriate steps to build your career. See grading rubric below. Your Career Portfolio is your branded packet of information that documents and showcases the unique contribution that you can add to an organization. This starter portfolio can be expanded as you gain more experience through student organizations, work, internship, and service experiences.

***Grading Rubric:***

*The Career Portfolio must be submitted in one of the following formats:*

**Format #1:** Online, with an invitation to view the portfolio sent as an e-mail, with the subject line: Career Portfolio Final Project

**Format #2:** Hard Copy secured in a 3-prong folder

All Portfolios should include:

1. A Cover Page – with name, address, email, and cell phone **(5 points)**
2. A Table of Contents **(5 points)**
3. A Cover Letter **(10 points)**
4. Your Résumé **(10 points)**
5. List of References **(5 points)**
6. Written Elevator Pitch **(5 points)**
7. Optional:

* Letter of Recommendation/commendation (from former/current employer or professor)
* Certificates of Achievement/Completion
* Other documents, pictures, articles, samples that illustrate your skills and talents

**Grading Criteria/Scale:**

1. Tasks (best 9 bundles) 90 points A=100-90%=200-179 pts.
2. Quizzes 50 points B=89-80%=178-159 pts.
3. Online Participation and Forums 20 points C=79-70%=158-139 pts.
4. Final Career Portfolio 40 points C=79-70%=158-139 pts.

TOTAL 200 points 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, 3 or more unexcused, may result in the student being dropped. Students who miss a single class in the first two weeks of school, will be dropped, unless the instructor is notified. Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled.

**Course & Homework Schedule:**

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

**READINGS All required readings are taken from the textbook. It is recommended that you read the corresponding chapter before completing the tasks or discussions assigned. Homework assignments are listed below and must be completed within the week assigned (online submission due by Sunday, 11:59 PM).**

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| **Week/Chapter** | **Topic/Activity** |
| **Week 1**  INTRODUCTION  **I. Know Yourself:** *Prepare, Skills, Preferences, Values* | Introduction to Creating Career Success: Your Flexible Plan For The World Of Work  **Forum:** Introduce yourself - What is your name? Academic major? Do you have a career objective? Do you work? If yes, how many hours weekly? What are your hobbies? Why are you taking this course? What would you like to accomplish in this course? Is there anything else you'd like to share about yourself? (attach a picture with posting)  **Read** Chapter 1 |
| **Week 2**  Chapter 1 Prepare | To get the most out of your career education, prepare by laying the groundwork for your self-assessment.  **TOPICS**  Prepare for the World of Work. Diversity, Multigenerational Issues, Technology and Globalization. What is Career Development? Careers and Life, Career Development Theory  **Forum: Task 1.2** The Multigenerational Workforce. Post your response to the scenarios described in the task and respond to at least one member’s posting.  **HW** Complete **Task** **1.3:** Life Stages & Life Roles. |
| **Week 3**  **9/4 - Last Day To Drop To Avoid “W”**  Chapter 1  *Continued* | Learn how a flexible plan for the world of work will help you develop and manage your career.  **TOPICS**  Create a Career Portfolio. Get Started. Campus and Community Resources.  **Forum: Task 1.1**: What would you be famous for? Share your response by posting.  **HW** **Task 1.4:** Identify Your Support Network.  Complete the KnowdellTM Motivated **Skills Card Sort** – utilize directions/access code that came with your required textbook (Alternate Skills Assessment can be found here: <http://reedleycollege.edu/index.aspx?page=256>).  **Read** Chapter 2 |
| **Week 4**  9/7 – Labor Day (no classes held)  Chapter 2  Skills | Reflect on your past experiences and activities to begin assessing the skills you have and the ones you need to build for your career. **TOPICS**  What Have You Done? Skills for Career Success. Transferable Skills, The 4c’s, Skills Valued by Employers, Motivated Skills.  Embracing Differences: Entering the Workforce.  **Forum: Task 2.3** Expand your digital literacy. Create a new professional social media page and post.  **HW** Complete **Tasks 2.1:** What have you done?, **2.2:** Evidence of Skills, and **2.4:** Transferable skills & your major. |
| **Week 5**  CHAPTER 2  continued  Chapter 3 Preferences | **Quiz #1 (chapters 1 & 2)–**take online if absent  Learn about occupations that are common for people who share your interests.  **TOPICS**  Patterns of Interest: The Holland Codes. Personality Development, Patterns and Typology. Work Environments and Holland’s Environmental Typology.  **Forum:** Embracing Differences: Stereotype threat. List 3 common stereotypes and identify ways in which the threat can be alleviated. Respond to a posting.  **HW** – Complete assessment MBTI® instrument – utilize directions/access code that came with your required textbook (Alternate MBTI Assessment can be found here: <http://reedleycollege.edu/index.aspx?page=256>).  **Read** Chapter 3 |
| **Week 6**  Chapter 3  *Continued* | Learning about your natural preferences can also help you consider what you would need in a career for you to be satisfied.  **TOPICS**  Explore Your Preferences: Psychological Type.  Work With Awareness: Proactive Behavior Applying Type in Everyday Life.  **Forum:** Career Profiles. Students with a last name starting with A-M read the career profile of Cara and those with N-Z read her supervisor’s interview and respond to the discussion questions.  **HW** –Complete **Tasks 3.1**: Childhood Interests, **3.2**: Personality & Environment, **3.3**: Exploring Psychological Type, **3.4:** Psychological Type and Careers and **3.5**: Career Fields to Consider.  **Read** Chapter 4 |
| **Week 7**  Chapter 4  Values | Increase your chances of being satisfied and successful in your career by assessing what is important to you and what motivates you.  **TOPICS**  That Motivates Me. Maslow’s Hierarchy of Needs. Values and Your Career. Reputation.  **Forum:** Work with Awareness: Corporate Social Responsibility. Research a company and summarize the company’s corporate social responsibility (CSR). Students should respond to a posting and explain why they would like to work for that company.  **HW** – Complete **Tasks 4.1**: Choose Your Affirmations, **4.2:** Assess Your Career Values (KnowdellTM Career Values Card Sort – utilize directions/access code that came with your required textbook (Alternate Values Assessment can be found here: <http://reedleycollege.edu/index.aspx?page=256>)., and **4.4:** Analyze Your Reputation.  **Read** Chapter 5 |
| **Week 8**  **II. Explore Your Options** *Explore, Relationships, Decision-Making*  Chapter 5  explore | **Quiz #2 (chapters 3 & 4)–** take online if absent  Connecting what you know about yourself with information about the workplace can help you identify areas to explore.  **TOPICS**  Four Steps to Conduct Career Research. Expand Your Options.  Real-World Career Exploration.  Tech Savvy: Use Social Media To Become an Information Magnet.  Embracing Differences: Diversity in the Workplace.  **Forum:** Changes In Our Present Economy. Locate a recent article discussing how globalization or technology has impacted a particular industry and post a brief summary and link to the article, and respond to at least one posting.  **HW** – Complete **Tasks 5.1**: What I Want to Know: Four Steps of Career Exploration, **5.2:** Explore Your Creativity, **5.3**: Transferable Skills and the Workplace and **5.4:** Careers & My Major.  **Read** Chapter 6 |
| **Week 9**  **10/16 - Last Day To Drop To Avoid A Letter Grade**  Chapter 6  Relationships | Building and nurturing genuine relationships can help you gain support, information, and access throughout your career.  **TOPICS**  Real Relationships.  Embracing Differences: Disclosing A Disability.  **Forum:** Tech Savvy: Build Your Connections Using Online Social Networks. **Task 6.2:** Create a Networking Wish List. Post the wish list and review each other’s identifying individuals in their network they can introduce classmates to.  **HW**– Complete **Tasks 6.1:** Identify Your Social Network, **6.3**: Develop a Networking E-Mail Letter, **6.4:** Identify Your Talking Points. |
| **Week 10**  chapter 6  continued | **Quiz #3 (chapters 5 & 6)** –take online if absent  **6.5**: Conduct an Informational Interview.  **Read** Chapter 7 |
| **Week 11**  Chapter 7  Decision making | Making career decisions involves reflecting on your self-assessment, prioritizing your concerns, and incorporating your understanding of the world of work.  **TOPICS**  Decision-Making Approaches, Make Decisions Using The CASVE Cycle.  Tech Savvy: Information Overload.  Work with Awareness: The Gap Year.  From Decisions To Action.  **Forum:** Create Opportunity From Unexpected Events. Describe an unexpected event that turned into an opportunity for you.  **HW** – Complete **Tasks 7.3**: Make a Decision, **7.4:** Create Opportunity and **7.5:** Overcome Obstacles to Decision-Making.  **Read** Chapter 8 |
| **Week 12**  **III. Market Yourself** *Tools, Launch, Career Management*  Chapter 8  ToolS | Job search tools are useful for a job or internship search as well as for networking, and developing a personal brand.  **TOPICS**  Résumés for The Real World. Prepare a Targeted Résumé  Tech Savvy: Sending your résumé and cover letter online.  Work with Awareness: Market Your Social Awareness.  **Forum:** Build Your Brand. Describe your brand.  **HW** – Complete **Tasks 8.1:** Your Personal Brand, **8.2:** Create a description using action verbs, and **8.3:** Summarize your assets.  **Prepare a Résumé Draft.**  **Read** Chapter 8 |
| **Week 13**  11/13 – Veterans Day (no classes)  Chapter 8  *Continued* | **TOPICS**  Prepare Winning Cover Letters. Additional Job Search Tools. References, Thank-You Letters and Job Applications.  **Forum:** Embracing Differences: Where in the World Will Your Career Take You? Cultural Differences in Job Search Materials. Research and list 3 examples of a cultural difference that can impact business and communication.  **HW** – Complete **Tasks 8.4**: Are your career interests represented in your experience? and **8.5**: Your Social Media: Asset or Liability?  **Revise Final Résumé.**  **Read** Chapter 9 |
| **Week 14**  Chapter 9  launch | **Quiz #4 (chapters 7 & 8)** –take online if absent  Learning to network, interview, and negotiate will help you have the most options and make a selection that works well for you.  **TOPICS**  Create A Job Search Plan. Use All Of Your Resources.  Tech Savvy: Technology in Your Job Search.  Work With Awareness: Wellness.  **Forum:** Elevator Pitch. Share your elevator pitch with the group  **HW** – Complete **Tasks 9.1**: Create a Job Search Plan and **9.2:** Create  **Read** Chapter 9  **Prepare a Cover Letter using an existing job posting.** |
| **Week 15**  Chapter 9  *Continued* | **TOPICS**  Prepare for a Career or Job Fair. Networking for Job Opportunities. Improve Your Interviewing Skills.  Embracing Differences: Discrimination and Affirmative Action  Illegal Interview Questions.  **Forum:** Professional Attire & Your Job Search. Post pictures from store catalogs of appropriate interview and business casual attire. Respond to a posting explaining why it is or isn’t suitable.  **HW** –complete **Tasks 9.3**: Tell Me About Yourself and **9.4:** Prepare for a Practice Interview.  **Read** Chapter 10 |
| **Week 16**  Chapter 10  Career management | Managing your career involves an ongoing commitment to developing and maintaining your skills, talents, and self-knowledge.  **TOPICS**  Professionalism in the Workplace. Succeeding With Mentors  Tech Savvy: Technology and Your Daily Work Experience  The Life You Want Now … and In the Future  **Forum:** Embracing Differences: Harassment in The Workplace. Students should locate a recent article discussing a case of harassment or illegal activity in the workplace and post a brief summary and link to the article, and respond to at least one posting.  **HW**–**Task 10.5**: Your Definition of Personal Success  **Quiz #5 (chapters 9 & 10)–** take online if absent |
| **Week 17** | **Submit Career Portfolio: Format 1 or Format 2** – SEE CHECKLIST |
| **Week 18** | **FINAL MEETING DAY, WEDNESDAY, DECEMBER 16, 8:00 AM**  **Pick-up FINAL CAREER PORTFOLIO** |