

COUN 1000

Career Orientation &
Exploration
Haley 2461

Fall 2014

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**Department of Special
Education, Rehabilitation,
Counseling/School
Psychology
(SERC)**

College of Education

INSTRUCTOR

DEBBIE CAMPBELL, MS
DRC0019@AUBURN.EDU

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OFFICE HOURS

Mondays, Noon-1:00 PM

**Location: Haley Center
Room 2060**

COLLEGE OF EDUCATION



Faculty, staff and students
strive to prepare and be professionals who are:

Competent

equipped with the knowledge, skills
and technological expertise to help
all individuals learn and develop

Committed

dedicated to the ethical practices and collaboration
that serve as the foundation of a diverse
and intellectually vibrant society

Reflective

devoted to analyzing their own past practices
in ways that fuel ongoing learning
and improve future practices

A Keystone in Building a Better Future for All



AUBURN UNIVERSITY SYLLABUS

Course Number:	COUN 1000
Course Title:	Career Orientation & Exploration
Prerequisites:	None
Credit Hours:	2 semester hours credits/Graded
Class Meeting Times:	Mondays & Wednesdays 10:00-10:50 AM, 11:00-11:50 AM
Class Location:	Haley 2461
Instructor:	Debbie Campbell, MS
Office:	Haley 2060
Office Hours:	Mondays, Noon-1:00 PM and by appointment
E-mail:	DRC0019@auburn.edu

<p><i>The course syllabus is a general plan for the course. Deviations may be necessary and will be communicated to the class in a timely manner.</i></p>

COURSE DESCRIPTION:

This course offers an opportunity for receiving information and acquiring the skills necessary for academic and career planning. Processes of self-assessment and self-exploration are critical components of this course that contribute to your making educated academic and career decisions. In addition to traditional classroom activities, the content is presented in an experiential manner through interactive discussions, individual projects, and contact with campus resources.

OBJECTIVES:

1. Students will explore interests, values, and personality in relation to academic and life planning.
2. Students will research a selected major and related career.
3. Students will increase their knowledge of the skills and experiences that are attractive to future employers.
4. Students will learn to utilize websites and other resources to begin making educated career choices.

ASSIGNMENTS & READINGS:

-To make this class meaningful and useful, you must keep up with the readings and assignments as outlined in this syllabus. You will get out of this course exactly what you put into it; i.e., if you endeavor to learn about yourself, your unique interests and strengths, and the myriad opportunities available to you as a student or student-athlete at Auburn, you will be on track toward a successful academic career. The readings and assignments are designed intentionally to help you along that path; they are not designed to be "busy work."

-Please note that pop quizzes may be given on assigned reading material if I feel the class is not keeping up with the reading and/or is not participating during class. Unannounced checks on the completion of assignments may be performed during the semester as well.

-There will be additional material included in the lectures and PowerPoints that is not from your assigned textbook. You will be responsible for this supplemental information.

-Please also note that you will need to complete the readings and assignments before you come to class. Also, you will need to have assignments linked to Canvas before class starts the days they are due.

PLEASE COMPLETE YOUR WRITTEN ASSIGNMENTS IN WORD FORMAT ONLY. IF I CANNOT OPEN YOUR ASSIGNMENTS BECAUSE YOUR DOCUMENT WAS COMPLETED IN GOOGLE DOCS OR IN A MAC FORMAT, YOU WILL NOT RECEIVE CREDIT FOR YOUR WORK.

TEXTBOOK:

1. Getting From College to Career: 90 Things to do Before You Join the Real World, Revised Edition, by Lindsey Pollak.

ASSESSMENTS:

Each student will be required to complete 2 personal and career assessments during this course. These assessments are designed to foster insight into the career options that best match your unique interests and personality traits.

COURSE POLICIES:

1. Students are expected to attend all classes and to arrive on time (unless pre-approved by instructor}. Attendance is vital to your success in this class; therefore, absences will be reflected in the participation portion of your grade. Each class missed will result in 3 points deducted from your grade.
2. Policies regarding excused absences (as per the criteria listed in the *AU Tiger Cub*) are as follows:
 - a. If possible, students must notify instructor prior to absence and make arrangements to get assignments and/or projects due.
 - b. Students must provide instructor with a written excused absence within one week after students have returned to class.
3. **All electronic devices including, but not limited to, cell phones, Ipod, mp3 players, iPad, laptop and tablets *must* be turned off before class starts. Please do not use any of these devices during class! There will be times when you will be allowed to use your laptops, but other than those days, points will be deducted from your grade if I see you using any of the above devices.**
4. Incomplete grades will be considered only for excused (Doctor's excuse) medical reasons.
5. Written reports will be submitted to the instructor typed (size 12 font) and double-spaced via **Canvas**. All reading and assignments are due prior to the beginning of class as outlined on canvas.
6. Late assignments will NOT be accepted.
7. **Students are responsible for initiating arrangements for missed work.**
8. **Accommodations:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

9. **Honesty Code:** Auburn University expects students to pursue their academic work with honesty and integrity. Students are bound by the policies outlined in the Student Policy e-Handbook. You should become familiar with them if you are not already. They may be found here: www.auburn.edu/studentpolicies
10. **Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behavior as defined in the College's conceptual framework. These professional commitments or dispositions are listed below:
- Engage in responsible and ethical professional practices.
 - Contribute to collaborative learning communities.
 - Demonstrate a commitment to diversity.
 - Model and nurture intellectual vitality.
11. At any time throughout this class, if you would like to meet with me about your career plans or issues/difficulties you are having regarding your career decision-making or job search, please feel free to visit me during my office hours or set up an individual appointment. Appointments to see the instructor may be made by e-mail.
12. **Participation:** You are expected to participate in class and contribute to group discussions. Failure to do so will result in points deducted from this portion of your grade.

Class Calendar: Topics and Assignments

Because guest speakers will be invited into class periodically, the schedule below may necessarily change in accordance with the respective speaker's availability. You will be given an updated calendar as necessary.

Date	Topic	Activities/Assignments	Assignment/Readings Due
Jan 14	Class Introduction	Review Syllabus, Self-Assessment & Personality	
Jan 19: NO CLASS Jan 21	Self-Assessment & Career Development	Learn about self-assessments and stages of career development	Chapter 1
Jan 26	Issues in the Working World Today	Discuss topics in today's working world	Working World Today Article Due and Presentations
Jan 28	Personality & Interests	Assessing your personality and interests; Holland's Theory of Career Choice	<ol style="list-style-type: none"> 1. Journal Entry #1 Due 2. Working World Article Presentations
Feb 2	Personality & Career Choices	Holland's Theory of Career Choice How personality impacts career choices; 4 Basic Skills Everyone Needs)	
Feb 4	Values & Qualities	How do your values and qualities impact your career development	Journal Entry #2 Due
Feb 9	Values, Career Decision & Satisfaction	Values and career satisfaction	Chapter 3
Feb 11	Skills & Interests	Assessing your skills and interests	Journal #3 Due
Feb 16	Exploring & Analyzing Your World	Exploring and analyzing the world around you. Finances: Writing Check, Managing Money	
Feb 18	What does Auburn have?	Exploration of majors offered at Auburn; Explore the Career Center's website and review the link of "What Can I Do With A Major In"	Chapter 5
Feb 23	Exploring & Researching Careers	Using Occupational Outlook Handbook and ONET to learn about careers	Complete the Focus (FREE) & Strong assessments
Feb 25	Giving Yourself An Edge		Chapter 6

March 2	Major & Career Exploration: Strong Interpretation	Guest Speaker: Career Center (?) Strong Inventory Guest Speaker Presentation (?)	1. Journal Entry #4 Due 2. Read/Bring assessment results & handouts to class (on Canvas)
March 4	Major & Career Exploration: Type Focus	Using assessment information to explore majors and careers; complete Assessment Exploration Activity TypeFocus (Focus FREE) Speaker	Read/Bring assessment results & handouts to class (on Canvas)
March 9	Networking & Personal Brand	Networking in person, online, through the media and how to develop a personal brand	Chapters 2 & 4
March 11	Preparing a Resume	Building a resume: Start developing resume in class	1. Complete Self-Assessment Worksheet (on Canvas) 2. Chapter 7 3. Journal Entry #5 Due
March 16	Interviewing Successfully	Interviewing skill development; Interview Practice Activity in pairs and groups	1. Academic Research Paper DUE 2. Chapter 9
March 18	Practice Interviews	Continue interview practice activity in pairs and groups	Rough Draft Resume
March 30	Presentation	Guest Speaker- TBD	Interview Worksheet DUE
April 1	Presentation	Guest Speaker- TBD	Journal Entry #6 Due
April 6	TBD/Catch-up day		Chapter 10
April 8	What Does the Future Hold For Me	Career Planning & Long Term Career Goals	Mock Interviews
April 13	Workforce Development	Understanding Others in Career, Teamwork & Communication	1. Journal Entry #7 Due 2. Mock Interviews
April 15	Workforce Development ~	Handling Conflict & Becoming a Positive Leader	Library Day: NO CLASS
April 20	Guest Speaker	Guest Speaker: Transitioning from College to Career	Journal #8 Due
April 22	Class discussion/article review	Discuss Chapter 8, 5 Year Plan, Career Project and Presentation	1. Chapter 8 2. Resume Final Due

April 27	Career Research Presentations		5 Year Plan Due
April 29	Career Research Presentations		Career Research Project & Presentation Due Journal 8 Due
May 1	Career Research presentations	Last day of class	Career Research Project and Presentation Due

ASSIGNMENTS:

1. Working World Today Article

Locate any article (newspaper, magazine, journal, online) pertaining to the world of work today. You are encouraged to locate an article pertaining to your area of interest within the working world.

You are to read, print and bring the article to class to discuss:

- a. Key Factual information contained within the article
- b. The implications of that information for future employees

Please submit the link to your article on Canvas, prior to coming to class.

2. Academic Research Paper

You are to research an academic major at Auburn University. This may be a major of your choice that you are interested in, and does NOT necessarily have to be the major you have currently declared.

For this assignment, you must interview an advisor from the department that you are researching. As mentioned in class, if you pick biology as the major to research, you must pick an advisor from the biology department- NOT an advisor from the English department, etc. Failure to pick an advisor from the department you are researching will create a zero for the assignment.

You can interview your own academic counselor/advisor, but you cannot interview your coach, a family member, or friend. Please schedule your appointment with the advisor ASAP so you can get an appointment during this busy time of year. Waiting until the last minute and not being able to schedule an appointment with an advisor is not an excuse. If you wait until a week before the assignment is due to schedule the appointment, most likely you will not be able to schedule an appointment. Therefore, if you are not able to obtain an appointment for whatever reason, you will not be able to complete the paper and will receive zero credit for the assignment.

If you only use information from Auburn (the advisor, auburn.edu, career center materials, information pamphlets regarding classes for certain majors, etc.), you do NOT need to cite. However, if you are using other sources, such as other websites, please provide the hyperlink in parentheses next to that information so I know where you got the information. However, you do NOT need to do a works cited page.

I will NOT count off for grammar and sentence structure, UNLESS these types of issues are numerous throughout your paper.

You can single space or double space your paper. Just make sure that if you choose to single space your paper, make sure you reach the page requirements. An easy fix to knowing if you met the requirements is to double space your paper and then change the format back to single space. Feel free to organize your paper with or without the three section headings, and whichever format you choose to organize your paper, please make sure everything is well organized.

Your paper will consist of 3 sections.

Section 1 Curriculum Research: At least 1 page, double spaced

- A. What is the major?
- B. What types of courses will you need to take?
 - 1. Gen Ed classes
 - 2. Classes pertaining to major
 - 3. How many electives
- C. Is there a minimum GPA requirement to be admitted or retained in the major/college?
- D. Will you have to complete an internship or co-op?
- E. What careers directly relate to this major?
- F. Will you need to obtain a graduate degree for entry into the job market?
 - 1. Don't just answer yes or no. Tell me if you NEED a graduate degree, and if not, are there graduate degrees available even if you do not need a graduate degree to enter the job market. (Most majors have graduate degrees available.)
 - 2. If yes, which type of graduate degree(s) regarding the area of study sound the most interesting? Do you want to obtain a graduate degree? Why or why not?

Section 2 Academic Advisor Interview: At least 1 page, double spaced

- A. Begin with a brief description of the person you interviewed
 - 1. Name,
 - 2. Position in the department
 - 3. Other interesting facts)
 - a. Does the person teach, perform research, or sit on a university or community board? You can be creative here, but make sure the questions are relevant per say.
- B. What did you learn from the interview?
- C. Ask:
 - 1. What do you wish you had known about your career at my age?
 - 2. What advice do you have for me as a freshman/sophomore/junior/ senior starting out?

Section 3 Your Reflection: At least 2 pages, double spaced

- A. Describe why you are/were interested in this major?
- B. What did you learn about the curriculum that surprised you?
- C. Do the courses interest you? Why or why not?
- D. How do you feel the interview went? For example: Was the interview too long/short? Were you nervous and/or anxious? What was the most difficult (if any) aspect of the interview? Did the advisor seem interested in answering your questions? (You do not have to answer all of these questions- this is just an idea of what you can write about here.)
- E. Are you still interested in this major/field? Why or why not?

3. Interview Worksheet

The Interview Worksheet will be posted on Canvas.

There will be an alternate Interview Worksheet that includes bonus points. In order to earn bonus points, you must complete the entire worksheet using well-developed responses. Please submit either the interview or alternative interview worksheet on canvas.

4. Resume

You are to develop a working resume.

Your resume should include the following information:

- i. Contact Information
- ii. Objective Statement
- iii. Education
- iv. Experience
- v. Skills
- vi. References

You may receive assistance with this assignment by making an appointment in the Learning Resource Center.

5. 5 Year Plan

- a. You are to create and develop a plan for yourself for the next 5 years. You may format this paper however you would like, just make sure to include all of the required information and explain your statements. Do NOT just answer a question yes or no. In other words, justify the purpose of your goal and how you feel it will assist you in the future. Goals should be realistic, measurable, and achievable. If you are not sure what this means, make sure to ask me. The goals should also challenge you. The trick is to set the bar high enough to stretch you, but not so high that you think it will be impossible to reach. You need to use SPECIFIC examples in your paper.
- b. Your plan
 - i. Employment/Volunteer aspirations
 - ii. Educational aspirations
 - Plan of Study
 - Expected Graduation date
 - iii. Possibility of graduate school (*where are you considering attending & what would you like to study*)
 - iv. Financial aspirations
 - v. Personal aspirations (*family, goals*)
 - vi. Personal relationships (*friends, dating, how will you choose these individuals, what values do you want them to have*)
 - vii. Do you plan to do any community service?
 - viii. How you will attain your goals?
 - ix. How your goals may assist you in being more successful in the future?
 - x. How your values and interests play into your plan?
 - xi. A brief backup plan if things do not go the way you expect. Use specific examples.

6. Reflective Journal

- a. This is an on-going assignment throughout the semester where you are to reflect on what you are learning about yourself, career goals & aspirations and the working world. You are to pick 8 of the listed topics below to write about.
- b. Depending on the topic, you will need to write at least a one-page response, 1 inch margins, and 12 size font. Failure to follow these directions will result in a grade reduction. You may format this assignment how you want.
- c. Please submit your updated journal on designated days via Canvas.

d. Topics:

- i. **What are you most afraid of in the future regarding your career? Why? How can this fear or fears be eliminated?**
- ii. **Tell me what you like the most and what you like the least about your major and why. You could comment on the classes, the career outlook, etc. If you have not declared a major yet, tell me that you like the most and the least about your classes. For example, you could mention what subject you like the most and the least and why. (What you write will remain confidential.)**
- iii. **Tell me what your leadership style is and explain why you think this specific leadership style fits you in a one page response. You can find leadership styles on Google. You can pick one of the 5 leadership styles that are mentioned throughout the web, or pick one of the 8 we went over in class (listed here: <http://www.asaecenter.org/Resources/ANowDetail.cfm?ItemNumber=241962>)**
- iv. **Tell me the risks you are willing to take and those you are not willing to take regarding your career. Also tell me why and why not in a one page response.**
- v. **Advice From Others**
Ask at least 3 people (1 must be your academic counselor, the other 2 are your selection) the following questions and then reflect upon their answers:
 1. What do you wish you had known about your career when you were my age?
 2. What is the most useful information you learned? Can/will you apply this to your future?
- vi. **A Look Into the Crystal Ball**
Answer and reflect on the following questions
 - a. In the best of scenarios, what do you see as the perfect career for yourself?
 - b. What is it about the career that is most appealing to you?
 - c. Do you believe your ideal career to be a realistic choice?
 - d. What short term educational goals should you set now to point you toward the achievement of your dream career?
- vii. **Money vs. Happiness**
Which is more important to you? Which would you rather have if you could only one & why?
- viii. **Heroes**
Identify at least 3 Career heroes - list people whose careers you admire or are intrigued by in some way (can be someone you know/don't know, family, famous,
List at least 2 reasons why you listed each person. In 2 or 3 sentences describe their careers.
- ix. **Work Philosophy**
What does work mean to you?
Is it a way of giving back? Self-expression? Achievement?
What do you believe about work?
What is your attitude towards working?

Do you live to work or do you work to live?
Should you do what you like or love...or does it even matter?

- x. MBTI Reflection
Overall, what did this assessment tell you about your personality, interests and preferred work settings?
How well did this assessment reflect your interest and personality?
What does this assessment say would be a good career or major match for you? How do you feel about this?
- xi. Strong Reflection
Overall, what did this assessment tell you about your personality, interests and preferred work settings?
How well did this assessment reflect your interest and personality?
What does this assessment say would be a good career or major match for you? How do you feel about this?
- xii. Guest Speaker
What did you learn about yourself while listening to the speaker?
What did you learn that you can apply to your life?
What did you learn that you can apply to your future?
Has this had an impact on a potential career choice?
Do you think this is a relevant speaker for future classes?
- xiii. Interview Stream Reflection
Complete the online Interview Stream activity on the Career Center's website.
Send the link or confirmation to the instructor
Watch your interview and reflect.
How long did it take to complete?
Describe how it felt watching yourself.
What areas do you need to work on?
- xiv. Networking In the Field (Professor)
Schedule a time to meet with one of your current professors or with your favorite professor at Auburn. Ask questions about their career, interests and advice for you.
 - a. What do you wish you had known about your career when you were my age?
 - b. What is the most useful information you learned? Can/will you apply this to your future?
- xv. Networking In the Field (Field You Are Interested In or Researching)
Schedule a time to interview an individual working in the field you are interested in or planning to present on. Ask questions about their career, interests and advice for you. Give them your elevator speech and ask for feedback.
 - a. What do you wish you had known about your career when you were my age?
 - b. What is the most useful information you learned? Can/will you apply this to your future?
- xvi. Movie Reflection
After watching the video in class, what do you think of the professional world depicted? Do you have a financial plan? Who are the people you trust to handle your money? Describe how you plan to handle your future salary.

xvii. Financial Article Reflection

You are to reflect on at least 3 of the articles discussed in class. What did you learn from the articles? What did you like about the articles? What do you not like about the articles?

7. **Life Skills Seminars**

Attend a minimum of 3 Life-Skills seminars throughout the semester. In order to receive credit, you must sign-in when arriving at the seminar and stay for the entire time, participate and be respectful to the presenter.

If you will be unable to attend these seminars because of a valid excuse (practice, conflict with another class) you must discuss this with the professor **within the first 2 weeks of class**. Failure to do so may result in zero points for this assignment.

8. **Career Project**

You are to research 3 careers of interest to you. No more than 2 of the careers should be in the same field. You must use at least 2 different sources of information when gathering your information. At least one source must be from the Occupation Outlook Handbook: <http://www.bls.gov/oco/>, print out the pdf information handout of each career you are researching and include it with your final presentation. You may also interview a professional from each career that you are researching as an additional source.

Please note: This assignment is directly related to your final presentation. For your presentation you will present 1 of the careers that you have researched.

For each of the 3 careers make sure to include:

- i. General Information about the career
- ii. Significant points or facts about the career
- iii. Nature of the work, what someone does in this field
- iv. Working Conditions
- v. Earnings
- vi. Advancement Opportunities
- vii. List the skills, background, training and education needed
- viii. Job Outlook: is it growing? Stable?
- ix. Related occupations
- x. Benefits or advantages to that line of work
- xi. In 2020, describe the kind of earnings you could expect to make starting out, as well as the overall average salary.
- xii. Include other facts that you found interesting anything in your research that surprised you or inspired you to do further research).
- xiii. If you conducted an informational interview with a professional in the field: Describe the person you interviewed and some key points you learned through the interview.
- xiv. Discuss why you chose this field. Are you still interested in it after learning more about it?
- xv. Does this career satisfy your work values? (from in class activities)

9. **Final Presentation**

You will have 5 minutes for your presentation which must include a digital visual aid (power point, prezi). You are welcome and encouraged to be creative!

This is a suggested outline for the content of the presentation; you may change the order around if you wish, just be sure to include the main points. For Canvas, submit your power point or prezi presentation.

For this presentation, you must be dressed in Professional Business Attire!

Content:

- i. Clearly describe the career field on which you are presenting.
- ii. Describe what someone does in this field, that is, the nature of the work.
- iii. Describe where the work typically takes place, that is, the working conditions.
- iv. List the skills, background, training, and education needed to work in this field.
- v. Describe the job outlook for this field. Is it growing? Stable?
- vi. In 2020, describe the kind of earnings you could expect to make starting out, as well as the overall average salary.
- vii. Include other facts that you found interesting (including related occupations, benefits advantages to that line of work, anything in your research that surprised you or inspired you to do further research).
- viii. If you conducted an informational interview with a professional in the field: Describe the person you interviewed and some key points you learned through the interview.
- ix. Discuss why you chose this field. Are you still interested in it after learning more about it?
- x. Does this career satisfy your work values (from the work values activity in class?)

10. Class Participation/Quizzes

This course marks the beginning of your career development. Therefore, it is expected that everyone participate in class discussions and activities.

GRADING

Assignments	Maximum Points	Earned Points
Working World Today Article	30	_____
Reflection Journal	50	_____
Academic Research Paper	40	_____
Interview Worksheet	35	_____
Resume Rough Draft (15) and Final Draft (35)	50	_____
5 Year Plan	35	_____
Career Project	60	_____ _____
In-Class Participation/Assignments	60	_____
Final Presentation	40	_____
Total: 400		Sub-total: _____
		Bonus Points Earn + _____
		Final Points: _____
		Final Grade: _____

You may earn bonus points (5) for every Life Skills Workshop (beyond the required 3).

Grading Scale:

A: 360-400

B: 320-359

C: 280-319

D: 240-279

F: 239 and below