

NAME: _____

**AUBURN UNIVERSITY
SYLLABUS**

Course Number: COUN 1000-007 (Fall 2013)
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 2468
Instructors: Phyllis Bickers & Torey Palmer
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
palmemt@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) (\$30) which may be charged to your Financial Account. If you have already taken this assessment within the last year, you may use those results.

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. Accessibility 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 Student Policy e-Handbook found at:
http://www.auburn.edu/student_info/student_policies/
6. Incomplete grades will be considered for reasons listed under the Faculty Policy for Assigning Grades of Incomplete found at:
http://www.auburn.edu/student_info/student_policies/
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 (laptops, 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) or by phone (844-4744) through the Career Center Office.
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.**

COURSE OUTLINE

DATE	DESCRIPTION	HOMEWORK	DUE DATE
Th 8/22	Introductions, course and syllabus reviewed	Printout article on the “World of Work”, read & bring to class, prepared to present in class	8/27
T 8/27	Career Decision Scale Pre-test Sharing of World of Work articles	Read Chapter 1	8/29
T 8/27	2 BONUS POINTS! Attend the Part-time Job Fair (Please dress appropriately!)	10 – 1 Student Center Ballroom (3 rd Floor) Check-in , talk with employers and collect brochures and business cards	
Th 8/29	Review Super’s Theory of Career Development / Quiz 1	Exercises 1.1 & 1.2	9/3
T 9/3	Developmental Stages of Career Decision Making/ Self-Exploration Research & Reaction Paper distributed	Take TypeFocus (personality section – get 4-letter code and printout description)	By 9/5!
Th 9/5	TypeFocus Interpretation*(NOTE: IF YOU MISS THIS CLASS, YOU MUST SIGN-UP FOR A GROUP INTERPRETATION AT AUCC)	Read Chapter 2/ Exercise 2.1	9/10
T 9/10	TypeFocus Interpretation/Careers/ Quiz 2	Complete TypeFocus section of Self-Exploration Research & Reaction Paper / Take the Strong Interest Inventory by Friday, 9/13	9/12
T 9/10	GET COOKING WITH THE CAREER CENTER COOKOUT!	11 – 1 Student Center Greenspace	
Th 9/12	Temperaments	Read Chapter 3/ Exercise 3.1	9/17
T 9/17	Strong Interest Inventory	Complete Strong	9/19

	Interpretation* (NOTE: IF YOU MISS THIS CLASS, YOU MUST SIGN-UP FOR A GROUP INTERPRETATION AT THE AUCC TO RECEIVE A COPY OF YOUR STRONG RESULTS)	Interest Inventory section of Self-Exploration Research & Reaction Paper	
W 9/18	3 BONUS POINTS! Engineering and Technical Career Expo	3 – 7 The Hotel at AU and Dixon Conference Center	
Th 9/19	Quiz 3 /Exercises 3.3 – 3.5/Form to combine TypeFocus & SII distributed	Combining TypeFocus & Strong Results	9/24
T 9/24	Major/Minor Finder	Complete M/M Finder	9/26
Th 9/26	Values Game	Read Chapter 4/Complete Major/Minor results plus Values Game to the Self-Exploration Research & Reaction Paper	10/1
T 10/1	Quiz 4 /Exercise 4.2	Read Chapter 5	9/29
Th 10/3	Quiz 5 / Exercises 5.1 & 5.2	Read Chapter 6	10/1
T 10/8	Quiz 6 / Exercises 6.2 – 6.4	Complete Self-Exploration Research & Reaction Paper	Due 10/10
Th 10/10	Turn in Self-Exploration Research & Reaction Paper / Prospective Major & Related Career Fields Reaction Paper and Curriculum Form on Prospective Major distributed / Introduction to Majors & Colleges & Degrees/ How to have an effective Academic Dept. Interview/Colleges & Majors (guest speakers)		
T 10/15	Colleges & Majors (guest speakers)		
Th 10/17	Colleges & Majors (until 10:00) (guest speakers)		
Th 10/17	3 BONUS POINTS! Attend the MAJORS EXPLORATION DAY	10 -1 Student Center Ballroom	

T 10/22	Colleges & Majors (guest speakers)	Curriculum Form on Prospective Major	Due 10/24
T 10/22	3 BONUS POINTS! ALL MAJORS CAREER EXPO (professional dress required)	3-7 The Hotel at AU and Dixon Conference Center	
Th 10/24	No Class: Academic Department Interview	Write thank you e-mail, make a copy, and send. Complete Prospective Major & Related Career Fields Reaction Paper	Due 10/29
T 10/29	Turn in Prospective Major and Related Career Fields Reaction Paper and Curriculum Form on Prospective Major / College degrees / Career research resources /Career Research & Reaction Paper Outline distributed & explained	Read Chapter 7 / Printout OOH & ONET info on a career of interest	10/31
Th 10/31	Quiz 7 / Why research? Why interview?	Read Chapter 8 / Schedule Information Interview w/Professional	11/5
T 11/5	Barriers / Self-Efficacy / Quiz 8 / Brainstorm Social Support Network	Exercises 8.1 – 8.3	11/7
Th 11/7	No Class: Informational Interview w/Professional (ask for their business card and attach it to your copy of the Thank You Letter	Thank you letter/ Exercise 7.2/ Prepare Career Presentation & complete Career Research & Reaction Paper (due on day of presentation)	Due either 11/12 or 11/14
T 11/12	Career Presentations		
Th 11/14	Career Presentations		
T 11/19	Resume Writing	Draft your “fantasy” Senior Year Resume	11/21
Th 11/21	Building your resume with relevant job experience, internships or co-ops/Draft resumes critiqued		12/3
T 11/26 &	Thanksgiving Break 2 BONUS PTS!	Parent or	

Th 11/28		Guardian Interview (2 pts.)	
T 12/3	Resume Critiques /Class Evaluations	Polish Resume	12/5
Th 12/5	Post-test on Career Decision Scale/ Senior Year Resume Contest (WINNER: 5 BONUS POINTS!)		

COUN 1000: Fall 2009 Assignment Checklist & Points

ASSIGNMENTS	MAXIMUM POINTS	EARNED POINTS
Article on the world of work	2	
QUIZ 1	10	
QUIZ 2	10	
QUIZ 3	10	
QUIZ 4	10	
QUIZ 5	10	
QUIZ 6	10	
QUIZ 7	10	
QUIZ 8	10	
QUIZ 9	10	
Exercise 1.1	1	
Exercise 1.2	1	
Exercise 2.1	1	
Exercise 3.1	1	
Exercise 3.2	1	
Exercise 3.3	1	
Exercise 3.4	1	
Exercise 3.5	1	
Exercise 4.2	1	
Exercise 5.1	1	
Exercise 5.2	1	
Exercise 6.2	1	
Exercise 6.3	1	
Exercise 6.4	1	
Exercise 8.1	1	
Exercise 8.2	1	
Exercise 8.3	1	
Exercise 9.1	1	
SELF-EXPLORATION:		
TypeFocus Indicator	3	
Strong Interest Inventory	3	
Worksheet combining MBTI & SII Occupations	2	
Major/Minor Finder	3	
Values Results	3	
Self-Exploration Research & Reaction Paper (due 10/6) (with all the above assessments attached)	15	
CAREER RESEARCH:		
Occupational Outlook Handbook Printout on career of interest	1	
O'Net Printout on career of interest	1	
Copy of Thank You Letter to Professional & business card attached	5	
Career Presentation	10	

Career Research & Reaction Paper (with all of the above attached except presentation)	15	
RESEARCH ON MAJOR:		
What Can I Do With a Major In ...? printout	1	
Curriculum Form on Prospective Major	5	
Copy of Thank You Letter to Professor & business card attached	5	
Internship/Co-op job listing	2	
Prospective Major and Related Career Fields Reaction Paper (due 12/1)	13	
Fantasy Senior Year Resume	3	
Total Points:	200	
Max Bonus Points:	18	
Minus # ____ Unexcused Absences x 4 points:		

Grading Scale:

A = 180 - 200

B = 160 - 179

C = 140 - 159

D = 120 - 139

F = 119 & below