

COUN1000: Career Orientation and Exploration
FALL 2010 COURSE SYLLABUS

Section 003- 3187 Haley Center

T&Th 9:00am – 9:50am

Section 004- 2442 Haley Center

T&Th 10:00am – 10:50am

Section 005- 2474 Haley Center

T&Th 11:00am – 11:50am

INSTRUCTOR INFORMATION:

Stephanie Carroll, M.S.

Graduate Teaching Assistant

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OFFICE HOURS:

By Appointment ONLY

REQUIRED TEXT

Sukiennik, D., Bendat, W., & Raufman, L. (2010). *The Career Fitness Program: Exercising Your Options* (9th ed.). Upper Saddle River, NJ: Prentice Hall.

COURSE DESCRIPTION

This is a two (2) credit-hour course that provides students with assistance in making effective career decisions. The course is appropriate for anyone who is interested in evaluating his or her career development or considering a career change. Students learn about and gain personal insight into the process of career decision-making.

ADDITIONAL REQUIREMENTS

Each student will be required to take the Strong Interest Inventory (SII) for \$30 which may be charged to your Bursar Account. If you have already taken this assessment within the past year and you the report, those results may be used.

COURSE OBJECTIVES

1. To be able to describe and understand the process of career development.
2. To understand how personal characteristics (e.g. interests, values, and skills) influence career development.
3. To become oriented to the socioeconomic world of work as it impacts individual and family career systems.
4. To identify appropriate academic major(s) and/or occupational alternatives in relation to personal characteristics.
5. To learn about and use a variety of information resources to explore academic majors or career options.
6. To understand career development theories and use decision-making skills for life/career planning and management.
7. To formulate plans and strategies for moving toward implementation of life/career goals.
8. To learn about and use skills necessary for successful job placement.
9. To learn about multiculturalism in

CLASS POLICY STATEMENTS

1. The University Academic Honesty Code and the Tiger Cub Rules and Regulations regarding cheating apply to this class.
2. Students who require accommodations need to bring a copy of your Accommodation Memo and an Instructor Verification Form the first two weeks of class. If you do not have an Accommodation Memo, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).
4. Students are permitted one (1) unexcused absence. Each absence beyond this will result in a point reduction of the participation/attendance evaluation. University-approved excused absences are outlined in the Tiger Cub. Proof of excused absences must be presented to the instructor.
5. Students are required to be punctual. Tardiness is disruptive and inappropriate classroom behavior. Each incident of tardiness is considered a half-absence and applied toward the one permitted unexcused absence.
6. Participation in class is REQUIRED. A percentage of the final grade is determined by class participation.
7. Cellular telephones, pagers, MP3 players, and other electronic devices (including laptop computers) are to be TURNED OFF during class. Students using these items will receive a point reduction in their participation/attendance evaluation for each incident.
8. Students are required to complete all assigned readings and in-class activities, actively engage in classroom discussion, and submit assignments according to due dates on the course schedule.
9. All assignments will be submitted electronically via Blackboard unless otherwise arranged in advance. All assignments are due at or before the beginning of class on their due date. All assignments submitted after the beginning of class on their due date will be reduced by three (3) points per day. Assignments will not be accepted for credit if submitted after late penalties meet or exceed the points possible for the assignment or five (5) days after the due date, whichever occurs first.
10. Quizzes will be given to confirm the completion of reading assignments. Students with unexcused absences will not be permitted to make-up missed quizzes.
11. Some assignments will require advanced planning and it is the student's responsibility to plan for these assignments. Failure to do so will result in a grade reduction if assignments are submitted late or not completed.

CLASS PARTICIPATION GRADING RUBRIC

Excellent: 15 - 20 points

Proactive participation: Leading, originating, informing, or challenging contributions that reflect in-depth study, thought, and analysis of the topic under consideration as well as a demonstrated ability to listen to and build upon the ideas of others.

Satisfactory: 10 - 14 points

Reactive participation: Supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation.

Below Average: 5 - 9 points

Passive participation: Present, awake, alert, and attentive, but not actively involved.

Unsatisfactory: 0 - 4 points

Uninvolved: Absent, present but not attentive, sleeping, or irrelevant contributions that inhibit the progress of the discussion.

COURSE REQUIREMENTS & EVALUATION

Classroom Assignments:

Participation/Attendance – 20 points

Students will exhibit class participation through asking questions, interacting with peers, and sharing personal experiences. Class participation will be evaluated according to the rubric listed in the syllabus.

****During the course of the semester, attendance quizzes will administered at the discretion of the instructor.**

Each quiz will have 1-2 bonus points.

Homework/In-Class Activities –10 points total

Students will complete the following homework assigned during class:

Type Focus Assessment

FOCUS Assessment

Strong Interest Inventory (SII) Assessment

***There will be in-class assignments due and will not be made up unless there is an excused absence as described in the Tiger Club.**

Quizzes – 30 points total (10pts. each)

Students will exhibit knowledge of assigned readings through completing three quizzes either online or during class as listed in the course schedule.

Writing Assignments: (Handouts will be distributed prior to due date)

Self-Exploration Research & Reaction Paper – 20 points

Prespective Major and Related Career Field Reaction Paper – 30 points

Career Research and Reaction Paper – 30 points

Resume & Cover Letter – 10 points

Senior Year Fantasy Resume – 10 points

Class Presentations: (Outline will be distributed prior to due date)

Career Presentation – 30 points

Total Points Possible = 200

Grading Scale:

A	90 - 100%	180 - 200 points
B	80 - 89%	160 - 179 points
C	70 - 79%	140 - 159 points
D	60 - 69%	120 - 139 points
F	0 - 59%	0 - 119 points

COURSE CONTENT & SCHEDULE

Date	Class Topic	Reading Assignment	Assignments Due
August 19	Introduction & Overview of Course		
August 24	Review Syllabus & Discuss Job vs. Career	Read Chap. 1 (p.3-15)	
August 26	Review Chap. 1 & Discuss SER&R paper	Read Chap. 2 (pg. 17-35)	
August 31	Review Chap. 2	Read Chap. 3 (pg. 37-51)	
September 2	Review Chap. 3		
September 7	Computer Lab: Strong Interest Inventory (SII) 3442 Haley Center (LRC)		*email me your three letter code by 9/9
September 9	Work Values game ONET Listing		QUIZ # 1 Due (Chap. 1-3)
September 14	Computer Lab: Type Focus Assessment 3442 Haley Center (LRC)		*email me your four letter code by 9/15
September 16	Computer Lab: FOCUS Assessment 3430 Haley Center (LRC)	Read Chap 4 (pg. 53-74)	
September 21	Strong Interest Inventory Interpretation: Guest Speaker from CDS		
September 23	Review Chap 4. & Discuss Major/Minor Finder		
September 28	Review Chap. 4 cont.	Read Chap. 5 (pg.77-86)	Self-Exploration Research and Reaction Paper DUE
September 30	Review Chap.5 & Discuss PMR&R paper outline	Read Chap. 6 (pg. 101-129) & Chap. 7 (pg. 131-151)	
October 5	Review Chap. 6 & 7		
October 7	College Majors/Degrees and Academic Dept. Interview	Read Chap. 8 (pg. 153-173)	QUIZ # 2 Due (Chap. 4-7)
October 12	Review Chap. 8 & Writing Thank You Letters		
October 14	Internships, Co-ops, and related experiences		
October 19	NO CLASS – Academic Department Interview (get business card)	Read Chap. 9 (pg. 187-198)	

October 21	Review Chap. 9	Read Chap. 10 (pg. 213-233)	Prospect. Major/Related Career Fields Reaction Paper DUE
October 26	Discuss CR&R paper/Informational Interviewing/ OOH	Read Chap. 11 (pg. 251-266)	
October 28	Review Chap. 10 & 11		
November 2	Practice resume/cover letter and preparation for interviewing professionals		
November 4	NO CLASS Work Study Day		QUIZ # 3 Due (Chap. 8-11)
November 9	Career Presentation		
November 11	Career Presentation		
November 16	Career Presentation		
November 18	Senior Year Fantasy Resume & Parent/Guardian Interview		Career Research & Reaction Paper Due
November 23	THANKSGIVING BREAK		(Parent/Guardian Interview) 3 BONUS points
November 25	THANKSGIVING BREAK		
November 30	Next Steps in Career Development & Class Evaluations		Resume/Cover Letter DUE
December 2	Senior Year Fantasy Resume Contest		Senior Year Fantasy Resume Due (2 copies)

*The instructor reserves the right to modify the syllabus throughout the semester.
The updated syllabus will be available on Blackboard or given out in class.*

