

Imperial Valley College
COUN 100 Personal & Career Development
Fall 2012

Instructor: Crystal McSee

Class Time: Mon & Wed 10:15am-11:40am (CRN# 10772)

Tues & Thur 8:35am-10:00am (CRN# 10775)

E-Mail: crystal.mcsee@imperial.edu

Contact Number: (760) 355-6129 *line is shared with IVC Counselor, Lilia Neidiffer

Office Hours: By Appointment

Required Textbook: The Career Fitness Program-Exercising Your Options (10th Edition) Diane Sukiennik, Lisa Raufman & William Bendat.

Course Description: This course is designed to assist students in exploring various career paths consistent with identified interests, value skills, as well as personality traits.

Student Learning Outcome (IVC): Identify career options with emphasis on individual personal interests, abilities & values.

Course Requirements:

Attendance

Attendance is mandatory. If for any reason you will be absent, please inform the instructor in advance when possible. If you decide not to continue the course, you are responsible for dropping the class by the drop date. Keep in mind, two tardies count as one absence.

Class Participation (50 pts)

Class participation is an important part of this course. Students are expected to complete any assigned reading(s) prior to the class meeting. In addition, they should be prepared to participate in class discussions and/or activities.

Chapter Quizzes (70 pts)

Quizzes will be administered throughout the semester to ensure chapters are read. You will need a scantron & No. 2 pencil for all quizzes. Please ensure you have the necessary materials prior to the class meeting. Students will not be excused during class to purchase the mentioned items.

Career Surveys (30 pts)

Students will be required to complete the self administered assessments as follows: Career Orientation Placement & Evaluation Survey (COPEs), Career Ability Placement Survey (CAPS), and the Career Occupational Preference Survey (COPS). If students so desire, they may meet with a college counselor to discuss the results. The counselor will provide academic & personal counseling to assist the student in selecting an appropriate major to coincide with assessment results.

Informational Interview/Midterm (100 pts)

Students will be required to conduct an informational interview with a professional in the student's career of interest. A written account is expected for this assignment. The paper shall be 2-3 pages in length. Interview protocol and suggested questions will be discussed further in class. **DUE 10/8 & 10/9**

Career Research Paper/Final (150 pts)

Students will compose and submit a paper on the career of their interest. The career of choice should be based on results from career surveys. The paper must include a works cited with at least 3 sources, be 3-4 pages in length, 12 point font and double spaced. Further details will be discussed at a later date. **DUE 12/3 & 12/4**

Total Points Possible:

Grading:

- A- 400-350 points**
- B- 349-300 points**
- C- 299-250 points**
- D- 249-200points**
- F- 199 & below**

Classroom Etiquette:

- Arrive on time & do not leave early.
- No texting or browsing Facebook while in class.
- Set cell phones to "silent" or vibrate" when in class.

Disabled Student Programs and Services (DSP&S):

“Students with disabilities at Imperial Valley College are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are provided to students with mobility, visual, hearing, speech, and orthopedic impairments, learning disabilities, psychological disabilities, Acquired Brain Injury, and other health impairments. Services are provided on an individual basis and may include reader services, note taking, tutoring, counseling, sign language interpreting, priority registration, learning disability assessment, and adapted computer instruction.”

Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSP&S) office as soon as possible. Contact Info: (760) 355-6312, Room 2117

Class Agenda

Date	Topic	Homework
Week 1 8/20-8/24	Introductions/Syllabus Review guidelines for Midterm/Final	Read Chapter 2
Week 2 8/27-8/31	Ch.2 Review Quiz & Activities	Prep for Informational Interview (i.e. interview questions)
Week 3 9/3-9/7	NO CLASS 9/3 Surveys	Read Chapter 7 (pgs. 138-141) Researching Career...
Week 4 9/10-9/14	Finish Surveys Ch. 7 Review/ Activities	Prep for Informational Interview Read Chapter 3
Week 5 9/17-9/21	Ch. 3 Review Quiz & Activities	Read Chapter 4
Week 6 9/24-9/28	Ch. 4 Review Quiz & Activities	Prepare for Informational Interview.
Week 7 10/1-10/5	Career Day/Discussion NO CLASS-10/3 & 10/4 TIME FOR INTERVIEW	Work on Write-Up/ Midterm... Read Chapter 5
Week 8 10/8-10/12	TURN IN MIDTERM Ch. 5 Review Quiz/Activities	Read Chapter 10 (pages 220-233) Creating Your Resume
Week 9 10/15-10/19	Ch. 10 Review Quiz & Activities	Work on Research Paper Read Chapter 8
Week 10 10/22-10/26	Ch. 8 Review Quiz/Activities	Read Chapter 9 Cont. working on Research Paper
Week 11 10/29-11/2	Ch. 9 Review Quiz/Activities	Read Chapter 11 (pgs. 262 to end)
Week 12 11/5-11/9	Ch. 11 Review Quiz/Activities	Cont. working on Research paper
Week 13 11/12-11/16	NO CLASS 11/12 Review Guidelines for Research Paper	Cont. working on Research paper

Week 14 11/19-11/23	Work on Research Paper NO CLASS 11/21 & 11/22	Enjoy Your Break! 😊
Week 15 11/26-11/30	Movie & Movie Write-up	Finish up your Research Paper
Week 16 12/3-12/7	TURN IN RESEARCH PAPER/FINAL	Have a wonderful Winter Break!! 😊