

**IMPERIAL VALLEY COLLEGE  
Fall 2012**

**Counseling.100 Personal & Career Development  
Syllabus**

**Instructor- Rumaldo Marquez  
M.S. Counseling & Guidance  
Office Hours- by appointment only.**

**Email.**

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**Phone-760-715-5630 (preferred)**

**Building 200 Classroom 213**

**Credit 3 units Code: 10780**

**Time: Friday 8:35-11:45 am**

08/24/12

12/07/12

**Required Textbook: The Career Fitness Program: exercising your options 10<sup>th</sup> edition. Sukiennick, Bendat, Raufman**

**Course Description**

The class will assist the student in investigating and exploring career choices. The focus will be emphasized on personal and educational awareness. How they inter-relate to our decision making process of career making. Planning guides and self-assessments will help the student identify career options and short and long term goals.

**Course Goals**

Student will realize and makes realistic career choices. To recognize that a career is a life long process that involves continuously evaluating oneself. To identify personal interests, values and skills and compare/contrast with career options. To learn how to make decisions and set short, mid and long term goals.

**Self-Goals**

The process of making informed decisions and evaluating ourselves.  
Who am I? What are my belief systems? What is my life statement? What can I do? What skills do I currently have? What skills can I realistically develop into a career?  
What do I want out of life? What are my expectations? What are my needs and my wants? How will I go about achieving what I want to do? What do I expect my future to be? How do I get to where I want to go?

## Course Policies

Attendance is crucial because class activities involve sharing opinions with your classmates and interaction. Missed class is treated as an absence unless you have an official excuse. Also, 3 tardies equals one absence. Make sure you speak to the instructor if you plan on being late. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. **Also, it is the student's responsibility to drop the course.** Academic misconduct will not be tolerated. This includes cheating and plagiarism. That is information that is gathered and not given its proper identification. The instructor has the right to modify/adjust or makes changes to this syllabus. Assignments not turned in by due date will be given partial credit the following class meeting. **The chapter exercises and quizzes cannot be made up or turned in late. These assignments can be made up. The rest cannot be made up.**

### 1. Resume/Cover letter

### 2. Four character video analysis essays

### 3. Two Occupational Analysis Worksheets (OAW).

### 4. Informational Interview

You have one week to complete a late assignment. After that no credit will be given. Absolutely no credit will be give for work turned in after class has ended. Responses to any assignment must be clear and specific. Do not assume I know what you are talking about. Your responses should express your viewpoint and comments. Your responses are to be typed and neat, clear with dates and chapter pages included. If I can't read or understand you responses I will not accept them. If your answers are too brief or too simple then I will also not accept them. Always assume I do not know what you are talking about.

## Grading Policy Class participation/attendance

- A. Do ask relevant questions, give your opinions make comments and respect other people's opinions. **This may include in class writing prompts.**
- B. Career self-awareness/assessment-Surveys: Orientation Placement and Evaluation Survey (COPES-values), Career Ability Placement Survey (CAPS-ability) and Career Occupational Preference System (COPS-interest). This will be administered in class. This counts as participation.
- C. **Chapter exercises**-will be assigned at the end of every chapter or read the syllabus for details. Chapter exercises should be totally complete. In other words, incomplete assignments turned in will not be given credit.
- D. **Chapter quizzes/essay**-will be administered at the end of two or three chapters through the semester. The quizzes will test your knowledge of the material. On some occasions you will do an essay, which will also test your knowledge on the subject matter. Read the syllabus for details.
- E. **Occupational analysis worksheets and class presentation**-You are responsible for **Two Occupational Analysis Worksheets** (OAWS) on various career clusters and a presentation of your selected careers (One presentation on your career). These OAW's will incorporate career researched and evaluation of the COPS/CAPS in class assessments administered during the semester. More info about that will be discussed later in class.

- F. Informational interview-** Students will interview a job site of their choice. Students will ask pertinent questions and present research in class. (10 pts.)
- G. Resume/cover letter-** composing a current resume (10pts) and cover letter (5pts) are an important component of the course. Students will bring in a draft that will be reviewed by a peer. Then the student will make the necessary corrections to turn in a final copy to the instructor.
- H. In class video character analysis essays-** Four critical thinking videos with introspective situations regarding whom we are and how we make sense of our environment will be presented. We will discuss personalities and how we respond to our environment. These are typed double spaced and font 12. They are minimum 700 words.
- I. Interview Panels-**Students will be broken up into committees on a panel and will interview each other regarding a mock set of job openings. The key here is preparation and emphasis on interviewing skills.
- J. Final exam-**There will be a final that will encompass five questions from the chapter quizzes and pertinent information that was given by the instructor (25pts). This will be done in an essay format.
- K. Extra credit**  
May be granted upon approval of the instructor. Stay tuned.

### Grade breakdown

<b>Chapter exercises of the textbook</b>	<b>24pts</b>
<b>Two: Occupational Analysis Worksheets (OAW)</b>	<b>10pts</b>
<b>Resume/Cover letter (peer review draft/final)</b>	<b>15pts</b>
<b>Class Interview Panel</b>	<b>20pts</b>
<b>Informational interview</b>	<b>10pts</b>
<b>Participation</b>	<b>30pts</b>
<b>Chapter Quizzes/Essays</b>	<b>60pts</b>
<b>Intelligence Essay</b>	<b>5pts</b>
<b>Experiography</b>	<b>5pts</b>
<b>Four: Character analysis Essays-</b>	<b>20pts</b>
<b>1.Beauty is in the eye of the beholder</b>	
<b>2. The Masks</b>	
<b>3. An Occurrence at Owl Creek Bridge</b>	
<b>4. The Butterfly Circus</b>	
<b>Final</b>	<b>25pts</b>

### Final Grades

<b>100-90% =A</b>	<b>89-80%=B</b>	<b>79-70%=C</b>	<b>69-60% =D</b>
<b>59-0%= F</b>			

## **FALL 2012**

**Weekly schedules are subject to changes. There are 15 class sessions.**

### **AUG.24th**

Intro to course, requirements, grading policy, class goals, class activities

H.W: Get book and read chapter1 and do exercises and activities.

### **AUG.31<sup>th</sup>**

Discuss Ch.1, 2. Class activities H.W: Read & study for Ch.1, Ch.2 quiz.

### **SEPT. 7<sup>TH</sup>**

Ch.1, 2 quiz & exercises are due. Intelligence Essay due. Discuss Ch.3 and activities.

H.W: do Ch. 3 exercises and activities.

### **SEPT.14<sup>th</sup>**

Discuss Ch.4 class discussion and activities. H.W: Read and do ch.4 exercises and activities. Prepare for quiz on Ch. 3 and 4. Video Analysis-Beauty is in the Eye of the Beholder.”

### **SEPT.21<sup>th</sup>**

Ch.3 and 4 quiz, exercises due. Video analysis “The Masks.”

Discuss the Occupational Analysis Worksheet (OAW 1) and the review of chapter 5.

H.W: Start OAW1. Do Chap.5 and exercises.

### **SEPT.28<sup>TH</sup>**

Turn in OAW1 and present them in class. Discuss Ch. 6. H.W: Prepare for Ch.5, 6 quiz and exercises. Laboratory work at the career center: Copes, Caps and Cops.

### **OCT.5<sup>TH</sup>**

Ch.5, 6 quiz and turn in exercises. Experiography due.

H.W: Ch. 7 & Exercises. Start Informational interviews.

### **OCT.12<sup>TH</sup>**

Discuss ch.7 and class activities. H.W: ch.8 and exercises. Start OAW2

### **OCT.19<sup>TH</sup>**

Ch. 7,8 quiz and exercises due. Video Analysis: “An Occurrence at Owl Creek Bridge.”

Turn in and present OAW2. Start interview panels.

H.W.: Do Ch. 9 exercises, Resume/Cover letter activity.

**OCT. 26<sup>TH</sup>**

Present the Informational Interviews. Discuss Ch. 9 and class activities. H.W: read & do Ch. 10,11 and 12

**NOV. 2<sup>ND</sup>**

Discuss Ch.10 and activities. H.W: Read and do Ch. 11 exercises. Resume & cover letter peer reviewed.

**NOV. 9<sup>TH</sup>**

Discuss Ch.12. Present Interview panels. Resume/Cover letter peer revised due.

**NOV. 16<sup>TH</sup>**

Ch. 9,10,11,12 quiz and exercises due. Study review. Continue Interview panels.

**NOV. 30<sup>TH</sup>**

Review for final. Tie loose ends.

**DEC. 7<sup>th</sup>**

**Final Exam and farewell!**

**IMPORTANT DATES**

**August 20 – September 1 Late Registration.**

**\*\*\*September 1\*\*\* Deadline to register for full-term courses**

**Deadline to drop full-term classes without owing fees and/or be eligible for refund.**

**September 3 Deadline to drop without course appearing on transcript (without receiving W). Note: fees will be charged and no refunds given for courses dropped on September 2 or 3. See Sept. 1.**

**September 3 Holiday – Labor Day; no classes**

**September 4 Census**

**November 12 Holiday – In Honor of Veterans’ Day; no classes.**

**\*\*\*November 10\*\*\* Deadline to drop full-term classes**

**November 22 – 24 Holiday – Thanksgiving – No Classes Thursday, Friday, and Saturday.**

**December 3-7 Last week of classes including final examinations.**

"DISABLED STUDENT PROGRAMS AND SERVICES (DSPS):

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."