

Reedley Community College
COUN 34: Career Awareness
FALL 2016

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Course Description: This course is specifically designed to guide students in selecting a college major leading to a career path. It encompasses self-assessments, career exploration (career research), decision-making and goal-setting skills, and success strategies.

ADVISORIES: Eligibility for English 1A (A, CSU). **Course Credits/Class Hours:** 2

Course Objectives:

In the process of completing this course, students will:

1. Learn strategies for self-assessment in relationship to choosing an academic major or career.
2. Identify personal interests, abilities, personality type and values.
3. Connect interests, abilities, personality type and values to academic majors and career pathways.
4. Acquire strategies for seeking information about academic majors and careers.
5. Research career pathways utilizing the latest technology resources gathering information including job duties, job requirements/education, salary ranges and job outlook.
6. Implement real-world career exploration and social network structures, including informational interviewing, networking, and job shadowing.
7. Develop decision-making skills encompassing short and long term career goals, and a comprehensive student education plan (SEPC).

Course Outcomes:

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

1. Analyze their specific personality traits, interests and values as they pertain to careers.
2. Investigate careers based on their self-assessment findings through a career research project.
3. Evaluate career options and select a major to reach a self-determined career for a comprehensive student education plan (SEPC) completed with a state center community college district counselor.

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)638-0300 (**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/>).
- (1) 882-E Scantron (LOVAS preferred)

Course Requirements:

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

1. **Know Yourself:** *Prepare, Skills, Preferences, Values (Chapters 1-4 Tasks)*
Students will complete online and paper-based assessments (4 assessments @ 10 points each).
2. **Explore Your Options:** *Explore, Relationships, Decision-Making (Chapters 5-7 Tasks)*
Students will research career information utilizing both on and off-line resources (3 chapter bundles @ 10 points each).
3. **Market Yourself** *Tools, Launch (Chapters 8-9 Tasks)*
Students will construct a career portfolio inclusive of the following: (a) cover letter, (b) resume/reference page, (c) and interview Q & A (worth 10 points each).
4. **Educational Plan:**
Students will choose one educational plan; note courses taken/needed to reach career objective; and then meet with an RC Counselor to create an individualized schedule (worth 20 points total).
5. **Final Exam:** The final will cover chapters 1-9, and will be objective in form, multiple-choice and true and false. A review will be done at the end of each chapter in preparation for the final exam (40 questions @ 2 points each).

Grading Criteria/Scale:

1. Assessments	40 points	A=100-90%	200-179 pts.
2. Career Research	30 points	B=89-80%	178-159 pts.
3. Marketing Yourself	30 points	C=79-70%	158-139 pts.
4. Educational Plan	20 points	D=69-60%	138-119 pts.
5. Final Exam	80 points	F=below 60%	118 & below
TOTAL	200 points		

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.

Week/Chapter	Topic/Activity
Week 1 INTRODUCTION I. Know Yourself: <i>Prepare, Skills, Preferences, Values</i>	Introduction to <u>Creating Career Success: Your Flexible Plan For The World Of Work</u> Class Discussion: 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? 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 HW Complete Task 1.3: Life Stages & Life Roles, and Task 1.5: Resources
Week 3 9/2 Last Day to Drop to Avoid "W" CHAPTER 2 SKILLS	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. HW Complete the Skills Card Sort (assessment tool, SIG13, can be found here: http://reedleycollege.edu/index.aspx?page=256). Use the assessment information to assist you in completing Task 2.4: Transferable skills & your major. Read Chapter 2
Week 4 CHAPTER 2 <i>Continued</i>	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. HW Complete Tasks 2.1: What have you done? (save Career Portfolio file to Office365)

<p>Week 5 CHAPTER 3 PREFERENCES</p>	<p>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. HW – Complete the Personality Card Sort (assessment tool, SIG13, can be found here: http://reedleycollege.edu/index.aspx?page=256). Use the assessment information to assist you in completing Task 3.2: Personality & Environment</p> <p>Read Chapter 3</p>
<p>Week 6 CHAPTER 3 <i>Continued</i></p>	<p>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. HW – Complete the MBTI® personality assessment located on pages 59-61 in the required textbook. Use the assessment information to assist you in completing Task 3.3: Exploring Psychological Type</p> <p>Read Chapter 4</p>
<p>Week 7 CHAPTER 4 VALUES</p>	<p>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. HW – Complete Tasks 4.2: Assess Your Career Values (Values Card Sort - assessment tool, SIG13, can be found here: http://reedleycollege.edu/index.aspx?page=256), and 4.4: Analyze Your Reputation.</p>
<p>Week 8 CHAPTER 4 <i>Continued</i> II. Explore Your Options <i>Explore, Relationships, Decision-Making</i> CHAPTER 5 EXPLORE</p>	<p>Read Chapter 5 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. HW – Complete Task 5.1: What I Want to Know: Four Steps of Career Exploration</p>

<p>Week 9 10/14 Last Day to Drop to Avoid a Letter Grade CHAPTER 5 EXPLORE <i>Continued</i></p>	<p>HW – Complete the Interests Inventory (assessment tool, SIGI3, can be found here: http://reedleycollege.edu/index.aspx?page=256). Use the assessment information to assist you in completing Task 5.4: Careers & My Major.</p> <p>Read Chapter 6</p> <p>Progress Reports</p>
<p>Week 10 CHAPTER 6 RELATIONSHIPS</p>	<p>Building and nurturing genuine relationships can help you gain support, information, and access throughout your career.</p> <p>TOPICS Real Relationships. Embracing Differences: Disclosing A Disability.</p> <p>HW– Complete Task 6.3: Develop a Networking E-Mail Letter</p>
<p>Week 11 CHAPTER 6 continued</p>	<p>HW– Complete Task 6.5: Conduct an Informational Interview.</p> <p>Read Chapter 7</p>
<p>Week 12 CHAPTER 7 DECISION MAKING</p>	<p>Making career decisions involves reflecting on your self-assessment, prioritizing your concerns, and incorporating your understanding of the world of work.</p> <p>TOPICS Decision-Making Approaches, Make Decisions Using The CASVE Cycle. Tech Savvy: Information Overload. Work with Awareness: The Gap Year. From Decisions to Action.</p> <p>HW – Complete Tasks 7.3: Make a Decision, and 7.4: Create Opportunity</p> <p>Student Educational Plan Handout</p> <p>Read Chapter 8</p>
<p>Week 13 11/11 Veteran’s Day Observed (no class)</p>	<p>HW Student Educational Plan</p>
<p>Week 14 III. Market Yourself <i>Tools, Launch, Career Management</i> CHAPTER 8 TOOLS</p>	<p>TOPICS Job search tools are useful for a job or internship search as well as for networking, and developing a personal brand. 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. Prepare Winning Cover Letters. Additional Job Search Tools. References, Thank-You Letters and Job Applications.</p> <p>HW – Complete Tasks 8.2: Create a description using action verbs,</p>

	<p>and 8.3: Summarize your assets (Access saved file on Office365)</p> <p>Student Educational Plan DUE</p> <p>Read Chapter 9</p>
<p>Week 15 11/24-11/25 Thanksgiving Holiday (no class)</p>	<p>HW – Cover Letter & Resume/References</p>
<p>Week 16 CHAPTER 9 LAUNCH</p>	<p>TOPICS Learning to network, interview, and negotiate will help you have the most options and make a selection that works well for you. Create A Job Search Plan. Use All of Your Resources. Tech Savvy: Technology in Your Job Search. Work with Awareness: Wellness. Prepare for a Career or Job Fair. Networking for Job Opportunities. Improve Your Interviewing Skills. Embracing Differences: Discrimination and Affirmative Action Illegal Interview Questions. HW –complete Task 9.3: Tell Me About Yourself and Prepare for a Practice Interview (pick-up an interview Q&A packet)</p> <p>Cover Letter & Resume/References DUE</p>
<p>Week 17</p>	<p>Final Review</p> <p>Interview Q&A DUE</p> <p>Progress Reports</p>
<p>Week 18 Finals Week</p>	<p>LAST MEETING DAY, MONDAY, DEC 12, 10:00 AM FINAL (chapters 1-9) Bring an 882-E scantron & #2 pencil</p>