



COUN 191, section 15, Personal & Career Explorations, Fall 2017

Vision:

Equity & Excellence in Education

Mission:

The College of Education at CSULB is a learning and teaching community that prepares professional educators and practitioners who promote equity and excellence in diverse urban settings through effective pedagogy, evidence-based practices, collaboration, leadership, innovation, scholarship, and advocacy.

Instructor: Dr. Laura Forrest

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Office Hours: Thurs 5:30-6:30 p.m., Friday 4-5 p.m. and other times by appointment

Class Days/Times : Fridays 1-4 p.m.

Office: AS 226

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Class Location: AS 235

Course Description

Prerequisite or Corequisite: Any foundation (G.E. Category A1, A2, A3, or B2) class.

Designed for, but not limited to, entering and undeclared students. Exploration of issues, topics and tasks related to personal, educational and career choices. Includes educational and career planning, exploration of personal characteristics and individual differences, life and work values and interests, decision making, goal setting, and job/career search preparation.

Not open for credit to students with credit in EDP 191 or EDP 360I/COUN 360I.

Course Goals/Student Learning Objectives

Upon completion of this course:

Students will be able to articulate their career interests and goals.

Students will be able to demonstrate effective study skills.

Students will exemplify an understanding of human behavior, particularly self- awareness, and personal growth.

Students will be able to distinguish healthy versus unhealthy behaviors regarding sexuality, substance use, and nutrition.

Students will be able to explain ways of coping in response to various causes of stress such as academics, interpersonal conflict, and death or loss.

Students will demonstrate the capacity to identify, locate, and utilize campus resources.

Students will demonstrate an understanding of the value of diversity.

Required Texts

Bingham, M. & Stryker, S. (2013). *Career Choices and Changes*, Academic Innovations 9781878787170 - **Career Choices and Changes - required 2. 9781878787446 - My10yearPlan Interactive - required**

Computer Access

Two open access computer labs are available for current CSULB students: the [Spidell Technology Center - http://csulb.libcal.com/hours.php#!m/255](http://csulb.libcal.com/hours.php#!m/255), located in the Library and the [Horn Center - http://www.csulb.edu/divisions/aa/academic_technology/horn_center/](http://www.csulb.edu/divisions/aa/academic_technology/horn_center/), located in lower campus.

Both the Horn Center and the Spidell Technology Center are a great resource for students needing to use a computer. Visit the [Open Access Computing Facilities - http://www.csulb.edu/library/guide/computing.html](http://www.csulb.edu/library/guide/computing.html) website for an extensive list of all available software installed on the Horn Center and Spidell Technology Center computers.

BeachBoard Access

To access this course on [BeachBoard - https://bbcsulb.desire2learn.com/](https://bbcsulb.desire2learn.com/) you will need access to the Internet and a supported Web browser (Firefox is the recommended browser). You log in to [BeachBoard - https://bbcsulb.desire2learn.com/](https://bbcsulb.desire2learn.com/) with your CSULB Campus ID and BeachID password. Bookmark this link for future use, or you can always access it by going to [CSULB - http://www.csulb.edu/](http://www.csulb.edu/)'s homepage and clicking on the BeachBoard link at the top of the page.

Once logged in to BeachBoard, you will see the course listed in the My Courses widget on the right; click on the title to enter the course.

This syllabus, supplemental course documents, announcements, assignment requirements, and other related materials are available on BeachBoard. Written assignments and grades are noted and tracked on BeachBoard. Because I send emails through BeachBoard, you are responsible for making sure the email address you use for this class matches the email address on BeachBoard.

Electronic devices

Students may use computers or other electronic devices **ONLY** for class purpose. Beeping and ringing cell phones are distracting for your fellow students and disruptive to the instructor. Thus, it is requested that all pagers and phones be turned off (or muted) during class. If there are special circumstances that require you to leave a pager or cell phone on (e.g., sick children at home), you must notify the instructor.

TEACHING PHILOSOPHY

I see my teaching role as one of facilitator. It my responsibility to provide the structure, the readings, the activities and the feedback that can make this course a worthwhile learning experience for you. It will be my pleasure to lead you through it. However, for this course to be truly successful requires equivalent effort on your part. It is up to you, individually and as a group, to use this structure to maximize your learning and that of your peers.

Therefore, this course will require your active participation. My hope is that it will often be a dialogue in which we all explore the material together. You will be expected to interact with the readings and with each other, and to bring your own knowledge and experience to the classroom to share with the group. I encourage you to ask questions, explore hypotheticals, and think critically this semester and beyond.

COURSE POLICIES AND REQUIREMENTS

BEACHBOARD

If you have not already done so, please familiarize yourself with Beachboard. This syllabus, some readings, electronic versions of course documents, and other relevant material will be posted there. I will also post announcements on Beachboard and plan to use the Grade Book function. You should check Beachboard regularly (at least once per week) for announcements.

COMMUNICATION WITH STUDENTS

E-mail is considered the official way of communication with students from the university. It is your responsibility to make sure your primary e-mail address is the one on file at your <http://my.csulb.edu> site so that your BeachBoard e-mail is correct. This is the e-mail we will use to communicate with you. Make sure to check your e-mail at least once per week.

Course Assignments

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.

Participation/in class activities: 100 points total (20 points each at 5 class sessions - will not be announced in advance)

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.

Career Center Activity & Presentation: 100 points

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

Study Skills Portfolio: 100 points

Students will demonstrate their acquisition of the study skills discussed in class and in the readings through the submission of a portfolio containing evidence of each of the targeted study skills. Additional grading criteria will be provided in class.

Mock Interview: 100 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.

Course expectations & requirements

1. All students are expected to thoroughly read required assignments prior to the class for which they are assigned. It is also expected that students will make thoughtful contributions to class discussions based on the readings.
2. Students are expected to arrive on time and stay for the entire class time. Late arrival and early departures from class affect your participation and the class activities. Each student is responsible for all information presented during class time, and all announcements posted on BeachBoard.
3. *Submission of written assignments:* You must follow the criteria mentioned in the *Course Assignments* section and the due dates for the individual projects. All written papers also are evaluated for clarity, coherence, grammar, spelling, and format. Please review and edit your papers before submitting them.
4. All assignments must be typed and include a title page. The title page must have a title, your name, a date, and the name of the course section.
5. Points will be taken off for late assignments. Ten percent of the project's total points will be deducted for papers submitted within 24 hours after the due date, and an additional 1 point will be deducted for every day after, including weekends and holidays.
6. Please keep a copy of your papers.
7. ***All assignments must be submitted within two-week of the due date for a grade.***

Attendance

Attendance requirements:

Regular attendance is required. Each student is allowed a maximum of one missed class for personal or work obligations. Five points will be deducted from the student's final point total per absence.

University Attendance Policy:

EXCUSED ABSENCES include:

1. Illness or injury to the student
2. Death, injury, or serious illness of an immediate family member or the like
3. Religious reasons (California Education Code section 89320)
4. Jury duty or government obligation
5. University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused.

Faculty members will ask for documentation as they deem appropriate for each excused absence.

Grading ASSIGNMENTS	TOTAL POINTS FOR COURSE= 1000
Homework	300
In-class Activities/Participation	100
Career Center Activity & Presentation	100
Study Skills Portfolio	100
Mock Interview	100
My IO-Year Plan & Portfolio	100
Career Investigation Project & Presentation	200
Total	1000 Points

Grading scale

The final course grade will be based on the following:

90-100%	= A	mastery of the relevant course standards.
80-89%	= B	above average proficiency of the relevant course standards.
70-79%	= C	satisfactory proficiency of the relevant course standards.
60-69%	= D	partial proficiency of the relevant course standards.
Below 60%	= F	little or no proficiency of the relevant course standards.

Policy for Withdrawal

Withdrawal Policy:

It is the student's responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Withdrawal from a course after the first two weeks of instruction requires the signature of the instructor and department chair, and is permissible only for serious and compelling reasons. DURING THE FINAL THREE WEEKS OF INSTRUCTION, WITHDRAWALS ARE NOT PERMITTED EXCEPT IN CASES SUCH AS ACCIDENT OR SERIOUS ILLNESS WHERE THE CIRCUMSTANCES CAUSING THE WITHDRAWAL ARE CLEARLY BEYOND THE STUDENT'S CONTROL AND THE ASSIGNMENT OF AN INCOMPLETE IS NOT PRACTICAL. ORDINARILY, WITHDRAWALS IN THIS CATEGORY INVOLVE TOTAL WITHDRAWAL FROM THE UNIVERSITY. The deadline to withdraw from classes for **fall 2013 term is **November 15, 2013. (However, drops at this time are not generally approved except in cases of accident or serious illness.)

The deadline to withdraw from a class without a "W" for the fall semester is **September 11, 2017.

Statement Regarding Students with Disabilities

Students with disabilities who need reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the course instructor. If a student with a disability feels that modifications, special assistance, or accommodations offered are inappropriate or insufficient, they should seek the assistance of the Director of Disabled Student Services on campus.

Course Schedule

Tentative schedule; subject to change with notice and consultation with students

Week	Date	Topic	Reading (before class)	Assignments due	UCUA advisor
1	9/1	Introductions & Course overview			Overview & intro
2	9/8	YOU: who are you & what do you want?	Ch 1-3		
3	9/15	Financial Literacy	Ch 4 (long but important)	Homework #1	SAP financial aid
4	9/22	Study Skills	Ch 12		
5	9/29	Study Skills continued	TBD		Policies & MSDR
6	10/6	Study Skills continued	TBD		
7	10/13	Bumps in the road	Ch 9		SSO & ARR
8	10/20	Work Skills	Ch 11	Study Skills Portfolio due	
9	10/27	Career 101	Ch 5 & 6		CDC
10	11/3	Decision- making Goal setting	Ch 7 & 8	Homework #2	
Veteran's Day No class	11/10	Thank a Vet	For their SERVICE	Career Activity Due	
11	11/17		Ch 10		Mandatory advising
THANKSGIVING no class	11/24	Relax & revive			
12	12/1	Job Search	Ch 14	Mock Interviews	
13	12/8	Flexibility and Action Plan	Ch 13 & 15	Homework #3	Sch & degree planner
14	12/15 2:45- 4:45 pm	FINAL	Attendance is Mandatory	10-Yr plan Presentations	