Course Syllabus
COUN-34: Career Awareness
Fall 2017
RC-WEB 100% Online

INSTRUCTOR: Chris Spomer, M.A.
Email: chris.spomer@reedleycollege.edu
OFFICE HOURS: BY APPOINTMENT; virtual office hours conducted via email.

Textbook: *Creating Career Success: A Flexible Plan for the World of Work , 1st Edition, Francine Fabricant; Jennifer Miller; Debra Stark*

Course Description:
 This course is specifically designed to help 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. (*CSU transferable & Reedley College Associates Degree applicable units)*

Attendance & Participation:
Assignments, announcements, quizzes, exams, and course content will be available by logging in to the course website on Canvas. The instructor will not record attendance because there is no weekly "attendance" such as would exist in a face-to-face class. However, this class does require all students to demonstrate that they are actively participating in the course; each student is expected to engage in hours of study activity for this course every week of the semester.
To demonstrate "active participation" in this course, students must:
(1) Login to the course website and check for course-related emails at least twice per week.
(2) Make steady and timely progress in completing the course reading and assignments.

These requirements are intended to assure that students are actively engaged in the class and performing the required assignments in the course, just as would be required in a face-to-face class. Students who demonstrate a persistent pattern of non-participation may be dropped from the course. *Assignments can only be made up if prior arrangements have been made with the instructor or under extenuating circumstances.*

Statement on Cheating and Plagiarism/Student Conduct:
Each student is expected to exert an entirely honest effort toward attaining an education. Every instructor has the authority and responsibility for dealing with such instances of cheating and/or plagiarism as may occur in class. The online classroom is a formal educational setting and an environment conducive to learning will be enforced.

Grading:
Your overall course grade will be based on completion of all class assignments. The following assignments are required for this course:

Discussion Board Posts (4)	=	20	*(5 points each)*
Chapter Quizzes (10)	=	150	*(15 points each)*
Career Summary Paper	=	50	
Career Assessments (5)	=	50	*(10 points each)*
Resume	=	50	

Guidelines for the stated assignments will be provided.

TOTAL POINTS= 320

Grading Scale:
90-100% =A
80-89% =B
70-79% =C
60-69% =D
59% & below =F

Reasonable Accommodations:
If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

Student Learning 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

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)

ACCESSING THE ONLINE COUN-34 WEBSITE: This course will be presented on the internet learning management system called Canvas. The entry portal for Canvas is: https://scccd.instructure.com
If you are uncertain about how to log into Canvas, instructions can be found on the websites of each campus of the State Center Community College District. This course, COUN-34 #51851, will be listed on Canvas when you login. Follow the instructions that are given for gaining access to the course site (username, password, etc.).