



**COUN 3322 Career Development (On-Line)**  
**Spring 2018**  
**Department of Counselor Education**

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**Instructor:** Kim Fitzgerald, PhD, LPC-S, RPT-S  
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**Email:** [kem031@shsu.edu](mailto:kem031@shsu.edu)

**Office Hours:**

Please contact me through email to set up an appointment as soon as possible before an issue becomes too problematic. I will also be happy to speak with you over the phone. I will try to respond within 24 hours.

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**Class duration:** January 17th-May 4th.

**Course meetings:** This is an online class. Please feel free to email me directly with questions of a personal nature, grading questions, or with any other issues that are not appropriate for the rest of the class to read. I check my email regularly and will respond to all emails within 24 hours during the work week. Please note that I am not available on the weekends but will respond to emails on Monday.

**Location of class:** [www.shsu.edu](http://www.shsu.edu), then click on SHSU Online, then click on your class. **COUN 3322 Career Development**

**Course Description:** In this course will help students explore a lifelong plan for career development. Students will use real life assessments to determine aptitudes, interests and values related to careers. Students will learn how to utilize on campus and Internet resources to gain valuable information related to career exploration. Activities in this course are designed to give students an advantage for entering the job market.

This in an on-line course so it is imperative that you follow directions and complete every reading assignment and homework assignment on time. I will send out weekly Announcements to introduce the content of the week and what is due. You will be taking quizzes and completing assignments online. You are free to finish this course at your own pace.

The course is organized into 10 Units. Unit Folders might include readings from Take Hold of Your Future (THOYF), PowerPoints, quizzes, journal assignments and/or Discussion Boards (DB).

**Credit:** 3 hours

**Prerequisite:** Sophomore classification

**Required Textbook:** Harris Bowlsbey, Ed.D., JoAnn. *Take Hold of your Future (2012)*. Online version <http://www.thoyf.kuder.com>

**Course Format:** This is an on-line course and may include discussions, videos, quizzes, discussion boards, and journals. You will need to make an appointment with a Career Counselor at Career Services. **The appointments can be conducted over SKYPE or phone.**

**IDEA Objectives:** In this course, our focus will be on these major objectives (as assessed by the IDEA course evaluation system):

**Essential:**

- Learning to apply course material (to improve thinking, problem solving, and decisions).

**Important:**

- Gaining factual knowledge (terminology, classifications, methods, trends).
- Learning how to find and use resources for answering questions or solving problems.
- Developing a clearer understanding of, and commitment to, personal values.

**Course Goals:** Through this course, students will:

- Describe the context in which career-related decisions are made in the 21st century.
- Describe and use a model for making decisions and transitions that can be applied again and again throughout life.
- Specify the life roles that they would choose to play at a given life stage and how these would interact with each other.
- Describe personal characteristics identified through knowledge of Holland's theory; results of inventories of interests, skills, and values; and activities.
- Identify a group of occupations that meet the criteria suggested by these characteristics and goals.
- Identify and select the training needed to enter one or more of the favored occupations.
- Present skills and documents that will assist in the job-search process.

**Course Requirements and Expectations:**

- **Professionalism policy:** All students should act in accordance with university policies.
- **Late assignment policy:** All work is due by the date and time specified in the schedule at the end of this syllabus. Assignments will be turned in on the corresponding Blackboard course site in the designated drop box unless otherwise specified by the instructor. 10 Points will be deducted from your assignment grade per day that it is late. If your assignment is late 2 days, then you will lose 20 points from your grade.
- **Academic Dishonesty policy:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office](#)
- **Student Syllabus Guidelines:** ([www.shsu.edu/syllabus](http://www.shsu.edu/syllabus))
- Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection

may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: [http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf)

- **Students with disabilities policy:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center . For a complete listing of the university policy, see: [http://www.shsu.edu/~vaf\\_www/aps/811006.pdf](http://www.shsu.edu/~vaf_www/aps/811006.pdf)
- **SHSU Dispositions and Diversity Proficiencies**
  1. Demonstrates ability to be understanding, respectful and inclusive of diverse populations. (CF 3; CF 5)
  2. Demonstrates an attitude of reflection and thoughtfulness about professional growth and instruction. (CF1)
  3. Demonstrates a commitment to literacy, inquiry, and reflection. (CF 1; CF 4)
  4. Practices ethical behavior and intellectual honesty. (CF 3)
  5. Demonstrates thoughtfulness in communication and an awareness and appreciation of varying voices. (CF 3)
  6. Demonstrates a commitment to adapting instruction or programs to meet the needs of diverse learners. (CF 5)
  7. Demonstrates knowledge of second language acquisition and a commitment to adapting instruction or programs to meet the needs of culturally and linguistically diverse learners. (CF 3; CF 5)
  8. Leads diverse learners to higher level thinking in cognitive, affective and/or psychomotor domains. (CF 5)
  9. Uses assessment as a tool to evaluate learning and improve instruction for all learners. (CF 4)
  10. Demonstrates a commitment to using technology to create an authentic learning environment that promotes problem-solving and decision making for diverse learners. (CF 2)

#### **Course Schedule:**

**You may finish the course at your own pace. Major assignments have specific due dates. -10 points per day it is late; 2 days -20 points; 3 days -30 points etc...**

## Course Evaluation:

<i>Discussion Posts</i>	Students will be expected to participate in <b>2 Discussion Boards</b> throughout the semester. Your posts should demonstrate you understand materials assigned <b>25 pts. each-50 pts.</b>
<i>Quizzes</i>	Students will complete <b>5 quizzes (1 Syllabus Quiz and 4 Kuder text quizzes) 10 pts. each-50 pts.</b>
<i>My Career Journal</i>	Students will <b>journal 2 times</b> during the semester. <b>25 pts each. 50 pts.</b> I will provide topics for reflection.
<i>Career Counselor Reflection Paper</i>	Students will write a <b>2-3 page reflection paper</b> based on your experience from you meeting with a Career Counselor with SHSU Career Services. The interview may be completed over SKYPE or phone call; whichever format fits your schedule. <b>100 pts. Due April 22<sup>nd</sup>.</b>
<i>Resume and Cover Letter</i>	Students will create a professional, interview ready <b>Resume and Cover Letter</b> . Resources found in your text Chapter 13. <b>50 pts. Due April 15<sup>th</sup>.</b>
<i>Personal Career Journey</i>	Upload a PowerPoint or a short video that includes your <b>Career Journey</b> this semester. Requirements: At least 10 slides or 15-minute video; results from both Kuder Assessments; and discuss future goals with specific information from Occupational research. <b>200 pts. Due May 3<sup>rd</sup>.</b>
<b>Total points</b>	<b>500</b>

## Grade Determination:

A	450-500
B	400-449
C	350-399
D	300-349
F	0-299

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*Rubrics for grading and specific assignments will be provided on Blackboard*

Content/Topic	Assigned Readings	Assignments
Introductions; Syllabus; course overview	Syllabus	Syllabus Quiz (10 points)  Discussion Board Post “Introductions” (non-graded)  Blackboard Survey
Career Planning and the 21 <sup>st</sup> Century	Read Chapter 1	Chapter 1 Quiz  Log on to Career Services and take the Myers Briggs and Strong Interest Inventories on the SHSU website.  Set up appointment with Career Counselor through SHSU Career Services. Remember that this can be a Skype or phone apt.
Personal Skills for the 21 <sup>st</sup> Century	Read Chapter 2	Chapter 2 Quiz  My Career Journal # 1 “How I cope with worry?”
Life Goals and Roles	Read Chapter 3	Chapter 3 Quiz  Discussion Board Post # 1 “Think about careers of family members.” (graded)
The Career Decision-Making Process	Read Chapter 5	Chapter 5 Quiz  Discussion Board Post # 2 “Write thoughts on video provided.” (graded)
Take Assessments from Kuder text	Read Chapter 6	Take Kuder Career Interests Assessment from Kuder Journey website <a href="http://www.kuderjourney.com">www.kuderjourney.com</a>
Take Assessments	Read Chapter 7	Take Kuder Skills Confidence Assessment and the Kuder Work Values Assessments in Kuder Journey.  My Career Journal # 2 Reflect on results from Kuder assessments.
Make a List of Occupations	Read Chapter 8	Resume and Cover Letter Due April 15 <sup>th</sup> .  Career Counselor Reflection Paper Due April 22 <sup>nd</sup> .

		Begin to work on final project
Make a List of Occupations, Cont'd	Read Chapter 9	Continue to work on final project
Develop Job Search Tools	Read Chapter 12-13	Using the Resume section of <i>Kuder Journey</i> , prepare a <b>Final Project Due by 11:59 pm May 3rd.</b>