

### Basic Course Information

|                   |   |                     |  |
|-------------------|---|---------------------|--|
| Semester:         | <b>Fall 2021</b>                          | Instructor Name:    | <b>Veronica S Figueroa</b>               |
| Course Title & #: | <b>COUN 100</b>                           | Email:              | <b>veronica.soto@imperial.edu</b>        |
| CRN #:            | <b>10975</b>                              | Webpage (optional): |  |
| Classroom:        | <b>300-304B (Wed) &amp; Online Canvas</b> | Office #:           | <b>Building 100</b>                      |
| Class Dates:      | <b>8/16/2021 to 12/11/2021</b>            | Office Hours:       | <b>By online appointment only</b>        |
| Class Days:       | <b>Wednesdays</b>                         | Office Phone #:     | <b>760-355-6263</b>                      |
| Class Times:      | <b>11:20am to 12:45pm/Online</b>          | Cell/Text Phone     | <b>760-355-6263</b>                      |
| Units:            | <b>3</b>                                  | Class Format:       | Hybrid Assigned Dates/ Online via Canvas |

### 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. (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

Upon satisfactory completion of the course, students will be able to:

1. Compare and contrast the assumptions and implications of major career development.
2. Identify theories including stages of career development, tasks appropriate to each stage and subsequent implications for adjustment and career choice over the lifespan. Students will examine the significance of self-concept related to career planning.
3. Identify and analyze interests, personality characteristics, preferred skills, and work values and integrate into career decision-making.
4. Assess current workplace trends including global and technological changes and the resulting implications for career planners, while developing and enhancing career/life resiliency and physiological/psychological wellness over the lifespan to thrive in the new global economy.
5. Research and evaluate detailed occupational and industry information utilizing computerized and web-based career information systems and informational interviews.
6. Compare and contrast positive and negative decision-making strategies and apply the principles of decision-making to formulation of career goals.
7. Identify and analyze psychological and sociological influences on career decision-making.
8. Evaluate potential psychological, sociological, and cultural barriers to achievement of career goals and strategies for overcoming obstacles.
9. Design a career development action plan with specific short-term objectives and long-term goals with completion time frames.
9. Plan the components of an effective job search.
10. Construct a purposeful resume and persuasive cover letter emphasizing specific achievements and skills that meet employer needs.
11. Demonstrate an understanding of the dynamics of the interviewing process in a mock interview.
12. Identify and evaluate physiological and emotional aspects of stress and coping strategies for effective stress management to enable self-awareness, personal growth and balance between mental, social, and spiritual aspects of health.
13. Explore and assess aspects of health and wellness including nutrition, exercise, sleep, relaxation, and development of social networks to understand their impact on career/life resiliency.
14. Reflect on one's own time management skills and explore effective time management strategies to achieve goals.
15. Apply the principles of career management to one's own life, recognizing that it is a lifelong process

requiring ongoing evaluation and reprioritizing of values to incorporate all life roles into a healthy work/life balance.

## Textbooks & Other Resources or Links

OER: Open Educational Resources Free Textbook below click on link:

- [Blueprnt for Success in College and Career](#) by Dave Dillon(Links to an external site.)
- [BluePrint for success in College and Career: Decision Making](#) by Dave Dillon (Links to an external site.)
- [California Community College's MyPath \(CCCMYPATH\)](#).(create login)

## Course Requirements and Instructional Methods

- **Participation in class** via online Learning Management System: CANVAS. Students should constantly check Announcements and emails and communicate with the instructor online through the Canvas inbox if issues, problems, and/or concerns arise well in advance of the due date
- **Discussion Boards** will be required weekly with initial post due on Friday and two replies on Sunday
- **Weekly Assignments** pertaining to each chapter read for that weekly module such, knowing how to apply online for employment, creating a resume and cover letter
- **Quizzes** based on chapter readings, lecture videos and on assignments completed each week.

We will be using Canvas to conduct this class online.

### Instructional Methods

#### **Hybrid (Face-to-Face + Online)**

In-person weekly module lectures and LMS Canvas Discussions, assignments, reflections and quizzes all on Canvas.

Students are expected to actively participate using IVC's LMS System CANVAS.

### Instructor Expectations

As your Instructor, I will:

- **Communicate** to you via CANVAS Announcements or Inbox, IVC email, or Pronto.
- **In-person and online posts** of weekly course-related announcements.
- **Respond** to your CANVAS Inbox messages within 24-48 hours and be available during office hours.
- **Monitor** all discussions and provide feedback to the entire class where needed at least weekly.

## Course Grading Based on Course Objectives

1. Completion of all required assignments
2. Determination of a career choice/program of study, an informed declared major, and an education plan (which are incorporated in the 5-year plan)
3. Total Points: Grades will be solely on Points with weekly Discussions, Assignments, Quizzes and Final  
**90% = A**  
**80% = B**  
**70% = C**

60% = D

50% = F

### Homework Assignments:

- Assignments are due on Sunday's by 11:59 pm. No late assignments accepted. Stay on top of your weekly 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. You begin with having an A in class, so, complete all assignments to maintain grade.
- This class focuses on engaging activities, participation, interaction, self-reflection and communication, thus completing all assignments is critical to your success.

### Course Policies

#### Attendance:

- A student who fails to attend the first Discussion Assignment of a class and does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. *Should readmission be desired, the student's status will 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, Missing 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, no one who is not enrolled in the class may attend, including children.

#### Academic Honesty:

- **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. If you do not understand how to correctly ‘cite a source’, 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct.
- Acts of cheating include, but are not limited to the following:
  - plagiarism
  - 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
  - use of a commercial term paper service .

## Work Based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging and relevant learning environment. This semester, I will be offering the following WBL activities in order to provide you with the opportunity to explore Private/Out of State College Universities Available for IVC students and Money Matters with your Financial Aid.

| WBL Activity Name                                     | WBL Activity Description  |
|---|---|
| <b>WBL Activity 1:</b> IVC Career Center              | Attend IVC Career Student Center Workshop on how to get “Find A Major” and How to use Assessments   |
| <b>WBL Activity 2:</b> Professional Career Research   | Researching three or more industries and Career Professionals using various techniques              |
| <b>WBL Activity 3:</b> Creating Resume & Cover Letter | Attend Workshop on how to create the best resume & cover letter (Career Student Center Presentation |
| <b>WBL Activity 3:</b> Applying for Jobs              | At the end applying for at least 3 jobs using techniques learned in class using online tools        |

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

### Anticipated Class Schedule/Calendar

| Week         | Activity, Assignment, and/or Topic   |
|--------------|--|
| Week 1       | Getting Started/Syllabus/Course Policies/Course Road Map/ Getting Started Quiz   |
| Week 1 & 2   | Passion & Goals, College & Career Readiness <b>Assessing Personality &amp; Values</b><br>Knowing the Difference Between Job & Career<br>Week 2: <b>WBL#1: IVC Career Student Center (How to find a Major) Workshop</b> |
| Week 3       | Selecting a Major <b>WBL#2: Research 3 or more Industries/Career Professionals</b>   |
| Week 4       | Networking (PDCA & Career Networking)  |
| Week 5       | Career Choice: <i>What Makes You a Great Fit?</i>  |
| Week 6       | Create Resume/Cover Letter <b>WBL#3: Presentation on Creating a Resume/Cover Letter Workshop</b>   |
| Week 7       | I know my career choice...Now What?  |
| Week 8       | Apply for a Job <b>WBL#4: Applying for Employment Presentation Using Online Tools</b>  |
| Week 9 & 10  | Networking by participating in Campus Student Life, Socializing and Culturally   |
| Week 11 & 12 | Self-Care as an Efficient Employee   |
| Week 13      | Money Matters  |
| Week 14      | Reassessing Personality & Values Part 2  |
| Week 15      | All Chapter Review (WBL#2 Due)   |
| Week 16      | Final  |
|              | <b>***Tentative Schedule, subject to change without prior notice***</b>  |