

NAME: \_\_\_\_\_

**AUBURN UNIVERSITY  
SYLLABUS**

Course Number: COUN 1000-007 (Fall 2010)  
Course Title: Career Planning for Freshmen & Sophomores  
Prerequisites: None  
Credit Hours: 2 semester hours credits/Graded  
Class Meeting Time: 9:30 – 10:20 am/Tuesdays & Thursdays  
Class Location: Haley 3345  
Instructor: Phyllis Bickers  
Office: Career Development Services Office, 303 Mary Martin Hall  
Office Hours: Monday – Friday (7:45 am – 4:45 pm)  
Phone: 334-844-4744  
e-mail: bickepm@auburn.edu

**REQUIRED TEXT:** Luzzo, Darrell, Severy, Lisa. (2009). *Making Career Decisions That Count: A Practical Guide (Third Edition)*. Upper Saddle River, NJ: Prentice Hall. (Available in print or online)

**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 last year and you have your report, those results may be used.

**COURSE DESCRIPTION:** This class will provide self-knowledge and information- gathering techniques necessary to make educated career decisions.

**COURSE OBJECTIVES:**

1. Students will experience learning about themselves as they develop their personal and professional goals.
2. Students will explore majors and career options and learn how to research both.
3. Students will learn about the world of work, to clarify their career choices, and how to build their resume in preparation of entering the work force and/or graduate school.

**COURSE POLICIES:**

1. Students are expected to attend all classes and to arrive on time.
2. There will be a 4-point reduction for each unexcused absence. If you have a university-approved excused absence, *then it is your responsibility to turn in documentation validating the excuse within a reasonable time frame.* Without it, the absence will be considered unexcused. It will also be your responsibility to find out from your classmates what you missed in class (excused or unexcused). All requests for excused

absences should be brought to the instructor's attention before the class is missed, if possible, and as early as possible.

3. Make-up quizzes will only be given for a university-approved excused absence (with documentation). Unexcused absences will result in a quiz grade of zero.
4. Disability Statement: Students who have a documented disability should notify the instructor as soon as possible, but not later than the first two weeks to discuss their needs and any special accommodations that may be necessary.
5. Academic Honesty Statement: Students and faculty are required to abide by the Student Academic Honesty Code described in the *2009/2010 Auburn University Tiger Cub*.
6. Incomplete grades will be considered only for bona fide medical reasons (see *Tiger Cub*).
7. Written reports will be submitted to the instructor typed (size 12 font), and double-spaced.
8. All assignments are due the next class period unless otherwise specified. There will be a 1-point reduction per each class period for late assignments. Students are expected to read all assigned readings prior to class and be prepared to participate in class activities and discussions.
9. There will be a 1-point reduction for cell phone use (checking for messages, text messaging, etc.) CELL PHONES ARE TO BE TURNED OFF DURING CLASS. The same applies to any personal technology (iPod, Blackberry, etc.)
10. At any time throughout this class, if you would like to discuss with me about your career plans or issues/difficulties you are having regarding your career decision making, please feel free to schedule an individual appointment with me for this purpose. Appointments to see the instructor may be made by e-mail ([bickepm@auburn.edu](mailto:bickepm@auburn.edu)) or by phone (844-4744).
11. Giving UNNECESSARY EXCUSES are a pet peeve of this instructor. If you do not have an assignment completed on time, it's not ready! If you are late to class, you are late! I do not want to know that the dog ate your report, your printer is on the blink, your car ran out of gas, etc. You're in college now. **However, if you have a real issue in your life such as a personal or family crisis, illness, etc., please do talk to me.** Use common sense in determining if I need to be informed of your situation.

## COURSE OUTLINE

DATE	DESCRIPTION	HOMEWORK	DUE DATE
TH 8/19	Introductions, course and syllabus reviewed	Find, read & printout article on the "World of Work" & bring to class, prepared to present in class	8/24
T 8/24	Sharing of World of Work articles Distribution of Self-Exploration Research and Reaction Paper (SE&R Paper) – due 9/28	FOCUS – Complete Career Readiness & Self-Assessments sections / narrow & refine your results - printout	8/26
W 8/25	Part-time Job Fair 10-2 AUSC Ballroom 3 BONUS POINTS!!!	Bring your student ID, dress appropriately, and collect information from employers of interest!	
TH 8/26	Sharing of World of Work articles Career Decision Scale Pre-test	Read Chapter 1	8/31
T 8/31	Super's Theory of Career Development QUIZ 1	Complete Exercises 1.1 & 1.2	9/2
TH 9/2	Chapter 1 Around We Go – The Developmental Process of Making Career Decisions Activities	<b>Take TypeFocus and e-mail me your four-letter code by Friday morning 9/3 /</b> Read Chapter 2/ Complete Exercise 2.1	9/3 9/7
T 9/7	TypeFocus Interpretation (NOTE: IF YOU MISS THIS CLASS, YOU MUST SIGN-UP FOR A GROUP INTERPRETATION AT CDS FOR TYPE FOCUS INTERPRETATION)	<b>Take the Strong Interest Inventory by 9/9</b> /Complete TypeFocus section of SER&R Paper	9/9
TH 9/9	Temperaments/QUIZ 2	Read Chapter 3/ Complete Exercises 3.2 – 3.5 / Complete Temperaments section of SER&R Paper	9/14
T 9/14	QUIZ 3 / Strong Interest Inventory Interpretation (NOTE: IF YOU MISS THIS CLASS, YOU MUST SIGN-UP FOR A GROUP INTERPRETATION AT CDS TO RECEIVE A COPY OF YOUR SII RESULTS)	Complete Strong Interest Inventory section of SER&R Paper / Read Chapter 4	9/15
TH 9/16	QUIZ 4/ONET CODES/Work Values	Add Work Values to SER&R Paper / Look up Strong Theme Codes in ONET & document other careers using your letters / Add to	9/20

		SER&R Paper in Strong Interest Inventory section	
M 9/20	3 BONUS POINTS! Attend the CDS CAREER EXPO for Engineering & Technical Majors! (Dress Appropriately)	3 – 7 AU Hotel & Dixon Conference Center	
T 9/21	Major/Minor Finder	Complete M/M Finder & add findings to SER&R Paper / Read Chapter 6	9/23
W 9/22	3 BONUS POINTS! Attend the CDS CAREER EXPO for Business and Non-Technical Majors! (Dress Appropriately)	3 – 7 AU Hotel & Dixon Conference Center	
TH 9/23	QUIZ 5 on Chapter 6. Complete exercises 6.2 – 6.4	<b>Complete the reaction section of Self-Exploration Research &amp; Reaction Paper.</b> Attach all required assessments to paper.	9/28
T 9/28	Prospective Major Research & Reaction Paper (PMR&R paper outline) distributed (due 10/26) / College Majors and degrees / How to have an effective Academic Dept. interview on prospective major	What Can I Do With a Major In ...? Printout on major of interest / Complete Curriculum Form (prior to Academic Department Interview) / Schedule Academic Department Interview	9/30
TH 9/30	Guest Speakers		
T 10/5	Guest Speakers		
TH 10/7	Guest Speakers		
T 10/12	NO CLASS – Academic Department Interview (get business card)	Write thank you letter	10/14
TH 10/14	Internships, Co-ops and related experience	Find an internship or co-op listing and print it out. Bring to class	10/19
T 10/19	Resume Writing (current)	Write draft of resume	10/21
T 10/19	EDUCATION INTERVIEW DAY 9 – 3 AU Hotel and Conference Center BONUS POINTS FOR POSSIBLE EDUCATION MAJORS!	Bring Student ID and dress appropriately	
TH 10/21	Resume draft reviewed/ Study Abroad, Peace Corp/Teach for America	<b>Complete Prospective Major Research &amp; Reaction Paper and attach required documents</b>	10/26
T 10/26	Greg Mortenson's Lecture @ 7:00	Auburn Basketball Arena	
T 10/26	Career Research & Reaction Paper	Schedule Informational	10/28

	(CR&R Paper) distributed and explained (due 11/8) /Informational Interviewing / Occupational Outlook Handbook (OOH)	Interview with professional in your possible career /Printout OOH information on possible career	
TH 10/28	NO CLASS /Informational Interview (get a business card!)	Write Thank You Letter Read Chapter 7	11/2
T 11/2	QUIZ 6 (Chapter 7) Senior Year Fantasy Resume	Draft senior year fantasy resume applying for internship. Use what you've learned about the major you researched to add to this resume / Prepare for presentation	
TH 11/4	Career Presentations	Resume draft reviewed / Prepare for presentation	
T 11/9	Career Presentations	Work on Resume	
TH 11/11	Career Presentations	Work on Resume	
T 11/16	Career Presentations	Read Chapter 8 <b>Complete Career Research &amp;Reaction Paper</b>	11/18
TH 11/18	QUIZ 7 (Chapter 8) Overcoming Barriers	Read Chapter 9	11/30
T 11/23 & TH 11/25	Thanksgiving Break BONUS PTS!	Parent or Guardian Interview (3 BONUS POINTS)	
T 11/30	QUIZ 8 (Chapter 9) Class Evaluations	Polish Resume	12/2
TH 12/2	Post-Test / Senior Year Fantasy Resume Context (Winner gets 5 BONUS POINTS!)		

#### Grading Scale:

A = 90 -100  
 B = 80 - 89  
 C = 70 - 79  
 D = 60 - 69  
 F = 59 and below

#### BONUS POINTS:

Part-time Job Fair 3  
 CAREER EXPO #1 3  
 CAREER EXPO #2 3  
 Education Interview Day 3  
 Mortenson's Lecture 3  
 Parent/Guardian Interview 3  
 Sr Yr Fantasy Resume Winner 5

**COUN 1000: Fall 2010 Assignment Checklist & Points**

<b>ASSIGNMENTS</b>	<b>MAXIMUM POINTS</b>	<b>EARNED POINTS</b>
Article on the world of work	1	
QUIZ 1	10	
QUIZ 2	10	
QUIZ 3	10	
QUIZ 4	10	
QUIZ 5	10	
QUIZ 6	10	
QUIZ 7	10	
QUIZ 8	10	
Exercise 1.1	2	
Exercise 1.2	2	
Exercise 2.1	2	
Exercise 3.2	2	
Exercise 3.3	2	
Exercise 3.4	2	
Exercise 3.5	2	
Exercise 6.2	2	
Exercise 6.3	2	
Exercise 6.4	2	
Current Resume	2	
<b>SELF-EXPLORATION RESEARCH &amp; REACTION PAPER</b> with the following documents attached in this order: FOCUS Printout TypeFocus Printout Strong Interest Inventory Report O'NET Listing Work Values Results Major/Minor Finder	27	
<b>PROSPECTIVE MAJOR RESEARCH &amp; REACTION PAPER</b> with the following items attached: What Can I Do With a Major in...? Printout Curriculum Form on Prospective Major Copy of Thank You Letter to Professor & business card attached	26	
<b>CAREER RESEARCH &amp; REACTION PAPER</b> with the following items attached: Occupational Outlook Handbook Printout on career of interest Copy of Thank You Letter to Professional & business card attached	21	
Career Presentation	10	
Senior Year Fantasy Resume & internship/co-op job listing	13	
<b>Total Points:</b>	200	
<b>Bonus Points:</b>		
<b>Minus # ____ Unexcused Absences x 4 points:</b>		
<b>Final Points:</b>		

