

Syllabus
COUN 34: Career Awareness
Reedley College – Fall 2018
Section 95019

Instructor: Danielle Reents, M.S.

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Days: Friday (8/17/18-12/14/18) & online

Time: 2-2:50pm & Hybrid

Location: Classroom Complex, CCI 202

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:

<https://press.rebus.community/blueprint3/> Available in Canvas as PDF. Print options available upon request.

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. 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. Hybrid assignments must be completed on Canvas before due date. 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 earn a zero for the 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 SUMMARY:

Journals – There will be 10 journal entries completed online, as assigned throughout the semester. All Journals are due Thursday at 11:59pm before the following class. (Ex: Assigned 8/17 in class, due 8/23 before 11:59pm)

Quizzes – short, multiple choice quizzes on material covered in course. All Quizzes are due Thursday at 11:59pm before the following class. (Ex: Assigned 8/17 in class, due 8/23 before 11:59pm)

Inspiration Collage – Collage portraying students’ goals, values, inspirations, etc.

Campus Scavenger Hunt – Within your small group, visit and prepare a presentation on various services on campus. Visit and presentation details will be provided in assignment prompt

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, then Online Appointment Scheduling link to access appointment availabilities. You can also call 638-0337 to schedule an appointment. A completed copy of your SEP must be turned in for credit.

Midterm – Short answer, multiple choice, fill-in exam.

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.

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.

Grading:

Assignments	Due Date	Total Points	Points Achieved
Quizzes (10)	All semester	30	
Journal Entries (10)	All semester	30	
Inspiration Collage	8/24/18	10	
Campus Scavenger Hunt	Draft – 9/11 final 9/14	25	
Assessments	First half of semester	20	
SEP	10/19/18	15	

Midterm Exam	10/26/18	45	
Self Portrait Essay	10/26/18	10	
Interview the Future Me	11/30/18	20	
Career Exploration Research Paper	12/7/18	30	
Career Portfolio Project	12/7/18	20	
Final Exam	12/14/18	45	
Total		300	

Exams = 30%, Midterm, final

Quizzes = 10% 10 quizzes

Research = 15% Assessments, Campus Scavenger Hunt

Skill demonstration = 10%, Inspiration Collage, Career Portfolio Project

Written Assignments = 25%, journal entries, self-portrait essay, Career Exploration Research Paper

Non-computational problem solving = 10% SEP, Interview the future me

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	8/17	Syllabus/Student Information/Canvas/Email/WebAdvisor/Starfish Ice Breaker Activity Online: Create your online personality Online: Journal #1 (Due 8/24), & login to Canvas, post photo (8/24) HW: Inspiration Collage (Due 8/24)
WEEK 2	8/24	DUE: Inspiration Collage Campus Policies and Requirements PPT Form Small Groups – Campus Scavenger Hunt Online: Quiz #1 – Campus Policies and Requirements (Due 8/31) Online: Group work – post information from your service area’s website
WEEK 3	8/31	Setting the Stage/Career Exploration PPT & Activity (what are you wanting to learn) Career Services PPT (sample of what your scavenger hunt should look like) Online: Journal #2 – reflect on DATA-PEOPLE-THINGS-IDEAS (Due 9/7) Online: Quiz #2 – Career Resource Center HW: Assessment #1: DATA-PEOPLE-THINGS-IDEAS (Due 9/7)
	8/31	LAST DAY TO DROP A CLASS IN PERSON TO AVOID A “W”
	9/02	LAST DAY TO DROP A CLASS ON WEBADVISOR TO AVOID A “W”

WEEK 4	9/07	<p>Due: Assessment #1: DATA-PEOPLE-THINGS-IDEAS</p> <p>Check in at classroom - visit service areas for Campus Scavenger Hunt</p> <p>Online: Load draft of Campus Scavenger Hunt Presentation</p> <p>HW – submit presentation draft. No draft = forfeit points! Draft due 9/11 at 11:59pm</p> <p>HW: Campus Scavenger Hunt Presentation (Due 9/14)</p>
WEEK 5	9/14	<p>DUE: Campus Scavenger Hunt Presentations</p> <p>Online: Journal #3 – Reflect on Scavenger Hunt presentations</p> <p>Online: Quiz #3 – Scavenger Hunt presentation material</p>
WEEK 6	9/21	<p>Know Yourself - Career Assessments & Skills PPT</p> <p>Small group: Discussion on Assessment #1: DATA-PEOPLE-THINGS-IDEAS</p> <p>Online: Research on Career Assessments</p> <p>Online: Read Chapter 1 & 2 and Complete Journal #4</p> <p>HW: Assessment #2: Skills Survey (due: 9/28)</p>
WEEK 7	9/28	<p>Due: Assessment #2: Skills Survey</p> <p>Patterns of Interest & Values PPT & Values Activity</p> <p>Online: Quiz #4 on Patterns of Interest & Values PPT</p> <p>Online: Read chapter 3 & 4 and complete discussion board</p> <p>HW: Assessments: #3, 4 and 5: Complete the TypeFocus, Personality & Values surveys (Due: 10/19)</p> <p>HW: SEP (Due 10/19)</p>
WEEK 8	10/05	<p>Guest Speaker or virtual class – TBD; <i>Attendance will be taken!</i></p> <p>Online: Journal #5 – Read Chapter 5 and Complete Journal #5</p> <p>Online: Research – Majors and Careers</p>
	10/12	<p>LAST DAY TO DROP A CLASS TO RECEIVE A W (letter grades assigned)</p>
WEEK 9	10/12	<p>Guest Speaker or virtual class. <i>Attendance will be taken!</i></p> <p>Online: Discussion board on Assessment Results</p> <p>Online: Quiz #5 on Patterns of Interest & Values PPT</p>
WEEK 10	10/19	<p>Due: SEP</p> <p>Due: Assessments: #3, 4 and 5: Complete the TypeFocus, Personality & Values surveys</p> <p>Connecting Assessments & Careers PPT & Activity: RIASEC Bingo</p> <p>Online: Midterm study guide</p> <p>Online: Quiz #5 on Connecting Assessments & Careers</p> <p>HW: Self-portrait essay (due 10/26)</p>
WEEK 11	10/26	<p>DUE: Self-portrait essay</p> <p>Midterm</p> <p>Online: Journal #6 – Read Chapter 6 and Complete Journal #6</p>
WEEK 12	11/02	<p>Researching majors and careers PPT & Activity</p> <p>Online: Journal #7 – Read Chapter 7 & 8 and Complete Journal #7</p> <p>Online: Quiz #6 – on Researching majors and careers PPT</p>
WEEK 13	11/09	<p>Networking & Connections PPT & Activity</p> <p>Online: Journal #8 – Read Chapter 9 & 10 and Complete Journal #8</p>

Online: Quiz #7 – on Networking & Connections Activity PPT
HW: Interview the Future Me (Due: 11/30)

- WEEK 14** **11/16** **Career decision making PPT & Activity**
Online: Journal #9 – Read Chapter 11 and Complete Journal #9
Online: Quiz #8 – on Career decision making PPT
HW: Career Exploration Research Paper (Due: 12/7)
HW: Career Portfolio Binder Project (Due: 12/7)
- WEEK 15** **11/23** **THANKSGIVING HOLIDAY – NO CLASSES HELD**
- WEEK 16** **11/30** **DUE: Interview the Future Me**
Job Search & Application PPT & Activity
Online: Journal #9 – Read Chapter 12 and Complete Journal #10
Online: Quiz #9 on Job Search & Application PPT
- WEEK 17** **12/07** **DUE: Career Exploration Research paper**
DUE: Career Portfolio Binder Project
Career Preparation: Resumes, Cover Letters & Interviewing PPT
Online: Quiz #10 on Career Preparation: Resumes, Cover Letters & Interviewing PPT
Online: Final Study Guide
- WEEK 18** **12/14** **FINAL on Wednesday 12/12: Time TBA**