

Syllabus
COUN 34: Career Awareness
Reedley College – Fall 2015
Section 58004

Instructor: Danielle Reents, M.S.

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Days: Monday/Wednesday (10/19/15-12/16/15)

Time: 2 PM – 3:50 PM

Location: Language Arts Lab, Room 2

COURSE DESCRIPTION:

The goal of this course is to assist students in career exploration through self-assessment, career research, goal setting, and success strategies. Activities include career assessments, self-analysis, career-related videos, individualized career research, small group exercises and mock interviews. This course is designed for students who have not determined a college major or career goal. COUN 34 is a CSU transferable course. **(Basic Skills Advisories: Eligibility for English 125, and 126)**

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 attain it.
9. List the factors required for achieving success.
10. Present oneself informally and formally in a positive and constructive manner.

COURSE OBJECTIVES:

Upon successful completion of COUN 34, 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.

TEXTBOOK:

Fabricant, Miller, and Stark. *Creating Career Success*. Boston: Wadsworth, 2014. Print.
(You will be expected to use the text both in and out of class, bring it to every class period.)

MATERIALS:

A **three-ring binder** or another form of organization material is needed to organize assignments and handouts. Notes, handouts, class activities, assignments, assessments, exams and the course syllabus should be kept in your binder and brought to each class. A **planner/organizer** is highly recommended for organization purposes.

ATTENDANCE AND CLASS PARTICIPATION:

This is a course for students who want to explore careers. One of the most important factors of success in any endeavor is consistent and active participation. Therefore, students are expected to attend all class sessions. Attendance will be taken during each class session. **It is the responsibility of the student to sign the attendance sheet each class period.** Students are expected to show up on time and stay for the entire class session. If a student is late to class, he/she should enter and sit down quietly. (Do not ask your neighbor what we are doing or interrupt the lecture/discussion. Wait for a break or until after class to find out what was missed.) If a student is unable to attend class, it is his/her responsibility to notify the instructor **before** the class period and get any missed information or assignments from the instructor or other students. Students should come to each session prepared (this includes bringing the textbook and class binder) and actively participate during group activities and class discussions. There are no excused absences. Excessive absences, 3 or more, may result in the student being dropped from this class. Ultimately, it is the student's responsibility to officially drop a class in which he/she no longer wishes to be enrolled.

Note: Late work will not be accepted! Homework is due at the beginning of each class, no exceptions. If you must miss class, you must email the assignment(s) due that day **before** the beginning of the given class period. Make up homework and exams will **not** be permitted.

Note: If you do not understand something, ask me **before** the due date.

Note: Talking during exams is strictly prohibited; any student whom violates this rule will have earned a zero for the corresponding exam.

Note: Electronic device responsibility: any disruption by a student using an electronic device during class time will be asked to leave class for the day.

Note: If you are disruptive in any way, you will be required to leave the class for the day. If you continue to be disruptive, a report will be filed with the Dean of Students. Disruptive behavior includes, but is not limited to: talking to classmates while instructor/other classmate is addressing the class, completing other work besides the assigned task, inappropriate language or tone with instructor/classmates, rudeness, usage of electronic device/cell phone (including text messaging) during class, etc.

CHEATING AND PLAGIARISM:

“Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.” (RC Catalog page 44).

ACCOMMODATIONS:

Reedley College is committed to providing reasonable accommodations to students with disabilities. Disabled Student Programs & Services (DSP&S) provides the campus with academic support services and specialized assistance to students with disabilities. Individuals with physical, perceptual, or learning disabilities as addressed by the Americans with Disabilities Act should contact DSP&S for information regarding accommodations. Please notify the instructor so that reasonable efforts can be made.

ASSIGNMENTS:

JOURNALS – Read each chapter before it is discussed in-class. There will be 10 journal entries assigned throughout the semester.

INSPIRATION COLLAGE – Collage which portrays students’ goals, inspirations, etc. Further details will be provided in class.

PERSON OF PASSION - Choose a person that you deem passionate about his/her career/life. Additional instructions will be given in class.

SELF-PORTRAIT ESSAY – Guidelines: minimum three pages, double-spaced, typewritten paper with one inch margins and 12 point font. The purpose is to summarize and interpret all class self-discovery results and experiences, and to conclude with two - three selected related careers to research. Examples will be presented in class.

STUDENT EDUCATION PLAN (SEP) – Make an appointment between now and February 24, 2015, with a counselor via the Reedley College homepage by clicking Student Services, then Counseling and Advising, then eSARS Counseling Appointments link to access appointment availabilities. A completed copy of your SEP must be turned in for credit.

MIDTERM – Short answer exam covering chapters 1-5 and class material.

CAREER EXPLORATION RESEARCH PAPER – A format will be distributed by the instructor. The purpose is to report research information about several careers of interest to you. Information should include: labor market data, duty description, minimum qualifications, salary range, related majors, and pros and cons for you. It must conclude with a comparison and evaluation of these careers and your plan(s) of action towards pursuing this career.

INTERVIEW THE FUTURE ME – Complete an informational interview with a community leader or someone you feel is in a career you would like to pursue for the future.

RESUME – Students are to create a personal, professional resume. Structure, details, and examples will be provided in class.

COVER LETTER – Students are to write a professional cover letter which shall be addressed to a company/organization in which he/she wishes to become employed with in the future. Further details will be discussed in class.

CAREER PORTFOLIO – Students are required to keep all materials and assignments throughout the extent of the course. The grade will be based on organization and completeness.

MOCK INTERVIEW - Dress appropriately and interview/participate in a mock interview. Further details will be discussed in class.

ASSESSMENTS - There will be on-line and/or in-class assessments that will be assigned. Follow instructions, print results, and answer questions. More instructions will be given in class.

TEXTBOOK FINAL - Short answer exam covering chapters 6-10 and class material.

Grading:

Assignments	Total Points	Points Achieved
Journal Entries	20	
Inspiration Collage	10	
Person of Passion	15	
Assessments	20	
Self Portrait Essay	25	
Midterm Exam	30	
SEP	10	
Career Exploration Research	30	
Interview the Future Me	20	
Career Portfolio Project	25	
Mock Interview	15	
Chapter tasks	10	
Resume	20	
Cover Letter	20	
Final Exam	30	
Total	300	

Points and Grades

- 300 – 270 = A
- 269 – 240 = B
- 239 – 210 = C
- 209 – 180 = D
- 179 – 0 = F

COURSE SCHEDULE

The following course schedule is a tentative plan for the semester and the instructor reserves the right to make changes as deemed necessary.

WEEK 1

- 10/19 Syllabus/Student Information
Blackboard/Email/WebAdvisor
Ice Breaker Activity
Setting the Stage/Career Exploration Process (what are you wanting to learn)
DATA-PEOPLE-THINGS-IDEAS assessment (DUE 10/21)
HW: DATA-PEOPLE-THINGS-IDEAS assessment & Read Ch. 1
- 10/21 Review Ch. 1 & Journal 1
Activity: Student Inventory/Bingo
Small group: review DATA-PEOPLE-THINGS-IDEAS
Inspiration Collage (DUE 10/28)
HW: Read Ch. 2 & Inspiration Collage

WEEK 2

- 10/26 Review Ch. 2 & Journal 2
Small group: Career Development
Overview of campus resources
Complete Your Flexible Plan (p. 41)
Complete Task 2.1: What Have You Done? (p. 43)
Complete Your Flexible Plan (p. 41)
Handout: Person of Passion (Due 11/2)
HW: Read Ch. 3 & Person of Passion Paper
- 10/28 Review Ch. 3 & Journal 3
Go over: Inspiration Collage (5 min. presentation)
Tasks 3.1 & 3.2
DUE: Inspiration Collage
HW: Person of Passion Paper

WEEK 3

- 11/02 Holland's Theory of Personality Styles/ Self Directed Search
Task 3.3, 3.4, and 3.5
Small group: Person of Passion
DUE: Person of Passion Paper
- 11/04 Type focus introduction
HW: Complete TypeFocus & SIGI3 – print and save for Career Project Portfolio
HW: Read Ch. 4

WEEK 4

- 11/09 Review Ch. 4 & Journal 4: What Do You Like?
Handout: How to draw a self-portrait/Outlining your portrait
Complete Task 4.1
Midterm study guide (ch. 1 – 5)
HW: Read Ch. 5 & Self-Portrait Essay (Due 11/18)

11/11 Review Ch. 5 & Journal 5
Complete Task 5.1
Midterm study guide (ch. 1 – 5)
HW: study for midterm

WEEK 5

11/16 MIDTERM
HW: Read Ch. 6
HW: Career Exploration Research paper (DUE: 11/23)

11/18 Review Ch. 6 & Journal 6
Activity: Networking & Connections
Handout: Interview the Future Me (DUE: 12/02)
HW: Read Ch. 7 & SEP (DUE 11/30)
DUE: Self-portrait

WEEK 6

11/23 Review Ch. 7 & Journal 7
HW: Read Ch. 8 & personal brand activity
Present: Career Exploration Research findings
Due: Career Exploration Research paper

11/25 Veteran's Day (campus closed)

WEEK 7

11/30 Review Ch. 8 & Journal 8
Resume, cover letter and job search tools
Small group: share personal brand
HW: Read Ch. 9 & work on task 9.2
HW: Resume & Cover Letter (DUE: 12/9)
Due: SEP

12/02 Review Ch. 9 & Journal 9
Small group: Elevator pitch
In class activity – job search
HW: Read Ch. 10
DUE: Interview the future me

WEEK 8

12/07 Review Ch. 10 & Journal 10
Guest Speaker – Interview Skills
Final Review Handout

12/09 Mock Interviews, in – class
Due: Resume and Cover Letter
HW: Review for final

WEEK 9

12/16 FINAL (Ch. 6 – 10) Wed. Dec 16 at 2pm
DUE: Career Portfolio