

### Basic Course Information

Semester:	<b>Spring 2024</b>	Instructor Name:	<b>Gilbert Campos</b>
Course Title & #:	<b>COUN 100</b>	Email:	<b>gilbert.campos@imperial.edu</b>
CRN #:	<b>20426</b>	Webpage (optional):	
Classroom:	<b>212</b>	Office #:	<b>Counseling Center (Bldg.100)</b>
Class Dates:	<b>2/12/24-6/7/24</b>	Office Hours:	<b>By appointment ONLY</b>
Class Days:	<b>Fridays</b>	Office Phone #:	<b>(760)355-6181</b>
Class Times:	<b>8:00 am – 11:10 am</b>	Emergency Contact:	<b>(760) 355-6543</b>
Units:	<b>3</b>	Class Format:	<b>Face to Face</b>

### 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, 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)

N/A

### **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) Method: - The administering of individual interest inventories to assist students in identifying personal interests, abilities, and values. - The results will be matched up with a list of careers and the students will be assigned to research on each career that peak their interest. - Submission of research will be factored into final grade and will be used as part of the SLO data collection.
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) Method: - Include the perception and process of the “world of work” in lectures and activities as prescribed within the required textbook and/or supplemental resources. - Include the topics within quizzes and exams to ensure understanding. - Submission of lecture topics, related activities, and grade marks earned

Appraisal of acquired skills that recognize the methodology and techniques for creating opportunities for successful career planning. (ILO1, ILO2) Method: - Appraisal will be in the form of a semester final exam that will provide evidence of students’ newfound skills for creating opportunities for successful career planning.

### **Course Objectives**

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.
10. Plan the components of an effective job search.
11. Construct a purposeful resume and persuasive cover letter emphasizing specific achievements and skills that meet employer needs.
12. Demonstrate an understanding of the dynamics of the interviewing process in a mock interview.
13. 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.
14. 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.
15. Reflect on one's own time management skills and explore effective time management strategies to achieve goals.
16. 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

**THE TEXTBOOKS ARE FREE -NO PURCHASE NECESSARY. CLICL ON THE LINKS PROVIDED:**

[Blueprint for Success in College: Career Decision Making](#) – Dave Dillon

<https://press.rebus.community/blueprint3/front-matter/license/>

[Career and Life Planning](#) (Martinez and Shaker)

[https://socialsci.libretexts.org/Bookshelves/Counseling and Guidance/Career and Life Planning \(Martinez and Shaker\)](https://socialsci.libretexts.org/Bookshelves/Counseling_and_Guidance/Career_and_Life_Planning_(Martinez_and_Shaker))

### Course Requirements and Instructional Methods

**May 11, 2024**      **Deadline to drop Spring courses.**

### Course Grading Based on Course Objectives

Assignments	(240 points)
Quizzes	(120 points)
Midterm	(20 points)
Final	(20 points)

GRADING: To receive passing grades, see the following grading band:

Breakdown: A=400-360, B= 359-320, C=319-280, D= 279-240, **F= below 239**

## Course Policies

- 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 (!!!!)].

## Other Course Information

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.

## 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 1	Introduction and Syllabus
Week 2	<a href="#">Chapter 1: Words of Wisdom: Learn What You Don't Want</a> Getting Started <a href="#">Career and Life Planning</a>
Week 3	<a href="#">Chapter 2: The Big Picture</a> Getting Started <a href="#">Career and Life Planning</a>
Week 4	<a href="#">Chapter 3: Career Paths</a> Engaging is Self-Exploration <a href="#">Career and Life Planning</a>
Week 5	<a href="#">Chapter 4: Words of Wisdom: What Do You Enjoy Studying?</a> Engaging is Self-Exploration <a href="#">Career and Life Planning</a>
Week 6	<a href="#">Chapter 5: College Majors</a> Conducting Career Research <a href="#">Career and Life Planning</a>
Week 7	<a href="#">Chapter 6: Professional Skill Building</a> Conducting Career Research <a href="#">Career and Life Planning</a>
Week 8	Midterm

Week 9	<a href="#">Chapter 7: Career Development</a> Decision Making and Goal Setting <a href="#">Career and Life Planning</a>
Week 10	<a href="#">Chapter 8: Words of Wisdom: Transferable</a> Decision Making and Goal Setting <a href="#">Career and Life Planning</a>
Week 11	<a href="#">Chapter 9: Networking</a> Developing your Self-Marketing Campaign <a href="#">Career and Life Planning</a>
Week 12	<a href="#">Chapter 10: Words of Wisdom: It's Like Online Dating</a> Developing your Self-Marketing Campaign <a href="#">Career and Life Planning</a>
Week 13	<a href="#">Chapter 11: Résumés and Cover Letters</a> Turning your Career and Life Planning Vision into Reality <a href="#">Career and Life Planning</a>
Week 14	<a href="#">Chapter 12: Interviewing</a> Turning your Career and Life Planning Vision into Reality <a href="#">Career and Life Planning</a>
Week 15	Review
Week 16	Final

\*\*\*Subject to change without prior notice\*\*\*