

Reedley College

COUN 34: Career Awareness

Syllabus

Instructor: Portia Ignacio, M.S.

Office Hours: By Appointment

Email: portia.ignacio@reedleycollege.edu

Location: Reedley Middle College High School

Section: 59148

Days: Tuesday & Thursday

Time: 8:00AM to 8:55AM

Year/Semester: Fall/2021

Units: 3

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 Learning Outcomes:

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

- Analyze their specific personality traits, interests and values as they pertain to careers.
- Investigate careers based on their self-assessment findings through a career research project.
- 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.

Course Objectives:

In the process of completing this course, students will:

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

Required Textbook: Fabricant, Miller, & Stark. (2014) *Creating Career Success: A Flexible Plan for the World of Work, 1st Edition*. Boston, MA: Cengage

You will be expected to use the text both in and out of class, **please bring it to every class.**

Course Requirements: You will be required to access Canvas, all assignments are expected to be submitted online, unless instructed otherwise. **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

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.

Accommodations

SPECIAL NEEDS REQUESTS: 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 me as soon as possible.

Attendance

Students are expected to attend all class sessions. 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 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. 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.

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. Students should come to each session prepared (this includes bringing the textbook) and actively participate during group activities and class discussions.

Academic dishonesty

“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.”

Cheating and Plagiarism

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify contributors to work done in collaboration, submitting duplicated work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

ASSIGNMENTS SUMMARY:

Chapter Quizzes – There will be a quiz for each chapter that is multiple choice. 10 quizzes total. Quizzes will be completed on Canvas.

Journals – There will be 10 journal entries as assigned throughout the semester. Read assigned chapter and write about three ideas/concepts of interests that were important about the chapter. Minimum of two paragraphs for each chapter journal. Journal entries are to be completed on Canvas.

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.

In class assignments-Students will be given multiple in class assignments during the semester.

Who I AM- Worksheet where students can write information about themselves. Focus will be on skills, hobbies, personality, strengths, weaknesses, interests, motivation, and careers.

Line of Work (Informational Interview)- Students will present about a person they know and list their occupation, duties, average wage, how long they have been working in their career, why they like their job, what education and experience is required for the position, would they recommend the job to others and explain if you would go into this career field. (Rubric will be provided) Guidelines: minimum one page, double-spaced with one-inch margins and 12-point font. Submit on Canvas.

Group Case Study-Students will be complete a case study in assigned groups.

Midterm – Short answer, multiple choice.

Resume-Students will complete a one-page resume. Additional details will be explained in class. Resume will be submitted on Canvas and a printed copy will be added to the Career Portfolio.

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. Complete the Career Exploration Paper on the provided document and upload the document to Canvas once completed and put a printed a copy in your Career Portfolio.

Student Education Plan (SEP) – Make an appointment with your Dual Enrollment counselor to complete a SEP. A completed copy of your SEP must be turned in for credit. Upload a copy to canvas and put your SEP into your Career Portfolio.

Career Portfolio – Students are required to keep all materials, handouts and assignments throughout the extent of the course. The grade will be based on organization and completeness.

Final - Short answer, multiple choice.

Grading System:

Based on points

Assignments	Due Date	Total Points	Points Achieved
Chapter Quizzes (10)	All Semester	100	
Journal Entries (10)	All Semester	20	
Assessments (3)	All Semester	30	
In Class Assignments	All Semester	20	
Who I AM	8/31/2021	10	
Line of Work	9/9/2021	10	
Case Study	9/21/2021	10	
Midterm	10/5/2021	20	
Resume	11/4/2021	10	
Career Exploration Research paper	11/11/2021	20	
SEP	12/2/2021	10	
Career Portfolio	12/2/2021	20	
Final Exam	Finals Week	20	

Points and Grades

270-300=A

240-269=B

210-239=C

180-209=D

0-179=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.

Date	Topic/Activity	Readings & Assignments
Week 1 (8/10,8/12)	Introductions Course Overview Ice Breaker activity	

Week 2 (8/17, 8/19)	Chapter 1 Class Activity	Reading Due: Chapter 1 DUE: Who I AM
Week 3 (8/24, 8/26)	Chapter 1 Quiz-8/26 Chapter 2 Who I am (In Class)-8/26	Reading Due: Chapter 2 DUE: Journal Chapter 8-26 HW: Line of Work
Week 4 (8/31, 9/2)	Chapter 2 Quiz-9/2 Chapter 3 Assessment-8/31	Reading Due: Chapter 3 DUE: Journal Chapter 9-2 DUE: Line of Work-9/7
Week 5 9/7, 9/9	Chapter 3 Quiz-9/09 Chapter 4 Assessment-9/7	Reading Due: Chapter 4 DUE: Journal Chapter 9-9
Week 6 9/14,9/16	Chapter 4 Quiz-9/16 Chapter 5	Reading Due: Chapter 5 DUE: Journal Chapter 9/16
Week 7 (9/21, 9/23)	Chapter 5 Case Study-9/21	
Week 8 (9/28,9/30)	Chapter 5 Chapter 5 Quiz-9/30 Midterm Review	DUE: Journal Chapter 9/30
Week 9 (10/5, 10/7)	Midterm Exam-10/5 Chapter 6	Reading Due: Chapter 6
Week 10 (10/12, 10/14)	Chapter 6 Chapter 6 Quiz-10/14	DUE: Journal Chapter 6-10/7
Week 11 (10/19, 10/21)	Chapter 7 Chapter 7 Quiz-10/21	Reading Due: Chapter 7 DUE: Journal Chapter 7-10/21
Week 12 (10/26, 10/28)	Chapter 8 Building a Resume Building a Cover Letter	HW: Complete a resume Reading Due: Chapter 8 HW: Career Exploration Research Paper-10/28
Week 13 (11/2, 11/4)	Chapter 8 Quiz-11/4 Chapter 9	Reading Due: Chapter 9 DUE-Resume 11/4 DUE: Journal Chapter 8-11/4
Week 14 (11/9, 11/11)	Chapter 9 Assessment-11/9 Chapter 9 Quiz-11/11	DUE: Journal Chapter 9-11/11 DUE: Career Exploration Research Paper-11/11
Week 15 (11/16, 11/18)	Chapter 10 Career Panel (In Class) 11/18	Reading Due: Chapter 10 DUE: SEP-12/2
Week 16 (11/23, 11/25)	Chapter 10 Chapter 10 Quiz-11/23 Financial Planning-11/23 (In Class)	DUE: Journal Chapter 10-11/23
Week 17 (11/30, 12/2)	Class Reflection-12/2 Prepare for Final	Career Portfolio Due-12/2
Week 18	Final Exam	