

IMPERIAL VALLEY COLLEGE

Counseling 100 – Spring 2014

COUN 100: Personal and Career Development

CRN 20549 – Spring 2014 – 3.0 Units

Hybrid Course

Webpage: <https://imperial.blackboard.com>

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COURSE DESCRIPTION, OBJECTIVES, AND STUDENT LEARNING OUTCOMES

This course examines the process a student would follow in making a realistic career decision. Students planning to enter professions involving helping relationships such as education, social work, counseling, psychology, community work, and related areas, in addition to students who are undecided about their own future would profit from the course. Self-awareness will be appraised by testing and discussing interests, aptitudes, abilities, limitations and life goals. Career awareness will be facilitated by exploring the world of work in terms of occupational outlook, wages, training required, opportunities for advancement and life styles.

Students will understand that the components of career choice include personal, educational, as well as career awareness. Students will recognize that a career is a lifelong process that involves continuous evaluation and prioritization of values. Students will learn to identify personal interests, skills, and values and relate them to career options. Students will review the decision making process and learn to set short and long term goals.

Student learning Outcomes:

1. Identify career options with emphasis on individual personal interests, abilities, and values.

This course is presented in a hybrid format, available through the Imperial Valley College Blackboard system. Students will be using Blackboard to complete submit assignments, take quizzes and access course information during the semester.

Syllabus - Course Format

COURSE FORMAT

This class is divided into 16 weeks. Each week contains various activities and tasks. All of the work will be accessible from your Blackboard account with all due dates listed.

Each assignment, discussion, and quiz assigned for that week will close and cease to be accessible on the due date, so don't get behind. You will still be able to see the assignments throughout the semester for review. This strict schedule is necessary to keep you on track in the course, as students who fall behind often end up failing the course as a result.

EXAMPLE OF WEEKLY REQUIREMENTS	
Readings:	Course Syllabus
Assignment: (15 points)	Click the Assignments link on the navigation bar on the left of the screen and complete "Week 1 Assignment."
Discussion: (10 points)	Click the Discussion and Private Messages link on the navigation bar on the left of the screen and complete "Week 1 Discussion."
Quiz: (15 points)	Click the Test Center link in the navigation bar on the left of the screen and complete "Week 1 Quiz".

TEXTBOOK

The following textbook is required for this course:

1. **Sukiennik, Bendat, Raufman:** The Career Fitness Program,

Pearson/Prentice Hall 10th Edition

ISBN-13: 978-0-13-276233-5

ISBN-10: 0-13-276233-1

Authors: Sukiennik, Diane; Bendat, William; and Raufman, Lisa.

This is your required textbook for the course. All questions contained in Chapter Quizzes and the Final Exam will come from this book.

COURSE RESOURCES

Under the Resources tool, you will find links to links and resources that will assist in the stated goals and objective for this course

Course Navigation Buttons

The Course Navigation Buttons are where you will find the work to be completed for each week. It is important to start each session by going to the Course Navigation Button section and completing each section, in the order listed. Each weekly section will have required readings, discussion questions, a chapter quiz, and assignments.

QUIZZES

After completing the chapter readings, students are to take the required Chapter Quiz in the Test Center. The quizzes consist of 15 questions and are worth **15 points**. Be sure to submit your quiz before the posted deadline. *No late submissions are accepted.*

WRITTEN ASSIGNMENTS

After completing the weekly reading, quiz, and discussion students will go to the Assignment portion and prepare a written assignment in accordance with the instructions. Each written assignment will be worth **15 points**. It is the quality of what you write versus the quantity that will be graded, but each entry must be as long as necessary to answer the question.

All the assignments will be submitted by attaching a file of work completed. You can prepare your assignment by typing your assignments in a word processing program, save them on your computer, and then attach them into the Assignment tool. You can save your work in the Assignment tool as a draft if you are not ready to submit it; however, you must remember to go back and click the submit button before the deadline or you will not be able to submit it. There will be no grace period for submitting assignments.

If for some reason Blackboard does not let you submit your assignment, it should be emailed to the instructor ON TIME, so you get proper credit. (Be sure to put "COUN 100" in the subject area of your email.)

DISCUSSIONS

All class discussions will take place in Discussion Forums. These discussions will be worth **10 points** each. Discussions will center on a questions posed by your instructor in the Discussion Forum for a particular week. These questions will primarily ask that you express your personal views and there is no "right or wrong" answer.

Grading of Discussions: Your discussion response will be graded on whether it is a well thought-out response. It must be clear from your response that your opinion or response is based on a review of personal values. Do not respond to a discussion question if you have not considered your personal values as the point of the exercise will be lost or of no benefit and you will not get credit for that discussion.

Discussion also means interacting with your fellow students, so it is important that you read all the other student responses and respond to your fellow students with meaningful comments. Don't just respond by saying "I agree with you." If you agree or disagree, you must have a reason why. You do not have to respond to everyone, or even respond to other students in every forum. You should respond when you have something to say and don't be afraid to engage in an argument. Personal opinions can be very controversial, since we each have our own values, traditions and beliefs. Just remember that you need to be respectful to all students. We each have the right to our own opinions, even if others don't agree.

For the most part, the instructor will not be participating in these discussions (although he will be reading them and get involved if he has something to add). Feel free to engage in a conversation with your fellow students without fear that your instructor will be critiquing everything you write. If any student uses inappropriate language or is disrespectful to another student, that student will lose points and need to have a personal conversation with the instructor. Remember, this is a college class and the discussion should be academic in nature. Don't get off topic or you will also lose points.

Syllabus - Grading Policy

LATE ASSIGNMENTS

All tasks for each week are to be completed and submitted by the due date indicated for that week. There will be no grace period for late assignments. Quizzes cannot be accessed after the due date and must be completed on time. Discussions must be completed on time; otherwise, it isn't a discussion as other students will have moved on. *There are **no exceptions** to this late assignment policy.*

EXAMS

There will one exam for the course, the Final Exam, worth **50 points**. The Final Exam will be selected questions from the quizzes for Weeks 1-6 and 10-15. No make-up exams are allowed unless *prior* approval has been obtained from the instructor. The schedule of exams is as follows:

SCHEDULE OF EXAMS	
Final Exam (Weeks 1-6 and 10-15)	May 16, 2014

GRADES

How much you learn in the course, as well as your final grade, depends on the effort you put into the readings and assignments. There are a total of 14 modules, with a total of **710 points** available. Grades will be assigned on the basis of the following weights:

POSSIBLE POINTS		FINAL GRADES
Assignments	240 points	640 – 576 points = A
Quizzes	150 points	575 – 512 points = B
Discussions	100 points	511 – 448 points = C
Final Project	100 points	447 – 384 points = D
		383 – 0 points = F

Final Exam	<u>50 points</u>	
Total	655 points	

EXTRA CREDIT

Extra-credit points will be given to any student that replied to other students in the Discussions forum at least 5 times with meaningful responses. This is the only extra-credit option available in this course.

PLAGIARISM and CHEATING

Plagiarism is to take and present, as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question, such as:

- Copying or attempting to copy from others during an examination or on an assignment;
- Communicating test information with another person during an examination;
- Allowing others to do an assignment or portion of an assignment, including the use of a commercial term paper service.

Basically, you cannot copy anything directly from any source, including your textbooks or the Internet, unless you are using a quotation. You must note the book or article or website and page number from the source of your quote. If you paraphrase something, you must also cite the source of your information. *If cheating or plagiarism is discovered, the assignment will be given "0" points. If you do it again, you will be dropped from the course with a grade of "F".*

WITHDRAWAL FROM THE COURSE

It is the responsibility of the student to officially withdraw from the course through the Office of Admissions and Records. If you stop actively participating in the course, it does not mean I will drop you, *but I can drop you at my discretion*. The last day to drop the course with a "W" is **April 11, 2014**. *You must officially drop the course yourself before the deadline or you will receive a grade on your official transcript.*

IMPORTANT: You must be an active participant in the course. If you do not turn in any assignments for two weeks without contacting the instructor, you may be dropped from the course.

AUDITING THE COURSE

If you register and pay for the course and fail to complete any assignments during the first two weeks of the course, the instructor may drop you and deny you further access to Blackboard. Imperial Valley College explicitly prohibits auditing of classes; therefore, you may not register and review the course without turning in any assignments.

Syllabus - Student Information

QUESTIONS AND NETIQUETTE

Students should refer to the [IVC Distance Education](#) website, especially the [Help Desk](#) and [Student Support](#) links, to look for answers to their questions before e-mailing the instructor or posting a question to the class. If you want to post questions to the class, do so in the Discussions area topic called "Student Questions."

Netiquette, as you probably know, is a combination of the words "network" and "etiquette." Basically, it describes things you should and shouldn't do while communicating with other people online. This is especially important in a classroom environment. Here are some examples:

- Don't capitalize all letters while posting a thought or e-mailing someone. THIS IS CONSIDERED SHOUTING, AND IT IMPLIES THAT YOU ARE ANGRY. Capitalize words only to highlight an important point or to distinguish a title or heading.

- Never use profanity or make hurtful comments toward someone or when referring to someone's work. This is considered flaming.
- Be careful when using humor or sarcasm; you never know how someone else will interpret it.
- Be respectful of diverse opinions.

Learn more about Netiquette by viewing the [Core Rules of Netiquette](#), as excerpted from the book *Netiquette* by Virginia Shea. Also, you can test your knowledge by taking the [Netiquette Quiz](#). (Both links courtesy of Albion.com).

Overall, please be courteous to the instructor and to your fellow classmates. Working within a safe and friendly learning environment will be beneficial to everyone. If you see postings that are inappropriate, please bring them to the instructor's attention. If a problem occurs, you should be aware of the IVC Student Conduct and Complaint policy, accessible in the [IVC General Catalog](#).

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to experience a positive learning environment; students who disrupt that environment can be asked to leave the class. Faculty and students also have the right of due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#).

OFFICE HOURS

The instructor's work hours are as follows:

- Monday: 8:00am - 4:00pm
- Tuesday: 8:00am - 4:00pm
- Wednesday: 8:00am - 4:00pm
- Thursday: 8:00am - 4:00pm
- Friday: 8:00am - 4:00pm

Personal appointments may be scheduled during office hours by calling the counseling receptionist at (760) 355-6246. Students are encouraged to contact the instructor at any time during the semester by email at **ralph.marquez@imperial.edu** or by telephone at **760-355-6253** (office).

DISABLED STUDENT PROGRAMS AND SERVICES

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Room 2117 of the Health Sciences Building, 760-355-6312.

WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center (WDC) offers a variety of resources and services designed to enhance the learning process and assist students in the transition to the workplace. General resources and services include job search assistance, a computer lab featuring software programs to assist individualized study, Internet access, one-on-one tutoring, computerized tutoring, study materials, and learning videos. The Center is located in building 1700.

Syllabus - Readings Schedule - (See next page below)

SCHEDULE OF READINGS	
Orientation	Online Orientation – See Instructor’s web page (ralph-marquez.imperial.edu)
Week 1 <i>Due 01/25/14</i>	Personal Development 100 and Introductions <i>Readings: Course Syllabus</i>
Week 2 <i>Due 02/01/14</i>	Taking Stock <i>Readings: Chapter 1</i>
Week 3 <i>Due 02/08/14</i>	Programming Yourself for Success <i>Readings: Chapter 2</i>
Week 4 <i>Due 02/15/14</i>	Values Clarification <i>Readings: Chapter 3</i>
Week 5 <i>Due 02/22/14</i>	Personality and Interests <i>Readings: Chapter 4</i>
Week 6 <i>Due 03/01/14</i>	Skills Assessment <i>Readings: Chapter 5</i>

Week 7 <i>Due 03/08/14</i>	COPSystem Assessments
Week 8 <i>Due 03/15/14</i>	COPSystem and ACT Discover
Week 9 <i>Due 03/22/14</i>	ACT Discover and Career Briefs
Week 10 <i>Due 03/29/14</i>	DegreeWork Degree Audit Program
Week 11 <i>Due 04/05/14</i>	The World and You <i>Readings: Chapter 6</i>
Week 12 <i>Due 04/12/14</i>	Information Integration <i>Readings: Chapter 7</i>
<i>Last Day to withdraw from the course with a “W” is 04/11/14</i>	
Week 13 <i>Due 04/19/14</i>	Making Decisions <i>Readings: Chapter 8</i>
Week 14 <i>Due 05/03/14</i>	Preparing Your Resume <i>Readings: Chapter 10</i> <i>(Final Project - Due 05/016/14)</i>
Week 15 <i>Due 05/09/14</i>	Targeting Your Job search <i>Readings: Chapter 9</i>
Week 16 <i>Due 05/17/14</i>	Final Exam and Final Project Due