

## REEDLEY COLLEGE

Instructor: Athena Gibbs, M.S.

Location: Online (NO ZOOM MEETING TIMES)

Student Hours: 10:00AM-12:00N (TUE), & by appointment

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.

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### Participation:

- 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.
- 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. **You will need to post your response BY WED and then respond to at least 1 team member on the discussion board BY SUN. You will receive 15 points (each discussion) for posting and responding (if you only post your response, then you will earn 7.5 points)**

### Drop Policy:

There are three points in the semester to be aware of:

1. If you do not complete Discussion #1 in the first week of class, you will be dropped by the instructor as a “no show”.
2. If you have not completed 50% of the assignments in the first two weeks of class, you will be dropped from the course by the instructor.
3. If you have not completed 50% of the assignments by week 4 of the semester, you will be dropped from the course by the instructor.

### Attendance Policy:

- Attendance will be taken through Discussion board participation weekly; however, points are not given for attendance alone 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 **4** journal entries that will be posted on-line through your Canvas site. Questions and in-depth responses to the entries will be typed. **(Journals will be submitted on-line).**

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- 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 (no later than a Fall20 date), please show it to the instructor for credit***
- 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*** assignment that are worth 20 points or less (you will receive FULL points as if you completed it). Can not be used for a quiz only assignments.

### **Quizzes (30 points):**

There will be 3 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 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

### **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!**

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Quizzes: 30 points  
Journals: 80 points (20 points each)  
Final (Portfolio): 150points

Participation/Discussion: 120 (15pts/each)  
Homework/Projects: 400pts+  
SEP: 100 pts

### **Total Points: 880 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.***

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### 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 Wednesdays, ALL OTHER ASSIGNMENTS ARE DUE ON Wednesdays AT 11:59PM**

DATE	TOPIC	Readings	ASSIGNMENTS DUE
<b><u>Week 1:</u></b> 1/10-1/16	<b><u>Getting Started &amp; Module 1:</u></b> Syllabus Review/Course Expectations, Introductions, Being an Online Student	–	<ul style="list-style-type: none"> <li>• Discussion #1: Introductions (<i>Due: Wed</i>)</li> <li>• Quiz #1: Syllabus</li> <li>• Watch Online Learning Video</li> <li>• Update or Upload Profile Pic</li> </ul>
<b><u>Week 2:</u></b> 1/17-1/23	<b><u>Module 2:</u></b> What is Career Development?/ Understanding Yourself/Skills	Ch. 1 & Ch. 2	<ul style="list-style-type: none"> <li>• Discussion #2 (<i>Due: Wed</i>)</li> <li>• Career Profile</li> <li>• Understanding Yourself</li> </ul>
<b><u>Week 3:</u></b> 1/24-1/30	<b><u>Module 3:</u></b> RIASEC (Holland)/ Psychological Type	Ch. 3	<ul style="list-style-type: none"> <li>• Discussion #3 (<i>Due: Wed</i>)</li> <li>• Journal 1: What do you like to do? (pg.26)</li> <li>• Career Assessment-RIASEC</li> <li>• Career Assessment-TYPE</li> </ul>
<b><u>Week 4:</u></b> 1/31-2/6	<b><u>Module 4:</u></b> Values/Explore	Ch. 4 & Ch. 5	<ul style="list-style-type: none"> <li>• Discussion #4 (<i>Due: Wed</i>)</li> <li>• Journal #2: What is Important to You? (pg. 76)</li> <li>• Quiz #2</li> </ul>
<b><u>Week 5:</u></b> 2/7-2/13	<b><u>Module 5:</u></b> <b>Career Presentation Week</b> (Career Presentations are due on Wed, 2/9)		<ul style="list-style-type: none"> <li>• Discussion #6 (<i>Due: Wed</i>)-<i>Post Career presentation video</i></li> <li>• Peer Review Form</li> </ul>
<b><u>Week 6:</u></b> 2/14-2/20	<b><u>Module 6:</u></b> Relationships/Decision Making	Ch. 6 & Ch. 7	<ul style="list-style-type: none"> <li>• Discussion #5 (<i>Due: Wed</i>)</li> <li>• Journal #3: A person I would like to meet (pg.127)</li> <li>• Quiz #3</li> </ul>
<b><u>Week 7:</u></b> 2/21-2/27	<b><u>Module 7:</u></b> Resume Writing/Cover Letter	Ch. 8	<ul style="list-style-type: none"> <li>• Discussion #7 (Due Wed)</li> <li>• Cover Letter</li> </ul>

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			<ul style="list-style-type: none"> <li>Journal #4: Highlight your Assets (pg. 176)</li> </ul>
<b><u>Week 8:</u></b> 2/28-3/6	<b><u>Module 8:</u></b> Job Searching/Interview	<b>Ch 9</b>	<ul style="list-style-type: none"> <li>Discussion #8 (<i>Due: Wed</i>)</li> <li>Resume</li> <li>Informational Interview</li> </ul>
<b><u>Week 9:</u></b> 3/7-3/11	<b><i>FINALS WEEK</i></b> <b>Career E-Portfolio is due WEDNESDAY, MARCH 9</b>		

- FEB 9**- Last day to drop a 9 week short-term course (letter grades will be assigned after this date)