**AUBURN UNIVERSITY**

**Spring 2021 SYLLABUS**

Course Number: COUN 1003-004

Course Title: Career Orientation & Exploration

Prerequisites: None

Credit Hours: 2 semester hours credits/Graded

Class Meeting Times: Asynchronous

Class Location: Online

Instructor(s): Mrs. Astra Barkley, M.S., LPC

Office: Virtual

Office Hours: Wednesday 01:00 – 02:00 pm or by appointment

E-mail: azb0185@auburn.edu

## 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 you 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.

|  |
| --- |
| *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.* |

## OBJECTIVES:

1. To explore interest, values, and personality in relation to academic and life planning.
2. To explore majors available at Auburn.
3. To research Auburn colleges and learn about Career Center Resources.
4. To increase awareness of decision-making processes.
5. To learn to utilize websites and other resources to begin making educated choices.

## PHILOSOPHY OF 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 countless opportunities available to you as a student 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, and unannounced checks on the completion of assignments may be performed during the semester. There will be additional material included in the lectures and Power Points that is not from your assigned textbook. You will be responsible for this supplemental information.

## REQUIRED TEXTBOOK:

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

The reading assignments and other activities will be communicated throughout the semester. Additional readings will be posted on Canvas.

## ASSESMENTS:

Each student will be required to complete personal and career assessments during this course. This may include the Strong Interest Inventory (SII) for a fee of $30 which will be billed to the student’s bursar account. The student will access the assessment online and will need to budget about 30 minutes for completion. The SII report (14 pages long) will be printed by the presenter and provided to the class at the time of the interpretation. ***The instructor reserves the right to replace the SII with a similar inventory not to exceed $30. Students are asked to wait to be notified by the instructor before purchasing the SII.***

The TypeFocus is a free version of the MBTI and will also take about 30 minutes to complete online. Students will need to print their results and bring them to the interpretation. These assessments are designed to foster insight into the career options that best match your unique interest and personality traits.

## COURSE POLICIES:

1. **Participation:** Students are expected and required to visit the Canvas course page weekly and engage through discussion posts. Engagement is vital to your success in this class; therefore, **ONLINE WEEKLY PRESENCE IS REQUIRED**

2. **Absences:** Policies regarding excused absences and tardiness (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. **Electronic Devices:** Due to the nature of this course being online, students will be required to utilize appropriate forms of technology to participate, complete assignments and access reading materials. During any digital meetings, students are expected to mute the microphones unless speaking and remain engaged during the presentations at all times. This means that all electronic devices including, but not limited to, cell phones, iPod, mp3 players, iPad, laptop and tablets are expected to be used only for class purposed while in class meetings.

4. **Incomplete Grades:** Incomplete grades will be *considered* only for excused (Doctor’s excuse) medical reasons or extenuating circumstances.

5. **Assignment Format:** Written reports will be submitted to the instructor typed (Times New Roman, size 12 font, Word document) and double-spaced via **Canvas**. All readings and assignments are due at the due date which is posted on Canvas under assignments.

6**. Assignment submission policy:** All assignments, unless otherwise specifically stated in the syllabus, are to be submitted electronically via Canvas on the assigned date **by 11:59pm.** Each assignment will have a (1) one week “open” period in which assignments may be submitted at any time (unless otherwise noted). After this one-week period, the submission portal in Canvas will close and assignments will no longer be accepted. **Due to the nature of this assignment submission policy, there will be no excuse tolerated for late assignments nor will make-up work be allowed with the exception of extenuating circumstances that will be considered at the instructor’s discretion.** Please see the following sections for further clarification.

If Canvas is not working for unexpected reasons, students may email assignments directly to the instructor. However, the email must be received by the time/date set on Canvas to receive credit. **Auburn University email must be utilized for all email communication with instructor.**

7. **Make-up** **Policy:** No assignments or quizzes will be accepted late or allowed to be made-up. The only exception is of extreme emergencies with proper documentation or if previous arrangements have been made to turn an assignment in early in the case of a planned absence or approved University Travel. No assignment will be accepted for grading past the due date. This *includes* the SII, MBTI, presentations, and final projects.

8. . **Late Assignments will NOT be accepted**

10. **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).

11. **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/student\_info/student\_policies/.**

12. **Plagiarism**: Maintaining ownership of your work can be challenging when you are doing research and writing papers. Plagiarism is academic dishonesty and occurs when you accidentally or purposefully do any of the following in an assignment: a. Use somebody else’s words either verbatim or almost verbatim without attribution b. Use somebody else’s evidence, line of thinking, idea, without attribution. Turn in somebody else’s work as your own, as in copy a peer’s paper, purchasing a ready made paper, or hiring somebody to write the paper for you. d. Turn in previously submitted work as new work without instructor approval. Plagiarism is a serious academic offense and will not be tolerated in this class. Instances of plagiarism will be given a 0 on the assignment and reported to the University for academic dishonesty. <https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>

13. **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:

a. Engage in responsible and ethical professional practices.

b. Contribute to collaborative learning communities.

c. Demonstrate a commitment to diversity.

d. Model and nurture intellectual vitality.

e. Auburn’s policy on classroom behavior can be found here: https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf

14**. Communication/Appointments:** At any time throughout this class, if you would like to meet with me about your academic plans or issues/difficulties you are having regarding your major exploration, 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.

All students must use their Auburn email to communicate with me. I will not respond to any emails that are not from your Auburn email address. Please note that Canvas inbox messages will not be accepted. Please allow me 48 hours to respond to an email. **I will not respond to emails Monday through Friday after 8pm or on Saturday and Sunday.**

15. **Participation:** All students are expected to participate in class, contribute to group discussions, and be actively engaged on Canvas weekly. Participation will be reflected in the final grade.

15. **Extra Credit Opportunities:** I may present you all with various extra credit opportunities throughout the semester. I will give you ample amount of time to receive these points. Extra credit, if offered, will be available to all students, not just a single individual.

**SONA Extra Credit:** The College of Education has a subject pool operated through SONA system. The system provides students access to sign up for research studies for course extra credit. These studies can be in person or online. You received an email from the SONA administrator asking that you login to the system and create a password. If you are struggling to access this, please email sona@auburn.edu. For every SONA credit you earn, you earn 2 cumulative bonus points (i.e., NOT points on your final grade). No more than 6 extra credit points can be applied to your grade through SONA. If you have questions about how these extra credit points are applied please email me. If you have questions about participating in studies, please email sona@auburn.edu

You may choose to complete one extra (8th) journal and one extra homework assignment (11th) to receive additional credit towards your final grade. Additional bonus point opportunities may become available throughout the semester. When available, these opportunities will be posted on Canvas. These additional bonus points may be combined with SONA bonus points.

**COVID-19 Policies:**

**Health and Participation in class**

You are expected to complete your Healthcheck screener daily. Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on the Healthcheck app. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others.

Please do the following in the event of an illness or COVID-related absence:

* Notify me in advance of your absence, if possible
* Provide me with medical documentation, if possible
* Keep up with coursework as much as possible
* Participate in class activities and submit assignments remotely as much as possible
* Notify me if you require a modification to the deadline of an assignment or exam
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.

Students with questions about COVID-related illnesses should reach out to the COVID Resource Center at (334) 844-6000 or at ahealthieru@auburn.edu.

**Health and Well-Being Resources**

These are difficult times, and academic and personal stress is a natural result. Everyone is encouraged to take care of themselves and their peers. If you need additional support, there are several resources on campus to assist you:

* COVID Response Team ([www.ahealthieru.edu](http://www.ahealthieru.edu))
* Student Counseling and Psychological Services (<http://wp.auburn.edu/scs/>)
* AU Medical Clinic (<https://cws.auburn.edu/aumc/>
* If you or someone you know are experiencing food, housing or financial insecurity, please visit the Auburn Cares Office (<http://aucares.auburn.edu/>)

## ASSIGNMENTS:

1. **Reflective Journals (105 Points Total; 15 Points Each)**

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 required to turn in seven (7) journals throughout the semester via Canvas. You may choose to complete one extra (8th) journal to receive additional credit towards your final grade. Seven (7) journals will be provided with a specific journal prompt that the instructor will provide on Canvas.

The journal should be double-spaced, and have 1-inch margins, with Times New Roman font at 12 pt. Each journal should be at least 1 page in length. Less than one full page will result in point deductions. Journals should be submitted in a Microsoft Word or PDF document only.

Journal entries are to be submitted via Canvas by **11:59 pm** of the specified due date (see assignment calendar for specific due dates).

1. **Assessments (65 Points Total)**
2. SII & Interpretation

Each student will be required to complete personal and career assessments during this course, including the **Strong Interest Inventory (SII) for a fee of $30 which will be billed to the student’s bursar account.** The student will access the assessment online and will need to budget about 30 minutes for completion. The SII report (14 pages long) will be provided to the class at the time of the interpretation.

1. MBTI & Interpretation

The TypeFocus is a free version of the MBTI and will also take about 30 minutes to complete online. Students will need to print their results and bring them to the interpretation. These assessments are designed to foster insight into the career options that best match your unique interest and personality.

**Failure to attend a Zoom Meeting or individual appointment with a Career Coach will result in an assignment grade of ZERO for both SII and MBTI.**

1. **Auburn Colleges Group Project (50 Points)**

Students will be assigned into groups of colleges offered at Auburn University. Groups are asked to present to the class a brief educational and informational session regarding their assigned college. Each group will design and record their presentation to share with the class. The recording should be approx. 8-10 minutes. Less than 8 minutes and more than 10 minutes will result in point deductions. Each group presentation must include use of multimedia, such as PowerPoint, Prezi, video, etc. Handouts to share with the class with information from the presentation are required to be uploaded with your presentation to Canvas. Each group member is expected to contribute evenly to the project. All group members will receive one overall grade based on the recorded presentation. Each group member is *required* to present some aspect of the group project. **All projects must be submitted *via Canvas* *by the specified due date at time (see assignment calendar for specific due dates****).* The instructor will provide students with an outline of the specific project requirements on Canvas.

1. **Academic Major Presentation (50 Points)**

You are to research an academic *major* at Auburn University, not a specific career. This may be a major of your choice that you are interested in. For this assignment, you must interview an advisor from the department that you are researching. You may not interview a family member or friend. This presentation should be a 7-10 minute recording. Less than 7 minutes and more than 10 minutes will result in point deductions. You will record your presentation and upload the recording and the supplemental components to Canvas. The presentation must include use of multimedia, such as PowerPoint, Prezi, video, etc. Handouts to share with the class with information from the presentation are required to be uploaded with your presentation to Canvas. Section Two and Section Three should be in word format in APA format, double spaced. Section 1 can be completed as a group (no more than 3).

Your presentation should consist of 3 sections:

Section 1: Curriculum Research

-What is the major?

-What types of courses will you need to take?

-Is there a minimum GPA requirement to be admitted or retained in the major/college?

-Will you have to complete an internship or co-op?

-What careers directly relate to this major?

-Will you need to obtain a graduate degree for entry into the job market?

-Are there in honor societies

Section 2: Academic Advisor Interview

-Begin with a brief description of the person you interviewed (name, position in the department, other interesting facts).

-What did you learn from the interview?

-Ask the person additional questions such as:

 -What do you wish you had known about your career at my age?

 -Do you have any advice for a freshman/sophomore starting out?

Section 3: Your Reflection

-Describe why you are/were interested in this major?

-What did you learn about the curriculum that surprised you?

-Do the courses interest you?

-How do you feel the interview went?

-Are you still interested in this major/field?

1. **Professional Development Project (40 Points)**

(Choose one of the following options)

**OPTION ONE:**

-Visit the Career Center and write a two-page reflection. Less than two full pages will result in point deductions. One page should be written BEFORE you go for your appointment and one page AFTER.

-Your paper should include the following information:

-What I hope to get out of my visit with the Career Center

-What advice/information the Career Counselor shared

-What I have done with the information

**OPTION TWO:**

**-**Create a two-page paper on a career that interests you. Less than two full pages will result in point deductions.

-Your Paper should include the following information:

-Clearly describe the career field on which you are presenting.

-Describe what someone does in this field, that is, the nature of the work.

-List the background, training, and education needed.

-Describe the kind of earnings you could expect to make starting out as well as the average salary.

-Discuss why you chose this field. Are you still interested in it after learning more about it?

1. **One-Year Action Plan (20 Points)**

Create a one-page paper about your short-term goals for the coming year. Less than one full page will result in point deductions. If everything goes well, what will Fall 2021 look like? What will you know about yourself then? What decisions will you have made? What steps do you need to take this year to be accomplish these goals?

1. **Homework Assignments/Quizzes (50 Points Total; 5 Points Each)**

Homework assignments and quizzes will be given periodically throughout the semester. All inventories/assessments including the John Holland Code, Type Focus, and STRONG are a part of this grading category. Therefore, students will need to monitor Canvas in order to be aware of their weekly requirements and assignments.

There will be Ten (10) planned homework assignments and/or quizzes, worth five (5) points each. You may choose to complete one extra (11th) homework assignment to receive additional credit towards your final grade. Please note that the instructor reserves the right to substitute any homework assignment for an unannounced pop quiz on assigned reading material at any point during the semester. **There will be NO MAKE-UPS allowed for these assignments/quizzes.**

1. **Class Attendance / Online Participation (40 Points Total; 4 Points Each)**

This course marks the beginning of your career development. Therefore, it is expected that everyone participates on Canvas weekly, by engaging with classmates on the class discussion boards and completing the weekly assignments/activities.

**Discussion (130 points total; 10 points each)** Student’s participation will be reflected as part of the final grade. Each week, students will receive a discussion prompt. Students will earn 5 points for posting a response to the discussion, and an additional 5 points for responding to two classmates’ post. Students who only post one response to classmates’ discussion posts will not earn the additional 5 possible points for the week. Respond with a paragraph (minimum).

**Class Calendar and Topics**

*The instructor reserves the right to modify the schedule at any time during the course of the semester. If a change is made, appropriate notice will be given.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Topic** | **Activities/Assignments** | **Assignment/****Readings Due****Assignments are due Sunday at 11:59 p.m. unless noted** |
| **Week 1** | **1/11 – 1/17** | **Introductions and** **Discuss Syllabus** | **Review Syllabus**  | **Discussion #1 (&2 Responses):** **Introduction****Homework #1: syllabus Quiz**  |
| **Week 2** | **1/18 – 1/24** | **Career Theory** | **Self Concept Theory****Assessing Personality Traits using the John Holland Inventory** | **Discussion #2 (&2 responses)****Journal #1: John Hollond Code** |
| **Week 3** | **1/25 – 1/31** | **Self-Assessment:** **The Basics** | **How well do you know yourself? The impact of self-knowledge/awareness on career/life planning****Discuss Group Project and Group Selection** | **Discussion #3 (& 2 Responses)** |
| **Week 4** | **2/1 – 2/7** | **Self-Assessment:** **Skills & Values** | **What skills do you have?****What skills do you need?****Using iSeek.org for career skills assessment.****What is necessary for success?** | **Discussion #4 (&2 Responses): Career theories****Homework: #3: Skills Assessment** |
| **Week 5** | **2/8 – 2/14** | **Self-Assessment: Personality** | **How personality and self-esteem impact career development****SII and MBTI Assessments** | **Discussion #5 (& 2 responses): Moving from self-assessment to knowledge****Homework #3: Values Worksheet/work values****Homework #4: Submit completion of Typefocus assessment screenshots to canvas** **Homework #5: Complete SII (Strong Interest Inventory) and submit screenshot****Journal #2: Personal Values** |
| **Week 6** | **2/15 – 2/21** | **Options Knowledge** | **SII and Type Focus (MBTI) Interpretation: AU Career Counselor will discuss implications for career development.****Failure to attend a Zoom meeting or individual appointment with a career coach will result in an assignment grade ZERO for both SII and MBTI)****Have TypeFocus and SII results during the Zoom Meeting****Note SII results will be emailed to you separately**  | **Discussion #6 (&2 Responses)** **Journal #3: MBTI & SII Reflection****Journal #4: Hero** |
| **Week 7** | **2/22 – 2/28** | **Options Knowledge: 1) What does Auburn have?****2) Exploring & Researching Careers**  | * **Continuation of Professionalism, an overview**
* **Exploration of majors offered at Auburn and Resources (Career Center Video)**
* **Auburn Colleges Group Project discussed**

**Work in groups for Auburn Colleges Project**  | * **Homework #6:** Professional Communication
* **Discussion #7(&2 Responses**
 |
| **Week 8** | **3/1 – 3/7** | **Exploring & Researching Careers** | **Continue to work in groups** | **Discussion #8 and no response****Homework #7:** Group Work  |
| **Week 9** | **3/8 – 3/14** | **CASVE Cycle: Knowing how you make decisions** | * **Introduction of the CASVE Cycle Discussion**

**Auburn Colleges Group Project/Presentation** | * **Assignment:** AU Colleges Group Project

**Journal #5**: CASVE CYCLE |
| **Week 10** | **3/15 – 3/21** | **Practical Knowledge:****Finding Opportunities** | * Reading: Chapter 8 (Find Opportunities)
 | **Discussion #9** (& 2 Responses): AU Majors and Resources **Homework #8:** Finding Opportunities |
| **Week 11** | **3/22 – 3/28** | **Practical Knowledge: Intro to Professionalism, Getting Experience, & Networking**  | * **How to transition from being a student to being a professional**
* **Understanding the importance of networking**
* Reading: Chapter 5 (Gain Real World Experience)
* Reading: Chapter 4 (Talk. Listen. Repeat.)
 | * **Discussion #10** (& 2 Responses): Real world opportunities

**Journal #6: Professional** |
| **Week 12** | **3/29 –4/4** | **Practical Knowledge: Interview Skills & Resume Academic Major Presentations** | * **Interview skills development and Network**

**Discuss Academic Major presentations**  | * **Assignment:** One Year Action Plan

**Homework #9: Developing Interview Response****Homework #10: Networking** |
| **Week 13** | **4/5 –4/11** | **Practical Knowledge: Interview Skills & Resume Academic Major Presentations** | * **Interview Skills Development continued (record yourself being interviewed and post in canvas with reply/reaction/critique)**
* **Building a resume: The do’s and don’ts of developing a resume**
* **Developing a Curriculum Vitae**
* Reading: Chapter 9 (Overprepare for Interviews)
 | * **Discussion #11**(& 2 Responses): Interviews/reply/reactions
* **Homework #11 (optional)** : Resume Development
* **Assignment:** Build Resume/CV
* **Journal 7:** Cover letter)
 |
| **Week 14** | **4/12– 4/18** | **Academic Major Presentations** | * **Student Final Project: Academic Major Presentations**
* **Review career theories and individual developments made in class**
 | **Discussion #12 (&2 Responses)****Assignment: Final Presentation Due: Academic Major Presentation** |
| **Week 15** | **4/19 – 4/25** | **Class Wrap Up** |  | **Discussion #13 & 2 Responses****Journal #8 (optional) : Self reflection and feedback about course or Additional topic listed in syllabus****Professional Development Project Due****11:59 PM** |

 **GRADING**

**Assignments Maximum Points**

|  |
| --- |
| **1. Reflection Journals (7 at 15 points each) 105**  |
| **2. Assessments 65** |
| **3. Auburn Colleges Group Project 50** |
| **4. Academic Major Presentation 50** |
| **5. Professional Development Project 40** |
| **6. One-Year Action Plan 20** |
| **7. Homework Assignments / Quizzes (10 at 5 points each) 50** |
| **8. Discussion Posts (13 at 10 points each) 130** |
| **9. Attendance / Online Participation 40** |
| **TOTAL:** |
| **BONUS POINTS EARNED:** |
| **FINAL POINTS:** |
| **FINAL GRADE:** |

**Total: 550**

**Final points: 550**

**Grading Scale:**

**A: 495-550**

**B: 440-495**

**C: 385-439**

**D: 330-384**

**F: 329 and below**