**REEDLEY COLLEGE**

Instructor: Gema Ortega, M.S.

Location: 100% Online

Office Hours: 4:00 - 5:00 p.m. (M), 4:00 - 5:00 p.m. (Tues.) & by appointment, Zoom.

Email: [gema.ortega@reedleycollege.edu](mailto:gema.ortega@reedleycollege.edu)

Units: 2

**Required Text & Supplies**:

Fabricant, F, Miller, J., Stark, D. (2014). *Creating Career Success: A Flexible Plan for the World of Work.* Boston: Wadsworth. (ISBN: 978-1-333-31390-8)

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

**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

**Requirements**

Students will be evaluated on their performance in the areas of participation, course assignments and projects, discussion board, quizzes, and a final (portfolio).

**Participation/Attendance**

As an on-line course, **you are responsible** for logging-in to your CANVAS account often to obtain course materials to include any announcements, lectures, assignments, and/or schedule changes.

* ***If you do not complete the Discussion #1: Who am I? by the deadline, you will be counted as a “no show” and will be dropped by the instructor.***
* ***If you have not completed 50% of the assignment in the first two weeks of class, you will be dropped from the course.***
* Active, on-topic discussion is encouraged online. Your views, opinions, and comments are important to the facilitation of this course. Participation includes thoughtful advance readings of the assignments, contributions to good class dynamics, and participation during online class discussion and activities.
* *Discussion Board (Canvas):* You will be expected to post and respond on a weekly basis through the Canvas discussion board online.  Questions and/or Case Studies will be presented each week (on Mondays) starting the first week of the class. They will be due each Sunday by 11:59pm. **You will need to post your response and then respond to at least 1 team member on the discussion board.  You will receive 5 points (each discussion) for posting and responding (if you only post your response, then will earn 3 points)**
* Attendance will be taken through Discussion board participation; however, points are not given for attendance so this does not factor into your final grade

**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.

Minor changes may be made by the instructor. If you are unable to stay on track in this course, it is your responsibility to check on announcements and assignments and meet the deadlines of the course.

\*\*\* Course Shell for the week will become available every Monday by 10:00 a.m. Between Monday & Wednesday instructor will post new materials and work.

Current assignments include:

**Assignments (20 Possible Points)**

There will be different assignments during the semester, students are to complete each assignment when assigned. Each assignment is worth 5 points. The following assignments are already scheduled for you: Elevator Pitch, Resume, Cover Letter, and Thank You Letter.

**Course Progress-Check (4 – midterm and exams) (20 points each)**

There will be four progress checkpoints regarding the topics from the book. Students are expected to read each chapter on their own. During Online lectures instructor will discuss chapter content and summarize key points. It is the student’s responsibility to read chapters and prepare for the midterms and exams.

**Career Portfolio and Video Presentation (20 points)**

A portfolio is a brief visual representation of your abilities, skills, capabilities, knowledge, qualities and it represents your potential. This portfolio will done electronically (e-portfolio), it's a collection of things (artifacts, tangible materials) that represent work-related events in your life. It should contain limited sections of text, organized by categories relevant to job, with graphics, captions, etc. After the completion of your portfolio you will make a video presentation, presenting your portfolio and your achievements.

**Discussions in Canvas (90 points)**

Students will be responsible for participating in the different discussion topics assigned in Canvas. To receive full credit students will need to respond thoroughly. Discussion Board might consist of YouTube videos, paragraph writing, articles or app reading, etc. Some of the discussions might need peer review, which means that you will need to return to the discussion, read, and provide feedback to your classmates. For peer review discussions, you will received 3 points for your post, and 2 points for your peer response.

**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”**, **Career Coach, Type Focus Assessment.**

**Student Education Plan (10 points)**

Student is required to schedule a virtual appointment with a college counselor (program counselor) to complete a to complete a Comprehensive Student Educational Plan.

**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 at all. if any emergency occurs you must communicate with me and all your instructors at your earliest convenience to make arrangements.

**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***.

**Total Points: 270 points (est.)**

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

**Grading Scale**

**A** = 250 – 225

**B** = 224 – 200

**C** = 199 – 175

**D** = 174 – 150

**F** = 149 or below

Point System

| **Course Requirements** | **Points** |
| --- | --- |
| Assignments | 20 |
| 4 course progress check-point (midterms & exams) *Checkpoint 1, 2, 3 & 4* | 80 |
| Career Portfolio and Video Presentation | 20 |
| Discussions | 90 |
| Self-Awareness Assessments | 30 |
| Student Educational Plan | 10 |
| **Total Points Possible** | **270** |

**Disability Note**: 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***.