Basic Course Information

Semester:	**Fall 2019**	Instructor Name:	**Ralph Marquez**
Course Title & #:	**COUN 100: Personal and Career Development**	Email:	**ralph.marquez@imperial.edu**
CRN #:	**10781**	Office #:	**Counseling Center Bldg 100**
Classroom:	**801**	Office Hours:	**8:00 AM – 4:00 PM**
Class Dates:	**9/23/2019 - 12/13/19**	Office Phone #:	**(760) 355-6253**
Units:	**3**		

Course Description

This comprehensive course explores the issues and tasks related to personal and career development over the lifespan. By applying psychological, sociological, and physiological principles, students will utilize the career planning process to begin to prepare effectively for work in the 21st century global economy. Topics include assessment of interests, personality characteristics, transferable skills, and work values, career exploration, and decision-making strategies. Job search preparation includes development of a resume, cover letter, and interviewing skills. Prepares new and re-entry students to explore, identify, and integrate career and life planning goals. Emphasis is placed on the importance of actively managing one's career to achieve success in all life roles. A $6.00 lab fee will be charged. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: 1. Identify career options with emphasis on individual personal interests, abilities, and values. (ILO1, ILO2, ILO4, ILO5) 2. Appraise the perception of the "world of work" and develop an understanding of the process that ensures successful identification and obtainment of a specific major/degree and employment/career. (ILO1, ILO2) 3. Appraisal of acquired skills that recognize the methodology and techniques for creating opportunities for successful career planning. (ILO1, ILO2)

Course Objectives

Learning Outcomes

The goal of Personal and Career Development is to enhance the life and employment readiness skills of adult learners. Students will be prepared to pursue occupational and educational goals in a changing and diverse world.

The **learning outcomes** for this course are:

1. **Education and Career Exploration Skills**

Students will:

- analyze the current labor market and future trends
- investigate and develop a personal network
- undertake occupational and educational research
- identify available funding supports
- apply personal values, strengths, skills, and interests to optional career paths
- recognize entrepreneurial options
- investigate and utilize work-related community resources
- familiarize themselves with student support services
- use a fluid process of goal setting for educational and career planning

2. **Communication Skills**

Students will:

- identify and practice active listening skills in a variety of situations
- demonstrate a knowledge of the range of effective speaking strategies
- extract, assess and exchange information using visual and electronic media
- recognize diverse cultural styles of communication
- identify and interpret non-verbal communication
- develop and apply effective writing processes in a variety of contexts
- develop self-awareness of personal qualities, values, interests and abilities
- apply critical thinking skills

3. **Personal Awareness Skills**

Students will:

- recognize that self-esteem is a lifelong process
- recognize personal feelings and their influence

- employ strategies to deal with anger
- assess and manage stress
- analyze and utilize time management strategies
- explore and connect personal assumptions with behavior
- clarify personal values and their impact on choices
- create awareness of the spiritual, physical, intellectual and emotional dimensions of self

4. Living Skills

Students will:

- design and implement a personal budget
- formulate financial planning for the future
- investigate nutrition and impact on personal health
- assess personal wellness
- investigate and utilize community resources
- strengthen personal support system and advocacy options
- examine the impact of lifestyles choices
- explore techniques for being an effective consumer

5. Job Search

Students will:

- identify and plan the major steps of the job search process
- develop effective interview strategies
- develop and maintain job search networks
- create an effective resume and cover letter

6. Interpersonal Skills

Students will:

- examine the group process and practice the skills necessary for successful group experiences
- review problem-solving models and develop group decision-making strategies
- research and use the various methods of conflict resolution and demonstrate their use
- clarify the definition of assertiveness and implement successful techniques
- analyze the reasons for bias and develop the ability to recognize it in everyday situations
- identify issues around all forms of prejudice and practice non-discriminatory interpersonal skills
- investigate the various types of relationships and interaction they have with others
- identify methods of developing positive relationships, including effective communication techniques
- examine the diversity of relationships and cultures in Canadian society

7. Career Management

Students will:

- examine labor/union negotiation and human rights
- review the Employment Standards Act
- investigate entrepreneurial options
- develop strategies preparing for career transition
- develop strategies and attitudes to maintain employment
- identify workplace ethics

Textbooks & Other Resources or Links

You do not need to purchase a textbook for this course -- all the required resources are available online. Links are provided for readings, videos, and other websites.

Since this is an online course, **you will need access to an internet connection**. Although many activities in this course can be completed on a cell phone or tablet (e.g. iPad), you may find it more convenient to use a desktop or laptop computer for some of the assignments.

If you are unable to access any of the online activities or resources, please contact your instructor or the computer support or online learning assistant at your institution.

We assume that you can use a word processor program at a basic level. Just about any word processor program will do you could use Microsoft Word or Pages (these are often included when you buy your computer); or OpenOffice, LibreOffice, or Google Docs (these are free versions, available for download online). Many of the assignments require that you create a simple word processor document and upload it. If you do not know how to do this, you should find someone who can help you learn.

Course Requirements and Instructional Methods

Taught in a hybrid-learning environment using a flipped classroom methodology where students complete online course work/activities prior to class. During class time, strategies include short lectures using the Socratic Method, group discussions, project-based learning, group and individual exercises, and video presentations. This course also offers a distance learning opportunity using the included textbook exercises.

Course Grading Based on Course Objectives

You will find 5 main types of assignments in this course. Assignments are assigned to you throughout each module's information. For your convenience, all of the assignments (except for the "To do" activities) are listed at the end of each module or unit.

"To do" assignments

You will find many activities labelled as "To do". These activities do not need to be handed in but they are important for helping you learn the material or to prepare for other types of assignments.

Uploaded assignments

You will find these assignments throughout most of the modules. They all need to be handed in (online) and they will contribute to your mark for this course. In most cases, you will be asked to create a word-processed document (using a program like Microsoft Word or Pages) and to upload it using the assignment folder 'drop box' labeled for this particular assignment. All uploaded assignments are private -- only you and your instructor can see them.

Comment (discussion) forums

Comments forums are a way to share ideas, research, or views with your classmates. Please note that anything you post in a Comments forum is visible to all your classmates and your instructor. You can also read your classmates' comments. In many cases, your instructor will require you to respond ('reply') to at least one other classmate by giving your opinion about the effectiveness of communication in their example. You will find detailed instructions about how to post your comment when you get to the first Comments assignment.

Quizzes

Several of the modules have short quizzes for you to complete. These are not 'exams' and you should not find them too complicated or difficult to complete. All of your quiz results are private -- only you and your instructor can see them.

'Complete online' assignments

These assignments are similar to an uploaded assignment except that no uploading is required -- you can type your answer directly into the 'comments' text-box, which appears, on your computer. You'll see more detailed instructions when you get to the first 'Complete online' assignment. All 'complete online' assignments are private -- only you and your instructor can see them.

Good news! There are **no midterms or final exams** in this course. Your final mark is calculated using marks from the assignments, quizzes and comment forums.

526 points possible:

526 - 473 = A

472 - 420 = B

419 - 368 = C

367 - 315 = D

314 – 0 = F

Attendance

- The instructor as of the first official meeting of that class will drop a student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class. Should readmission be desired, the student's status would be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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. If you do not understand how to "cite a source" correctly, you must ask for help.
- 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services, which may be available.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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 Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.
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Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Weeks	Suggested hours (approx.)	Module	Due dates @11:59 PM	Points
1	2 - 4 5	Getting familiar: • review the course and resources • introduce yourself in the forum Start Module 1: Unit 1	8/24/19	*See Unit 2 below*
2	5 - 8.5	Continue Module 1 – Unit 1	8/30/19	*See Unit 2 below*
3 & 4	16 - 23.5	Module 1 – Unit 2	9/13/19	138
5 & 6	14 - 20	Module 2 Communication	9/27/19	81
7	7 - 10	Module 3 Personal Awareness	10/4/19	68
8 & 9	14 - 19	Module 4 Living Skills	10/18/19	50
10 & 11	10 - 16	Module 5 Job Search	11/01/19	64
12 &13	9 - 12	Module 6 Interpersonal Skills	11/15/19	67

| 14 & 15 | 9.5 - 13 | Module 7 Career Management | 12/06/19 | 58 |

Tentative, subject to change without prior notice