



## Syllabus: Counseling 34 – Career Awareness

<b>Instructor: Mario Alvarado, M.S.</b>	<b>Semester: Fall 2021</b>
<b>Units: 2 Units</b>	<b>Location: Reedley High School</b>
<b>Office Hours: By appointment via Zoom. Please email me for an appointment. Email: <a href="mailto:mario.alvarado@reedleycollege.edu">mario.alvarado@reedleycollege.edu</a></b>	<b>Meeting Days: Tuesdays and Thursdays Meeting Time: 11:01am-11:51am Section #: 59151</b>

### **Course Description, Objectives & Outcomes:**

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)

In the process of completing this course, students will:

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

After successful completion of this course, you will be able to:

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

### **Required Textbook:**

Career and Life Planning (Martinez and Shaker). (2021, June 22). Retrieved August 23, 2021, from <https://socialsci.libretexts.org/@go/page/106606>

*\*\*Additional readings will be posted on Canvas.*

**Materials:**

A notebook and or folder is recommended to organize assignments and handouts. Notes, handouts, class assignments, assessments, exams and the course syllabus should be kept in your folder and brought to each class.

**Participation/Attendance:**

Students will be evaluated on their performance in the areas of participation, course assignments, projects, journals, quizzes, and a final (portfolio). 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. Attendance will be taken during each class session. It is the responsibility of the student to sign the attendance sheet each class period. 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.

**Course Assignments:**

Class activities/homework assignments will be required in this course. These activities are designed to be completed individually or in small groups online and or in person.

Minor changes may be made by the instructor throughout the semester. It is your responsibility to check on announcements and assignments and meet the deadlines of the course.

Course assignments will need to be turned in on Canvas/In person. You will be made aware which assignments are due on Canvas and which assignments are due in class. Details will be given for each assignment.

**Assignments:**

**In class assignments/homework (40 Possible Points)**

There will be different assignments during the semester, students are to complete each assignment when assigned. The following assignments are already scheduled for you: Elevator Pitch, Resume, Cover Letter, Career Research Assignment. Each assignment will be worth 10 points.

**Course Progress-Checkpoints (3 – Quizzes) (10 points each)**

There will be three progress checkpoints regarding the topics from the book/class lectures. Students are expected to review your lecture notes/read the book. During lectures instructor will discuss chapter content and summarize key points. It is the student's responsibility to read chapters and prepare for quizzes and exams.

### **Career Portfolio (Final) (90 points)**

A portfolio is a brief visual representation of your abilities, skills, capabilities, knowledge, qualities and it represents your potential. This portfolio will be submitted electronically (e-portfolio), it's a collection of things (artifacts, tangible materials) that represent work-related events in your life. This portfolio will include assignments you completed throughout the semester. You will need to combine and turn in the following to receive full points at the end of the semester.

- A. Elevator Pitch Video
- B. Cover Letter
- C. Resume
- D. Informational Interview

### **Journals (in Canvas) (90 points)**

Students will be responsible for participating in the different journal topics assigned in Canvas. To receive full credit students will need to respond thoroughly. Journals might consist of YouTube videos, paragraph writing, articles or app reading, etc. Journals will need to be completed on canvas. You are free to write them on a word doc and or google doc and then copy and paste your content in the canvas box entry. Journals should at least be 50 words and do not have a maximum. You will have 9 journal entries throughout the semester and each journal entry is worth 10 points.

### **Self-Awareness Assessments (30 points)**

Students will be assigned three different types of self-assessments activities where they will be required to dive deep in. Self-assessment is the process of looking at oneself to assess aspects that are important to one's identity. We have three assignments this semester where I will ask for you to dive deep in assessing aspects on your life that are important: *CA-Career Zone "Career Assessment"*, *RIASEC*, *Career Coach*.

### **Student Education Plan (30 points)**

Student is required to schedule a virtual appointment with a college counselor (program counselor) to complete a Comprehensive Student Educational Plan. You will need to go online to create an appointment. Appointment will last between 30 minutes to an hour

**Cell Phone/Electronic Device Policy:**

Cell phones or any other electronic device is not permitted in class AT ANY TIME.

**Extra Credit:**

There will be opportunities that arise where you will be able to receive extra credit. You will be notified of these opportunities. Otherwise, **PLEASE DO NOT ASK FOR EXTRA CREDIT!**

**Late Work Policy:**

**Late work will not be accepted!** if an emergency occurs you must communicate with me and all your instructors at your earliest convenience to make arrangements. Makeup homework and exams will not be permitted.

**Grading:**

Your grade is reflective of your efforts and achievements. It is your responsibility to complete and turn in your assignments on time. **Please note the late policy for course assignments above.**

Note: If you do not understand something ask me prior to the due date. I am more than happy to clarify any assignment, so please don't hesitate to ask.

**Total Points: 310 points (est.)**

Final grades will be based on the following percentages of the total points possible for the course:

**Grading Scale**

**A = 310 – 279**

**B = 278– 248**

**C = 247 – 217**

**D = 216 – 186**

**F = 185 or below**

**Point System**

<b>Course Requirements</b>	<b>Points</b>
In Class/Homework Assignments 1. Elevator Pitch (10 Points) 2. Resume (10 Points) 3. Cover Letter (10 Points) 4. Career Research (10 Points)	40
3 course progress checkpoint (Quizzes each worth 10 points)	30
Career Portfolio (Final)	90
Journals (9 Journals total in the semester. 10 points each on Canvas)	90
Self-Awareness Assessments	30
Student Educational Plan	30
<b>Total Points Possible</b>	<b>310</b>

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

### Points to Ponder

- Please read Reedley College's position on academic dishonesty carefully. Academic dishonesty (Cheating) and disruptive behavior in any form will not be tolerated in this class and will be dealt with according to the College's procedures. Cheating will result in a zero for that exam or assignment. Disruptive behavior may result in removal from the class. Please visit link below for student handbook:
  - Visit link: <https://www.reedleycollege.edu/about/about-us/policies-and-procedures/student%20conduct%20standards.html>
- Please be familiar with Reedley College position on plagiarism as outlined in the Student Conduct Standards and Grievance Procedures available at link above. Plagiarism is a form of academic dishonesty in which you take someone else's ideas and represent them as your own. Plagiarism will result in a zero for that assignment.
- ***Student Support Services:*** **If at any time you find you are having trouble succeeding in this course, whether because of a change in your life circumstances or because of something you don't understand about the materials, please see the instructor.** There are a number of services available to assist Reedley College students in succeeding in their coursework such as the Tutorial Center, Psychological Services, Counseling (Academic), Disability Services, EOPS, CALWorks, and etc.
- ***Retaining Returned Assignments:*** Students disagreeing with the assigned final grade will be required to supply evidence to the contrary. Therefore, it is strongly suggested that students retain all returned/graded assignments and tests until after final grades have been posted. Also, check Canvas for your grades on a regular basis, so we can resolve any problem as soon as you become aware of it.

***Finally, this is a learning environment for us all. Please respect the opinions and views of your fellow classmates.***