

Course Syllabus

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COUN-34: Career Awareness

Fall 2021

RC-WEB 100% Online (8/9/2021–10/8/2021)

INSTRUCTOR: Chris Spomer, M.A.

Email: Select HELP in CANVAS and “Ask Your Instructor a Question”

OFFICE HOURS: BY APPOINTMENT; virtual office hours conducted via email.

Textbook: I recommend the eBook for \$35. *Creating Career Success: A Flexible Plan for the World of Work, 1st Edition, Francine Fabricant; Jennifer Miller; Debra Stark:*

<https://www.cengage.com/c/creating-career-success-a-flexible-plan-for-the-world-of-work-1e-fabricant/9781133313908PF/> (*Links to an external site.*)

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, and course content will be available by logging in to the course website on Canvas each week. This class does require all students to demonstrate that they are actively attending/participating in the course; each student is expected to engage in hours of study activity for this course every week of the semester. You will be considered present each week by completing the assigned weekly Discussion Question (DQ). 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/attendance may be dropped from the course. **Please note that it is the student’s responsibility to drop a college course if you no longer plan to participate—not the instructor’s responsibility.**

Late Assignments:

Late assignments will not be accepted. If you do not submit an assignment by the deadline posted on CANVAS; you receive ZERO points.

There are NO make-up options for quizzes or weekly DQ's. If you miss a quiz or a DQ, then you receive ZERO points, as well as a class absence for a missed DQ. Your total points are posted in CANVAS grade-book. If you have extenuating circumstances (i.e. medical emergency, childbirth, etc.) you must notify me in advance for any approved options.

Technology Problems & Help:

Let's face it: technology breaks, servers go down, file transfers time out, web browsers have issues, files become corrupt, etc. The list goes on and on. These are not considered emergencies. They are part of the normal work process. An issue you may have with technology is no excuse for late work. As a college student you are responsible to protect yourself by managing your time, backing up your work, verifying your work successfully saves in CANVAS, and seeking help when needed. CANVAS rarely has an issue that impacts all students. In the event that there is an issue with CANVAS that restricts you from submitting an assignment, you should email me in CANVAS the completed assignment and note the technology issue you encountered. Most technology issues I observe are unique to the individual student and can be resolved by contacting technology support. As the instructor for this course I must focus on the curriculum. My role is not to assist you individually with your technology (i.e. laptop, web browser, CANVAS, etc.) issues and there is no way I can troubleshoot and manage all technology issues—this is the job of technology support staff. Note that there is a HELP option on your CANVAS homepage with links for user support and user guides. If you experience technology issues, use the appropriate technology contacts listed here immediately:

Link for Reedley College – SCCCD technology support info:

<https://www.reedleycollege.edu/campus-life/technology-help.html> (Links to an external site.)

24/7/365 CANVAS Support Line: (844)-629-6837

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) = 40 (*10 points each*)

Chapter Quizzes (10) = 150 (*15 points each*)

Career Summary Paper = 50

Career Assessments (4) = 40 (*10 points each*)

Guidelines for the stated assignments will be provided. No late assignments will be accepted.

TOTAL POINTS=280

Grading Scale:

90-100% =A

80-89% =B

70-79% =C

60-69% =D

59% & below =F

Sending me an email:

Any email sent to a college professor should be formal. Make sure to include your name, college student ID#, what class and section # you are enrolled in, and a formal message.

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 will be listed on Canvas when you login. Follow the instructions that are given for gaining access to the course site (username, password, etc.).

If you experience technical issues with CANVAS, please call the CANVAS Help-Desk @ (844) 629-6837. You may also call the SCCCD Help Desk @ (844)-887-2223 for technical assistance. Technical issues are not a valid excuse for missing or late assignments.

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 by sending your accommodations summary form from your DSPS Counselor.

Instructor reserves the right to make revisions if necessary to this syllabus and/or adjust course assignments—students will be notified if changes are necessary.