

**Imperial Valley College**  
**COUN 100 Personal & Career Development**  
**Spring 2013**

---

**Instructor:** Crystal McSee  
**Class Time:** Mon & Wed 10:15a.m.-11:40a.m. (CRN# 20211)  
Tues & Thur 8:35a.m.-10:00a.m. (CRN# 20217)  
**E-Mail:** [crystal.mcsee@imperial.edu](mailto:crystal.mcsee@imperial.edu)  
**Contact Number:** (760) 355-6129 \*line is shared with IVC Counselor Lilia Neidiffer  
**Office Hours:** By Appointment Only

**Required Textbook:** The Career Fitness Program-Exercising Your Options (10<sup>th</sup> 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 (50 pts)**

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 are equivalent to 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, students 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.

## **Resume (50 pts)/Interview (50 pts)**

Students will work on creating a professional resume to be used for future job placement. Additionally, each student will participate in an interview exercise. The exercise will help to better prepare students for future job interviews. Appointed time frames will be distributed at a later date.

## **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 and in MLA format. Interview protocol and suggested questions will be discussed further in class. **DUE 3/4 (MW) & 3/5 (TR)**

## **Career Research Paper/Final (150 pts)**

Students will compose and submit a paper on three careers of their interest. The careers chosen should be based on results from career surveys. The paper must include a works cited with a minimum of 3 sources, be 3-4 pages in length, 12 point font, double spaced and be in MLA format. Further details will be discussed at a later date. **DUE 5/6 (MW) & 5/7 (TR)**

## **Additional Assignment**

Students will complete an outside assignment in lieu of coming to class. Details regarding the assignment will be discussed further at a later date. Information will also be posted on Blackboard for your convenience.

**Total Points Possible:****Grading:**

- A- 550-500 points**
- B- 499-450 points**
- C- 449-400 points**
- D- 399-350points**
- F- 349 & below**

**Classroom Etiquette:**

- Please make sure to arrive on time & not leave class 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
<b>Week 1</b> 1/14-1/18	Introductions/Syllabus Review guidelines for Midterm/Final	Buy your Book for class
<b>Week 2</b> 1/21-1/25	<b>NO CLASS 1/21</b> In Class Activities	Read Chapter 2 Be ready for Quiz #1
<b>Week 3</b> 1/28-2/1	Chapter 2 Review Quiz & Activities	Make sure you are <b>on time</b> and <b>well prepared</b> for the Career Surveys!
<b>Week 4</b> 2/4-2/8	Begin Career Surveys	Begin preparations for the Informational Interview
<b>Week 5</b> 2/11-2/15	Finish-up Career Surveys	Continue prep work for Informational Interview
<b>Week 6</b> 2/18-2/22	<b>NO CLASS 2/18</b> Review Guidelines For Midterm & MLA Format	Continue prep work for Informational Interview.
<b>Week 7</b> 2/25-3/1	<b>NO CLASS-2/25 &amp; 2/26</b> <b>TIME FOR INTERVIEW</b> Work on Midterm In Class	Finish-up Midterm Read Chapter 7 (pgs. 138-141) Researching Career...
<b>Week 8</b> 3/4-3/8	<b>TURN IN MIDTERM!</b> Chapter 7 Review & Activities Chapter 10 Review	Read Chapter 10 (pages 220-233) Creating Your Resume
<b>Week 9</b> 3/11-3/15	Work on Resumes	Prepare for Interview & Work on Research Paper
<b>Week 10</b> 3/18-3/22	Interview Assignment	Read Chapter 9 Cont. working on Research Paper
<b>Week 11</b> 3/25-3/29	Ch. 9 Review Quiz/Activities	Cont. working on Research Paper/Final

<b>Week 12</b> 4/1-4/5	<b>NO CLASS THIS WEEK SPRING RECESS!</b>	<b>Enjoy Your Break!</b> ☺ Read Chapter 11 (pgs. 262 to end)
<b>Week 13</b> 4/8-4/12	Chapter 11 Review & Activities Ch. 4 Review Quiz/Activities	Read Chapter 4  Read Chapter 8
<b>Week 14</b> 4/15-4/19	Chapter 8 Review Quiz/Activities	Read Chapter 9
<b>Week 15</b> 4/22-4/26	Chapter 9 Review Quiz/Activities	Continue to work on Research Paper/Final
<b>Week 16</b> 4/29-5/3	Work on Research Paper & Review Guidelines	Finish up your Research Paper
<b>Week 17</b> 5/6-5/10	<b>TURN IN RESEARCH PAPER/FINAL</b>	<b>Have a wonderful Winter Break!! ☺</b>

\*\*\*Dates for chapters to be covered are subject to change. However, due dates for the midterm & final will **NOT** change & will remain the same!