

SAMPLE COLLEGE COURSE SYLLABUS

CAREER PLANNING & LIFE EXPLORATION

(Hybrid with one class meeting per week)

Instructor:
Office:
Office Hours:
Email:
Phone:

WELCOME!!! I'm so excited you've decide to take Counseling 101, Career Planning and Life Exploration. YOU are the focus of this course and I'm sure you can't think of a more interesting topic to study☺. Please know that I am here to support you throughout this journey of self-discovery, and if there is anything I can do to help you be successful and/or if you'd like to give me feedback at any time, I welcome your requests and input.

Now on to the logistics...

Course Description: This course is designed to help students demonstrate an understanding and appreciation for the impact and significance of career choices on their 1) social, 2) psychological, and 3) physiological experiences through the life span. This course is also structured to help students identify their interests, skills, values and personality traits, conduct career research and exploration, and learn current job seeking skills. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development throughout the life span.

Student Learning Outcomes:

- Identify and analyze psychological (e.g. stress, self-management, life transitions, etc.), physiological (e.g. impact of aging and disability on career/life choices), and sociological (e.g. demographic, socioeconomic, familial, global, etc.) influences on education, career, and personal decision-making. A.
- Compare and contrast the assumptions of student and career development theories and their implications for education and career choice over the lifespan.
- Identify the different options within the higher education system and factors which contribute to college success.
- Demonstrate ability to integrate knowledge of theories and concepts with self-awareness in order to identify appropriate life and career choices.

Required Texts/Supplies:

Bingham, Mindy, Stryker, Sandy (2012). *Career Choices and Changes: A workbook to discover who you are, what you want, and how to get it*. Academic Innovations.

Create your online Skills-based Career & Education Plan account on: **My10yearPlan.com**

You will need to bring your book to every class, and if available, please bring a laptop/tablet to class each meeting as well.

ASSIGNMENTS OVERVIEW

TOTAL POINTS FOR COURSE = 1000

Homework	300
In-class Activities & Online Weekly Participation	150
Career Center Activity & Presentation	100
Midterm	100
Mock Interview	50
My 10-Year Plan & Portfolio	100
Career Investigation Project & Presentation	200
Total	1000 Points

Homework Assignments: 300 total (100 points at each of three check-points)

Assignments are due at the beginning of class and are designed to keep everyone on the same page in assessing who you are, what you want and how to get it. Stay on top of your assignments to maximize what you get out of the course. YOU are the subject of this class, so it should be fun experience of self-discovery and planning for your future☺.

In-class Activities & Online Participation: 150 points total (10 points each for 15 activities/discussion threads)

This class focuses on engaging activities, participation, interaction, self-reflection and communication, thus being on-time and present is critical to your success. Punctuality and engagement are essential transferable job-skills that will help you beyond your classroom experience. In addition, this class is hybrid and requires significant work to be completed online. In addition to completing your online 10-year plan, you will also need to participate in discussion threads related to weekly readings, videos, etc.

Career Center Activity & Presentation: 100 points

You will take advantage of one (or more) of the various resources available through the Campus Career Center and will report back to the class. Additional grading criteria will be provided in class.

Midterm: 100 points

The Midterm will be emailed to you on Friday, September 29th 2017; it will cover Chapters 1 – 7 and will be an opportunity to share your responses to key themes covered in the first half of the semester. It will be a take-home midterm and will be due via email to me by 11:59 p.m. Wednesday, October 4th, 2017.

Mock Interview: 50 points

You will participate in a mock interview experience to help you hone your techniques and skills so that you'll be better prepared for interviews in the future.

My 10-Year Plan and Professional Portfolio: 100 Points

Over the course of the semester, you will develop an online, comprehensive 10-Year Career and Education Plan. Your final portfolio will include your 10-year Plan along with a professional resume, cover letter, awards, applications, interview questions/responses, and any other support documents to help you prepare for your future. You will present your professional portfolio during the final class.

Career Investigation Project & Presentation: 200 points

You will select a career field(s) to research and will conduct job shadow as well as an Informational Interview with two professionals in your desired field(s). You will present your findings to the class so that others will benefit from expanded awareness about different careers. Additional grading criteria will be provided in class.

Additional Information for Success:

- Advisory: Students who are not eligible for one level below transfer level English should complete the appropriate coursework before enrolling. Do not expect to pass this class without having completed the skills recommendation. You will not be allowed to use an electronic translator for exams in this class.
- All electronic devices need to be turned off AND out of visible sight during class unless we are using technology for an in-class activity or assignment. If you choose to use an electronic device during class you will lose 5 points from your participation grade each time you use it.
- There are numerous resources on campus to help ensure your success at VC, a brief list follows, and additional resources will be covered in class:
 - **Academic Support:**
 - Library & Learning Resources (Math Center & Reading/Writing Center)
 - Educational Assistance Center (see notes below)
 - **Counseling:**
 - Career Center – Provides numerous career resources including workshops, job fairs, and guest speakers
 - Counseling Center – Academic Counselors will help you build your Student Education Plan and advise you on appropriate course selection
 - Student Health Services – Offers various services including personal counseling
 - Transfer Center – Affords you valuable programs and services to assist with transfer to a 4-year college/university
 - Crisis Counseling - To receive text-based support from trained Crisis Text Line counselors, students can text “COURAGE” to 741741. The support is free, accessible 24/7, and confidential.
 - **Other Important Services/Offices:**
 - Admissions and Records
 - Assessment Office
 - CalWORKS
 - Campus Security
 - Extended Opportunity Programs and Services (EOPS)
 - Financial Aid
 - Student Activities
 - Veterans' Services
 - Welcome Center/Student Connect

College Policies:

- **Attendance:** Please see page 24 of the 2017-2018 College Catalog for a complete description of the policy on attendance. Key points include:
 - **All students are expected to attend classes regularly.**
 - Absence for any reason does not relieve the student from the responsibility of completing all class requirements.
 - **When a student's absence exceeds in number 1/9 of the total class contact hours for the session** (for our class the total is 54 hours), **the instructor may drop such student from the class** and record a grade in accordance with the policy for dropping a course.

- **SUMMARY:**

- Be in class on time, ready to learn☺
 - If you have a reason for an excused absence, **communicate** with the instructor as soon as possible via email and make sure to make up any missed assignments
 - If you miss the first class, you will be dropped
 - If you miss more than four class (1/9 of the total hours) you will be dropped/withdrawn from class
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- **Plagiarism and Academic Honesty:** Plagiarism will not be tolerated in this class or at this college. Anyone found representing another person's (student's or author's) work as your own, or copying or cheating in any way, will receive an F for the course and be reported to the college judiciaries. Do not test this policy. See college catalog (insert link) for further details.
 - **Special Needs:** If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible.
 - **Withdrawal Policy:** If you choose to drop this class, it's your responsibility to process the drop in your student portal by the drop deadline. If you fail to do so, you will receive a letter grade based on the work you completed.
 - **Grading:** 90-100%, A; 80-89.9%, B; 70-79.9%, C; 60-69.9%, D; <60%, F. Exact cutoffs may vary slightly depending on where breaks in student scores occur, and I reserve the right to bump a grade up above the line when the higher grade is warranted by improvement throughout the course, effort, and/or the numerical grade being pulled down by a single "bad day" assignment. Grades will be posted on Canvas.

Career Planning & Life Exploration
Weekly Class Agendas & Assignments

Date	Class	Homework
Week 1 8/16	In-class: Introductions, Review Syllabus; Set up My 10-year Plan Online; Chapters 1-2: Lecture and Activities Online: Introduction and Week One Modules	*Complete registration process for My10yearPlan.com *Chapters 1 & 2 Interactive (online) *Introduction Module (10 pts) & Week One Modules (10 pts)
Week 2 8/23	In-class: Chapter 3; MBTI & Strong Career Inventories Online: Week Two Module	*Chapter 3 Interactive *MBTI & Strong Career Interest Inventories *Week Two Module online (10 pts)
Week 3 8/30	In-class: Review Chapters 1-3; Maslow's Gallery walk activity in class; Begin Chapter 4: Work on Budget Unit in class; Guest Speaker TBD Online: Week Three Module	*Work on Chapter 4 Interactive (head's up – it takes some time so chip away at it...) *Week Three Module online (10 pts)
Week 4 9/6	In-class: Assign Career Center Activity; Con't. Chapter 4; Guest Speaker TBD Online: Week Four Module	*CHAPTERS 1-3 Due 9/6 for Homework Grade #1 (100 pts) *Chapter 4 Interactive – Complete *Week Four Module online (10 pts)
Week 5 9/13	In-class: Review Chapter 4; Introduce Chapters 5 & 6 Online: Week Five Module	*Chapters 5 & 6 Interactive *Continue working on Career Center Activity *Week Five Module online (10 pts)
Week 6 9/20	In-class: Chapters 5 & 6 Activities in class; Guest Speaker TBD Online: Week Six Module	*Work on Career Center Activity Project – Due in class 10/11 *Make a full counseling appointment to create comprehensive Student Education Plan *Week Six Module (10 pts)
Week 7 9/27	In-class: Chapter 7 Activities in class; Prepare for Midterm 10/4 Online: Week Seven Module	*Chapter 7 Interactive *Chapters 1 - 7 Interactive need to be completed by next week – be sure you're on track☺! *Week Seven Module (10 pts)
Week 8 10/4	In-class: Guest Speaker TBD Online: Week Eight Module – Midterm (100 pts)	*CHAPTERS 4-7 Due 10/4 for Homework Grade #2 (100 pts) *Finalize work on Career Center Activity Project *Week Eight Module (Midterm due 10/4)
Week 9 10/11	In-class: Career Center Activity Presentations (100 pts) Online: Week Nine Module	*Get a head start on Chapters 8 & 9 Interactive *Week Nine Module (10 pts)
Week 10 10/18	In-class: Assign Career Investigation Project; Chapters 8 & 9: Lecture and Activities; Guest Speaker TBD Online: Week Ten Module	*Chapters 8 & 9 Interactive *Week Ten Module (10 pts)

Week 11 10/25	In-class: Review Chapters 8 & 9; Introduce Chapters 10 & 11; Guest Speaker TBD Online: Week Eleven Module	*Chapters 10 & 11 Interactive *Make sure you have a Student Education Plan and courses planned for spring registration *Week Eleven Module (10 pts)
Week 12 11/1	In-class: Chapters 10 & 11 Activities in class; Introduce Chapter 12; Guest Speaker TBD Online: Week Twelve Module	*Chapter 12 Interactive *Week Twelve Module (10 pts)
Week 13 11/8	In-class: Chapter 12 Activities in class; Introduce Chapter 13; Begin Professional Portfolio Assignments Online: Week Thirteen Module	*Chapter 13 Interactive *Work on resume and cover letter – email to Lauren by 11/17 *Week Thirteen Module (10 pts)
Week 14 11/15	In-class: Chapter 13 Activities in class; Guest speaker TBD; Introduce Chapters 14 & 15 Online: Week Fourteen Module	*Chapters 14 & 15 Interactive *Week Fourteen Module - Resume draft due to Lauren 11/17 (10 pts)
Week 15 11/22	NO CLASS – Thanksgiving Week Online: Week Fifteen Module	*Prepare for Mock Interviews & Professional Portfolio: Finish chapters 8 – 15 online, edit 10-year Plan as needed, and build Professional Portfolio *Week Fifteen Module
Week 16 11/29	In-class: Chapters 14 & 15 Activities in class; Workshop time: Feedback on your resume, cover letter; Practice for Mock Interviews Online: Week Sixteen Module	*Professional Portfolios Due next week! *Prepare for Mock Interviews: Plan to arrive on-time, dressed for success next Wednesday *Career Investigation Presentations due 12/13 *Week Sixteen Module
Week 17 12/6	In-class: Mock Interviews (50 pts) Online: Week Seventeen Module	*CHAPTERS 8-15 Due for Homework Grade #3 on 12/6 (100 pts) *Professional Portfolios Due (100 pts) *Career Investigation Project Presentations Due 12/13! *Week Seventeen Module
Week 18 12/13 12:30 – 2:30 p.m.	In-Class Final: Presentations of Career Investigation Projects, Post-Survey (200 pts) Online: Week Eighteen Module – Course Evaluation	*Week Eighteen Module: Course Evaluation (10 pts) ***Happy Winter Break!***