Reedley Community College

COUN 34: Career Awareness

FALL 2018

**Instructor: Tasha Cummings, M.A. Education/Counseling**

**Office Hours: Email questions or to request an on-site appointment**

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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 recommended (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 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). |

**Recommended Text:** Fabricant, Miller, & Stark. (2014) *Creating Career Success: A Flexible Plan for the World of Work, 1st Edition*

**Attendance Policy:**

Students are expected to attend all class meetings. Excessive absences, 3 or more, may result in the student being dropped.

**Course Requirements:** All assignments are expected *to be submitted online,* **Canvas**: <https://scccd.instructure.com>*.* Late assignments will not be accepted.

**Username**: Your 7-digit student ID number.

**Password**: If you have not previously changed your password, it is:  
              *First name initial* (upper case) + *last name initial* (lowercase) + *date of birth* (mmddyy)  
              **Example**: John Smith born on July 9th of 1988     Password =Js070988

**Grading Criteria & Scale:**

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| *Assessments*  *Chapters 2-4*  5 points each | 30 points | A 90-100%  200-179 points  B 80-89%  178-159 points |
| Career Research  *Chapters 5-7*  10 points each | 70 points | C 70-79%  158-139 points |
| Marketing Yourself  *Chapters 8-9*  10 points each | 20 points | D 60-69%  138-119 points |
| Tests (3)  *Chapter 2-4, Chapters 5-7, & Chapters 8-9*  30, 30, 20 points, respectively | 80 points | F Below 60%  below 119 points |

**Americans with Disabilities Act:** Notification of Authorized Services, needs to be submitted to the instructor – preferably within the first two weeks of the semester.

**Course & Homework Schedule:**

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

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| **Week/Chapter** | **Topic/Activity** |
| **Week 1**  INTRODUCTION | Syllabus & Canvas introduction  **HW** Schedule **a counseling appointment to complete your SEP-C** & **sign-up for a Coffee & Careers presentation** no later than the 9th week of school, 10/12 |
| **Week 2**  **I. Know Yourself:** *Prepare, Skills, Preferences, Values*  Chapter 1 Prepare | **Read** Chapter 1  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. Create a Career Portfolio. Get Started. Campus and Community Resources.  **HW** Creation of **SIGI3 login** |
| **Week 3**  ***Sun., 9/2 Last day to drop to avoid a “W”***  Chapter 2  SKILLS | **Read** Chapter 2  **TOPICS** What Have You Done? Skills for Career Success. Transferable Skills, Skills Valued by Employers, Motivated Skills.  Embracing Differences: Entering the Workforce.  **HW** Complete the **Skills** survey |
| **Week 4**  Chapter 3 Preferences | **Read** Chapter 3  **TOPICS** Patterns of Interest: The Holland Codes. Personality Development, Patterns and Typology. Work Environments and Holland’s Environmental Typology. Explore Your Preferences: Psychological Type. Work with Awareness: Proactive Behavior Applying Type in Everyday Life.  **HW** – Complete the **Personality** survey (Hollands Code & MBTI) |
| **Week 5**  Chapter 4  Values | **Read** Chapter 4  **TOPICS** That Motivates Me. Maslow’s Hierarchy of Needs. Values and Your Career. Reputation.  **HW** –Complete the **Values** survey |
| **Week 6** | Group Discussion  **TEST #1** |
| **Week 7**  **II. Explore Your Options** *Explore, Relationships, Decision-Making* | Complete the **Interest** survey & explore occupational info by combining all assessments.  **HW** –Decide on top 3 career choices based on “By Combo” results |
| **Weeks 8-9**  ***Fri., 10/12, Last day to drop to avoid a letter grade***  Chapter 5  explore | **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 **What I Want to Know** and **Experiential Learning** |
| **Weeks 10-11**  Chapter 6  Relationships | **Read** Chapter 6  Building and nurturing genuine relationships can help you gain support, information, and access throughout your career.  **TOPICS** Real Relationships. Embracing Differences: Disclosing A Disability.  **HW**– Develop a **Networking E-Mail Letter**, and Conduct an **Informational Interview** |
| **Weeks 12-13**  Chapter 7  Decision making | **Read** Chapter 7  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. From Decisions to Action.  **HW** – Complete an **SEP** and **Create Opportunity** |
| **Week 14** | Group Discussion  **TEST #2** |
| **Week 15-16**  ***Th-F, 11/22-23 Thanksgiving***  **III. Market Yourself** *Tools, Launch, Career Management*  Chapter 8  ToolS | **Read** Chapter 8  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. Prepare Winning Cover Letters. Additional Job Search Tools. References, Thank-You Letters and Job Applications.  **HW** – Complete **Get to the Point** |
| **Week 17**  Chapter 9  launch | **Read** Chapter 9  Learning to network, interview, and negotiate will help you have the most options and to make a selection that works well for you.  **TOPICS** Create a Job Search Plan. Use Your Resources.  Tech Savvy: Technology in Your Job Search.  Prepare for a Career or Job Fair. Networking for Job Opportunities. Improve Your Interviewing Skills.  **HW** – Complete **How to Shine** |
| **Finals Week** | **LAST MEETING DAY, Tuesday, December 11, 2:00 PM**  **TEST #3** |

**Course Outcomes**:

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

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| 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. |