

REEDLEY COLLEGE

Instructor: Athena Gibbs, M.S.

Location: Online (NO ZOOM MEETING TIMES)

Student Hours: 10:00AM-12:00N (TUE), 1:00pm-3:00pm (FRI) & appointment, STS-Counseling Office

Email: athena.gibbs@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).

Syllabus: Counseling 34 – Career Awareness (19wks), SPRING 2021

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 are you? 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 (3 out of 6 assignments in this course by end of module 2).*
- 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 within your success team 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 Wednesday 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 15 points (each discussion) for posting and responding (if you only post your response, then you will earn 7.5 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. Current assignments include:

- Discussion Board Posting (*15 points each*) (*see above*)
***** ONLY ASSIGNMENT DUE ON WEDNESDAYS by 11:59pm (PLEASE SEE CANVAS & COURSE SCHEDULE)*****
- Homework-**DUE ON SUNDAYS BY 11:59PM**
 - Here are just a few: Update or Upload Profile Pic, Understanding Yourself, Career Profile, Career Assessments, Resume, Cover Letter, Elevator Pitch
- Journals (*20 points each*)-**DUE ON SUNDAYS BY 11:59PM**
 - Students will complete 7 journal entries that will be posted on-line through your Canvas site. Questions and in-depth responses to the entries will be typed.
- Student Educational Plan (100 points)
 - Students will meet with a counselor to develop a SEP-C. A copy of this SEP is required. The SEP must be current. **PLEASE SCHEDULE NOW by going online or calling 638-0337.**
 - **If you have a current one, please show it to the instructor for credit**

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- Career Projects (150 points/each)
 - Students will complete Career Virtual presentation and conduct an Informational Interview .
 - A description & rubric for both assignments will be provided on Canvas

PLEASE NOTE (LATE POLICY):

- Late assignment will be accepted **1 WEEK LATE** for JOURNALS & HOMEWORK ASSIGNMENTS AFTER THE ORIGINAL DUE DATE FOR **HALF OF THE POINTS** POSSIBLE. (***EXCEPTION ARE THE ASSIGNMENTS IN THE FIRST WEEK-THESE WILL NOT BE ACCEPTED LATE***)
- NO QUESTIONS ASK (NQA) COUPON: I understand that things can happen so you will be able to submit a NQA for *any Journal* assignment (you will receive FULL points as if you completed it).

Quizzes (50 points):

There will be 5 online quizzes (10 points/each) on Canvas in this course. The quizzes will be multiple choice and will include information from your online course materials and your readings. They will be announced on a Monday and due on Sunday evening by 11:59pm. These are not timed quizzes and so you can use materials from your class to help you complete them.

There are no make-up quizzes. From the time the quiz (on a Monday) is posted, you will have a week to complete it. If students do not meet this time frame, a zero will be given. Contact the instructor as soon as possible through Canvas messaging regarding any issues.

Final (150 points):

- Students will develop an E-Career Portfolio which will consist of important documents developed in the class (e.g., resume, cover letter, elevator pitch)
 - A description and rubric will be posted on Canvas

Extra Credit:

- There will be opportunities that arise where you will be able to receive extra credit. You will be notified of these opportunities
 - **OPPORTUNITY: Students will receive 10 points for their first visit to see me during the student hours**

Grading:

Your grade is reflective of your efforts and achievements. I am here to support you but it is your responsibility to complete and turn in your assignments on time. **Please note the late policy for course assignments above.**

Check Canvas regularly!

Quizzes: 50 points

Journals: 140 points (20 points each)

Final (Portfolio): 150points

Participation/Discussion: 255 pts (15pts/Discussion)

Homework/Projects: 400pts+

SEP: 100 pts

Syllabus: Counseling 34 – Career Awareness (19wks), SPRING 2021

Total Points: 1095 points (est.)

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

A-90-100%

B-89-80%

C-79-70%

D- 69-60%

F- 59% and below

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.***

Syllabus: Counseling 34 – Career Awareness (19wks), SPRING 2021

Course Topics/ Schedule:

Topics will be covered in approximately the order listed on the syllabus. I will make every effort to cover the topics listed on the dates listed. You will be informed of any changes in the syllabus in class

****PLEASE REVIEW MODULES AND COMPLETE ASSIGNED READINGS EACH WEEK******

FOR THE EXCEPTION OF THE DISCUSSIONS (DUE WEDs), ALL OTHER ASSIGNMENTS ARE DUE ON SUNDAY AT 11:59PM

DATE	TOPIC	Readings	ASSIGNMENTS DUE
<u>Week 1:</u>	<u>Getting Started & Module 1:</u> Syllabus Review/Course Expectations, Introductions, Being an Online Student	-	<ul style="list-style-type: none"> • Discussion #1: Introductions (<i>Due: Wed</i>) • Quiz #1: Syllabus • Watch Online Learning Video • Update or Upload Profile Pic
<u>Week 2:</u>	<u>Module 2:</u> Success Teams/Campus Resources- Career Center	-	<ul style="list-style-type: none"> • Discussion #2 (<i>Due: Wed</i>) • Journal #1: How can the Career Center help you? (<i>Not in Textbook</i>)
<u>Week 3:</u>	<u>Module 3:</u> What is Career Development?/ Understanding Yourself	Ch. 1	<ul style="list-style-type: none"> • Discussion #3 (<i>Due: Wed</i>) • Understanding Yourself
<u>Week 4:</u>	<u>Module 4:</u> Developing Skills	Ch.2	<ul style="list-style-type: none"> • Discussion #4 (<i>Due: Wed</i>) • Career Profile • Quiz #2
<u>Week 5:</u>	<u>Module 5:</u> RIASEC (Holland)	Ch. 3	<ul style="list-style-type: none"> • Discussion #5 (<i>Due: Wed</i>) • Journal #2: What do you like to do? (pg.26) • Career Assessment-RIASEC
<u>Week 6:</u>	<u>Module 6:</u> Psychological Type	Ch. 3	<ul style="list-style-type: none"> • Discussion #6 (<i>Due: Wed</i>) • Journal #3: Type (<i>NOT IN TEXTBOOK</i>) • Career Assessment-Type
<u>Week 7:</u>	<u>Module 7:</u> Values	Ch. 4	<ul style="list-style-type: none"> • Discussion #7 (<i>Due: Wed</i>) • Journal #4: What is Important to You? (pg. 76)
<u>Week 8:</u>	<u>Module 8:</u> Mid-Semester Check-In	-	<ul style="list-style-type: none"> • Discussion #8 (<i>Due: Wed</i>) • Journal #5: Mid-semester reflection

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			(NOT IN TEXTBOOK) <ul style="list-style-type: none"> • Quiz #3
<u>Week 9:</u>	<u>Module 9:</u> Explore	Ch. 5	<ul style="list-style-type: none"> • Discussion #9 • Career Research
<u>Week 10:</u>	<u>Module 10:</u> Explore (Career Virtual Presentation & Previews)	-	<ul style="list-style-type: none"> • NO DISCUSSION • Career Virtual Presentation (DUE WED) • Peer Evaluation Forms
<u>Week 11:</u>	<u>Module 11:</u> Relationships	Ch. 6	<ul style="list-style-type: none"> • Discussion #10 (<i>Due: Wed</i>) • Journal #6: A person I would like to meet (pg.127)
<u>Week 12:</u>	SPRING BREAK		<ul style="list-style-type: none"> • NOTHING!!!
<u>Week 13:</u>	<u>Module 13:</u> Decision Making	Ch. 7	<ul style="list-style-type: none"> • Discussion #11 (Due: Wed) • Informational Interview
<u>Week 14:</u>	<u>Module 14:</u> Job Searching	Ch. 9	<ul style="list-style-type: none"> • Discussion #12 (Due: Wed) • Choose a Job! • Quiz #4
<u>Week 15:</u>	<u>Module 15:</u> Cover Letter	Ch. 8	<ul style="list-style-type: none"> • Discussion #13(<i>Due: Wed</i>) • Cover Letter
<u>Week 16:</u>	<u>Module 16:</u> Resume Writing	Ch. 8	<ul style="list-style-type: none"> • Discussion #14 (Due Wed) • Resume
<u>Week 17:</u>	<u>Module17:</u> Interviewing	Ch 9 (pg 243-255)	<ul style="list-style-type: none"> • Discussion #16 (<i>Due: Wed</i>) • Journal#7: Interviewing (<i>NOT IN TEXTBOOK</i>) • QUIZ #5
<u>Week 18:</u>	<u>Module 19:</u> Bring it ALL together/Final Prep	-	<ul style="list-style-type: none"> • Discussion #17 (Due: Wed) • STUDENT EDUCATION PLAN (SEP)
<u>Week 19:</u>	FINALS WEEK CAREER E-PORTFOLIOS-DUE WED, MAY 19		

- **Jan 22-** Last day to drop a fall full-term class for a full refund
- **Jan 31** - Last day to drop a fall full-term class to avoid a "W" in person (online)
- **March 12-** Last day to drop a full-term class (letter grades will be assigned after this date)