

Counseling 12 Syllabus

Fall 2013

Careers & Lifestyles (Section #27228)
Online Instruction

Instructor: Thuy Trang, Counselor
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Course Description: This course assists the student in examining the components of career choice. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students will identify personal interests, values, abilities and skills and will use self-assessment instruments to help them identify career options. Life-styles and personal satisfaction will be discussed as related to the world of work. Decision-making strategies, resume writing, interviewing skills and job search techniques will be reviewed.

Student Learning Outcomes

1. **Outcome:** Students will utilize career assessments to identify and analyze interests, values, personality, and skills and how these factors influence career choice.
2. **Outcome:** Students will access and analyze occupational outlook/market trends and acquire the knowledge necessary to utilize occupational resources.
3. **Outcome:** Students will develop career and educational plans.

Required Material: Text- *The Career Fitness Program: Exercising Your Options, 9th edition* by Sukiennik, Bendat,& Raufman

Assessments- Strong Interest Inventory, Myers-Briggs Inventory (provided from \$21 Material Fees associated with the class)

Assignments:

Each module and its related assignments are **due before 11:55pm on a Sunday** unless it is a long-term project and a different due date will be clearly stated. **Late work is NOT accepted. You will not be able to submit assignments, take quizzes, post discussion postings, etc. after the stated deadline as they will be removed from ANGEL or simply not accepted if your timestamp of submission is past the deadline.** I will leave only the lecture materials and discussion forums for each module on ANGEL in case you need to refer to them later.

Quizzes

A quiz consisting of 10 questions related to the textbook reading and the lecture for each module may be required. Again, no late quizzes are accepted.

Discussion Postings:

Some modules will require a posting to the discussion board on ANGEL. All postings require feedback from your fellow classmates and the instructor will also have the opportunity to provide feedback, if appropriate. You will be graded on the quality of your posting and the

feedback you provide your peers.

Just like in-class discussions, postings and feedback given to your peers in an online class should be respectful, professional and be free of grammatical and spelling errors as much as possible. Remember that the messages you post are reflections of who you are and your fellow classmates should be treated like co-workers. You will be graded on the thoughtfulness of your postings. A grading rubric will be posted to guide you when you begin a discussion posting.

Papers:

All papers should be typed, double spaced with no less and no more than 12 point font and 1” margins. A one-page assignment is expected to be *at least* one page in length. Assignments submitted less than one, full page will be deducted points.

Grading:

This class is comprised of assignments, quizzes, discussion postings, papers, special projects and a final project. The point structure is as follows:

Type:	Points:
Assignments	90
Quizzes	110
Discussion Postings & Peer Feedback	150
Self Assessment Paper	100
Career Research Paper	100
LinkedIn Project	100
Education Plan	100
Mock Phone Interview or Elevator Speech	100
Final Project	150
TOTAL	1000 Points

- 900 and above points = A or “P” (Pass)
- 899-800 points = B or “P” (Pass)
- 799-700 points = C or “P” (Pass)
- 699 -600 points = D or “NP” (No Pass)
- below 600 points = F or “NP” (No Pass)



Notification of Grading Option Desired

By 30% of the class, you must decide if you would like to receive a letter grade or a Pass/No Pass. A letter grade impacts your GPA and may be necessary depending on what university you are transferring to and how many classes you have already taken on a P/NP basis. A Pass/No Pass option does not impact GPA. Review the point distribution above to see the cut-off points for what is considered passing and not passing. You must submit the following form to Admissions & Records:

<https://mywvm.wvm.edu/mcstudent/resources/Admissions/Documents/Pass%20-%20No%20Pass%20Grading%20Option%20Request.pdf>

Extra Credit

I do realize that “life happens” and you may be faced with an emergency or issue that prevents you from turning in an assignment or project on time. Therefore an “Extra Credit” folder will be

available throughout the semester and you may complete assignments of interest to help make up for lost points (although keep in mind that there are not enough extra credit assignments to cover a significant project that is worth 100 points or more).

Netiquette – Appropriate online classroom behavior

Treat this class as you would if you were attending an in-person classroom. Always keep in mind that there are fellow human beings behind the computer and your comments and postings during class should be respectful and professional towards one another.

This class involves a certain degree of personal disclosure. You may or may not agree with another person's perspective or ideas but show them the courtesy and respect you would if debating or discussing a topic with someone in person. Any hateful, disparaging and inappropriate behaviors during this online class may result in disciplinary action.

Online Participation

I am able to monitor when and how often you log in to ANGEL to access the class materials. **You are responsible for keeping current in this class. At a minimum you must log into this class weekly and complete assignments each week according to the syllabus. If you fall behind in your assignments for more than 2 weeks, you may be dropped from this class.**

It is the student's responsibility to drop/withdraw from a class before the deadlines established for the semester. Contact me if you are having difficulty with the course material EARLY in the semester. I will respond to your questions within 24-48 business hours.

I expect you to have an updated Internet email address (you can update this information on ANGEL) and/or that you check ANGEL regularly for messages I may send out regarding the class. I will also cross post these messages to the General Questions Discussion board. You may subscribe to this discussion board to receive all messages posted.

Policy on Cheating:

Dishonesty includes but is not limited to in-class cheating, out of class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. It is the policy of the Mission College West Valley Community College district to treat cheating and/or plagiarism as a very serious offense. Plagiarism is defined as:

- Purchasing or borrowing papers from any source
- Recycling your own paper for another class
- Submitting a paper that someone else has written for you
- Copying more than four consecutive words without citing your source
- Paraphrasing without giving credit for ideas (except on exam)
- Copying work from other students or permitting another student to copy your work
- Rewriting an author's sentences with new words while maintaining the author's basic ideas and sentence structure

Repeat Policy

District Policy for Course Repetition: A student may repeat any course in which a substandard final grade (D, F, NP, or W) was earned. A course may be repeated only once

under this policy for a total of two attempts. A student wishing to repeat a course for a 3rd attempt will be required to submit a Student Petition Form.”

Disability Statement:

Mission College makes reasonable accommodations for persons with documented disabilities. Students should notify DISC (Disability Instructional Support Center) located in S2-201, (408.855.5085 or 408.727.9243 TTY), of any special needs.

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Fall 2013 Course Outline*

Weekly Modules/Topics	Assigned Reading & Major Projects	Due Date
9/13 – Start Here: Syllabus Introduction Packet, Preparation for class	Syllabus, Quiz, Posting Take online career assessments	Before 11:55pm, 9/22
9/23 – Module 1: Introduction to Career Exploration	Chapter 1, Quiz, Assignment Self Assessment Paper DUE	Before 11:55pm, 9/29
9/30 – Module 2: Visualize Success	Chapter 2, Quiz, Posting, Assignment	Before 11:55pm, 10/6
10/7 – Module 3: Values	Chapter 3, Quiz Assignment, online career assessments DUE	Before 11:55pm, 10/13
10/14 – Module 4: Personality & Interests	Chapter 4, Quiz, Posting Schedule Ed Plan appointment with Counselor DUE (submit date of appointment)	Before 11:55pm, 10/20
10/21 – Module 5: Skills	Chapter 5, Quiz, Assignment	Before 11:55pm, 10/27
10/28 – Module 6: Putting It All Together & World of Work	Chapter 6, Quiz, Posting	Before 11:55pm, 11/3
11/4 – Module 7: Brainstorming Major & Career Options	Chapter 7, Quiz	Before 11:55pm, 11/10
11/11 – Module 8: Career & Educational Planning	Chapter 8, Quiz, Assignment Career Research Paper DUE	Before 11:55pm, 11/17
11/18 – Module 9: Job Search Strategies	Chapter 9, Quiz, Posting, Assignment	Before 11:55pm, 11/24
11/25 – Module 10: Resumes & Cover Letters	Chapter 10, No Quiz, Work on Resume and LinkedIn Profile	Before 11:55pm, 12/1
12/2 – Module 11: Interviewing Success	Chapter 11, Quiz Resume DUE LinkedIn Project DUE	Before 11:55pm, 12/8
12/9 – Module 12: Final Project	Final Project DUE Education Plan DUE Mock Phone Interview or Elevator Speech DUE Survey Farewell Posting	Before 11:55pm, SATURDAY, 12/14

*Subject to change by instructor if determined to be in best interest of the class

Getting Started - Recommendations for Success

If this is your first time taking an online class, it is a new experience and it may take a few days to get into the “groove” of things. You must be organized and be able to manage your time effectively each week to keep up with the readings, quizzes, assignments, postings and projects. Due to the nature of this class and its goal of helping you prepare for the “real work world,” **NO LATE WORK WILL BE ACCEPTED.**

The following is a recommended order of studying and completing assignments each week to help you develop good habits for the class:

1. Modules are organized chronologically in the “Lessons” tab and the dates labeled for each indicate what you should be working on for the week.
2. Major projects can be started on EARLY and highly recommended especially for a Winter session class where we have to cram 16 weeks of materials into 4 weeks!
3. Begin by “reading” or “listening” (if audio is included) to the LECTURE first. This is equivalent to attending an in-person class.
4. Read the assigned textbook reading for the module (e.g. Module 1 means Chapter 1 in the textbook, Module 2 means Chapter 2 in the textbook, etc).
5. If there is a quiz, it will cover the lecture and the assigned reading in the textbook. You are allowed only 1 attempt at taking it but *unlimited time*, which means you can use your book and lecture notes. Be sure you are in a quiet environment where you can concentrate.
6. If there is a discussion posting required, post on the discussion board and provide peer feedback if required of you as early as possible in the week to allow time for classmates to respond to your postings. You may return to discussion postings later even after the module is complete to review feedback from your peers.
7. Assignments may include exercises in the textbook.
8. If you are ahead of schedule or know that you will be very busy, you may wish to work ahead of schedule to avoid the stress and rush at the end of the class. **Pay particular attention to the major projects that are worth 100 points or more. Most are due at the end of the semester!**

9. Contact the instructor if you have questions. It is VERY easy to fall behind if you don't get into the habit of logging in and working on your assignments daily.
10. For general questions about the class, please post your question in the "General Questions" discussion board on ANGEL as others may have the same question. Try your best to read carefully before you post. I will refer you back to an obvious location to find the answer (this helps build your attention to detail).
11. For more personal and specific questions, you may email me through ANGEL, call, and/or schedule an in-person appointment. I will answer emails and postings on ANGEL within 24-48 business hours.

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Grading Rubric for Initial Posting:

Note: *It's not quantity but quality.* Use this as a guide for the discussion postings you have for this class. Copying and pasting others' postings will result in "0" points and a warning. If this plagiarism continues, you will be referred for disciplinary action.

Category	10 Points	8 Points	6 Points	4 Points	2 Points
Critical Thinking	Rich in content, full of thought, insight and analysis into self as it relates to career exploration (3)	Substantial information, thought, insight and analysis has taken place (2.5)	Generally competent, information is basic and some insight and analysis is shown (1.5)	Superficial coverage of the topic, minor insight and analysis shown (1)	Little content, difficult to detect that analysis or insight has taken place (1)
Connection	Connects to the topic of the week and makes detailed reference to the textbook and lecture materials (3)	Connects to the topic of the week and makes general reference to the textbook and lecture materials (2.5)	Connects to the topic of the week but with little reference to the textbook and lecture materials (1.5)	Connects to the topic of the week but with no reference to the textbook and lecture materials (1)	Makes no clear connection between the topic of the week and no references are made to the textbook and lecture materials (1)
Stimulates input	Offers appropriate detail and specific examples of own life that encourages input and stimulates others' thinking (3)	Offers appropriate specific examples of own life that may encourage input from others (2.5)	Offers general examples of own life that may encourage input from others (1.5)	Offers little specific examples of own life and may not stimulate much thinking or response from others (1)	Offers no appropriate details or examples to stimulate and encourage input from others (0)

Style (grammar and spelling)	Few grammatical and/or spelling errors (1)	Several grammatical and/or spelling errors (0.5)	Obvious grammatical errors that interfere with content (0)	Obvious grammatical errors that interfere with content (0)	Obvious grammatical and spelling errors that makes understanding impossible (0)
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Grading Rubric for Peer Responses

Note: You may or may not agree with the other person’s perspective and you may share this but be respectful of their views and offer reasons for your own thoughts and opinions. Encouraging and supporting one another as we each search for our own pathway through life would be wonderful but not expected of you (in other words, it does not impact your points received).

Category	5 Points	4 Points	3 Points	2 Points	1 Point
Stimulates further thought, demonstrates understanding of the posting	Makes specific comments or poses insightful questions that fully helps person think further about his/her posting and the topics covered for the week (4)	Makes comments or poses questions that adequately helps person think further about his/her posting and the topics covered for the week (3.5)	Makes comments that may stimulate further thought for the person about his/her posting and the topics covered for the week (3)	Makes few comments that could help stimulate the other person’s thinking about his/her posting and the topics covered for the week (2)	Makes little or no comments that could help person think further about their posting and the topics covered for the week (e.g. “I agree” or “Good job”) (1)
Style (grammar and spelling)	Few grammatical and/or spelling errors (1)	Several grammatical and/or spelling errors (0.5)	Obvious grammatical errors that interfere with content (0)	Obvious grammatical errors that interfere with content (0)	Obvious grammatical and spelling errors that makes understanding impossible (0)

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CHEAPER TEXTBOOKS

The Mission College bookstore now has a textbook loan program. The Mission College library has the textbook on reserve for a 2-hour check-out in case you need to wait for your text to arrive in the mail.

Campusbooks.com

Need to know either author, title or you are able to search by keyword
More on the expensive side but still cheap

Campusbooks4less.com

Option to buy or sell
Search by ISBN, title, author or keyword
Able to compare prices
Rating system and, shipping description

Cheapbooks.com

Offers many different categories
Option to search by ISBN, author, title, or keyword
Large selection
Able to compare prices
Taxed by location

Bigword.com

Able to compare prices (more options to compare to)
Search by ISBN, title, or author
Sells used textbooks
Very large selection

Phatcampus.com

Offers many different categories to choose from
Option to buy or sell books
Limited selection
Difficult to navigate

Amazon.com

Large selection
Prices vary