

Syllabus
COUN 34: Career Awareness
Reedley College – Fall 2016
Section 95572

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Days: Friday (8/15/16-12/16/16) & online
Time: 1:30PM - 3:00PM & Hybrid
Location: Humanities, Room 62

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. 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 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)

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 **journal** is also required for journaling and reflection activities. 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. This is a hybrid course – not participating in a weekly session will count as an absence and all points for assignments that week will be lost. Attendance will be taken during each class session. **It is the responsibility of the student to be present at the beginning of the class when attendance is taken.** 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 – There will be 10 journal entries completed online, as assigned throughout the semester.

INSPIRATION COLLAGE – Collage portraying students’ goals, inspirations, etc.

I AM – In class assignment reflecting on identity. Assignment prompt given in class.

SELF-PORTRAIT ESSAY – Guidelines: A format example will be distributed by the instructor. 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.

STUDENT EDUCATION PLAN (SEP) – Make an appointment 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, multiple choice, fill-in exam covering chapters 1-5 and class material.

CAREER EXPLORATION RESEARCH PAPER – Guidelines: A format example 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.

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.

CHAPTER TAKE-AWAY – Read assigned chapter before class and share 3 ideas/concepts of interest.

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.

FINAL - Short answer, multiple choice, fill-in exam covering chapters 1-7 and class material.

Grading:

Assignments	Due Date	Total Points	Points Achieved
Chapter Take-away	All semester	10	
Journal Entries	All semester	20	
I AM	8/26/16	10	
Inspiration Collage	9/2/16	10	
Campus Scavenger Hunt	9/16/16	30	
Assessments	9/23/16 & 10/14/16	30	
Self Portrait Essay	10/21/16	15	
Midterm Exam	11/4/16	45	
SEP	11/18/16	10	
Interview the Future Me	12/2/16	15	
Career Exploration Research Paper	12/9/16	30	
Career Portfolio Project	12/16/16	30	
Final Exam	12/16/16	45	
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	08/19	Syllabus/Student Information (Syllabus speed dating) Canvas/Email/WebAdvisor Ice Breaker Activity Online: Create your online personality HW: Get book, login to student accounts, etc. (8/26) & Inspiration Collage (Due 9/2)
WEEK 2	8/26	Form Small Groups – split up chapters Setting the Stage/Career Exploration Process (what are you wanting to learn) In class activity: “I AM” Activity DATA-PEOPLE-THINGS-IDEAS assessment Small group: review DATA-PEOPLE-THINGS-IDEAS Online: Journal 1 – reflect on DATA-PEOPLE-THINGS-IDEAS HW: Inspiration Collage (Due 9/2)
WEEK 3	9/02	DUE: Inspiration Collage Presentation: Inspiration Collage (3 - 5 min) Quick Review Developmental Stages (optional) Online: Journal 2 - Reflection on inspiration college & I AM HW - Read Chapter 1 (Due 9/9)
	9/02	LAST DAY TO DROP A CLASS IN PERSON TO AVOID A “W”
	9/05	LAST DAY TO DROP A CLASS ON WEBADVISOR TO AVOID A “W”
WEEK 4	9/09	DUE: Chapter 1 Takeaways Chapter 1 Presentation & Group 1 Presentation In class activity: Task 1.4 (Pg. 22) Small Group: Present Person of Passion Papers Online: Journal 3 – Prompts from Thought Questions (Pg. 20) HW - Campus Resources (Due 9/16) & TypeFocus and Sigi3 Assessments (Due 9/23)
WEEK 5	9/16	VIRTUAL CLASS DUE: Small Groups submit Campus Resources Project
WEEK 6	9/23	VIRTUAL CLASS DUE: Complete TypeFocus & Sigi3 Assessments and Submit Online print and save for Career Project Portfolio
WEEK 7	9/30	Guest Speaker – Attendance will be taken Online: Journal 4 – reflect on assessment results HW: Read Ch. 2 (Due 10/7)
WEEK 8	10/07	DUE: Chapter 2 Takeaways Chapter 2 Presentation and Group 2 Presentation In class activity: Class Activity 2.1 What Do I Do? Small Groups: Reflect on Assessments Online: Journal 5 - Complete Your Flexible Plan (p. 41) HW: RIASEC & MBTI Assessment (10/14)s & Self-portrait essay (10/21) & Read Ch. 3 (Due 10/14)

- WEEK 9** **10/14 LAST DAY TO DROP A CLASS TO RECEIVE A W (letter grades assigned)**
10/14 DUE: Chapter 3 Takeaways
Chapter 3 Presentation and Group 3 Presentation
MBTI Overview / Holland's Theory of Personality Styles/ Self Directed Search
In class activity: RIASEC Bingo
Online: Journal 6 – complete Plan of Analysis (Pg. 67)
HW: Self-portrait essay (10/21) & Read Ch. 4 (Due 10/21)
- WEEK 10** **10/21** DUE: Chapter 4 Takeaways & Self-portrait Essay
Chapter 4 Presentation and Group 4 Presentation
In class activity: Values Activity
Small Groups: Self – Portrait Essay Share
Online: Journal 7 – complete Plan of Analysis (Pg. 88)
HW: Interview the Future Me (Due 12/2) & Read Ch. 5 (Due 10/28)
- WEEK 11** **10/28** DUE: Chapter 5 Takeaways
Chapter 5 Presentation and Group 5 Presentation
In class activity: Task 5.1 (Pg. 122)
Midterm study guide (ch. 1 – 5)
Online: Journal 8 - Task 5.2 (Pg. 123)
HW: study for midterm (Due 11/4) & Bring Binder items (Due 11/4)
- WEEK 12** **11/04 MIDTERM (Chapter 1-5)**
DUE: Journal check and binder check
HW: SEP (DUE 11/18) & Career Exploration Research paper (DUE: 12/9) & Read Ch. 6 (Due 10/28)
- WEEK 13** **11/11 VETERANS DAY – NO CLASSES HELD**
- WEEK 14** **11/18** DUE: SEP & Chapter 6 Takeaways
Chapter 6 Presentation and Group 6 Presentation
Small Group Activity: Compare SEP's
In Class Activity: Networking & Connections
Online: Journal 9 - Thought Questions (Pg. 144)
HW: Interview the Future Me (Due 12/2) & Read Ch. 7 (Due 12/2)
- WEEK 15** **11/25 THANKSGIVING HOLIDAY – NO CLASSES HELD**
- WEEK 16** **12/02** DUE: Interview the Future Me & Chapter 7 Takeaways
Chapter 7 Presentation and Group 7 Presentation
In Class Activity: Decision Making & Goal Setting- Strategizing
Small Groups: Share Interview the Future Me
Online: Journal 10 - Thought Questions (Pg. 167)
HW: Career Exploration Research paper (12/9) & bring career portfolio binders
- WEEK 17** **12/09** DUE: Career Exploration Research paper
Personal Brand Activity & Elevator Pitch
Small Group: Share Career Exploration Research paper
Small Group: Critique Career Portfolio Binders
Final study guide – comprehensive exam (ch. 1 – 7)
- WEEK 18** **12/14** DUE: Career Portfolio Binder Project
FINAL at 1pm on Wednesday 12/14