

### Basic Course Information

Semester	<b>Fall 2014</b>	Instructor	<b>Ralph Marquez</b>
Course Title & #	<b>COUN 100: Personal and Career Development</b>	Email	<b>ralph.marquez@imperial.edu</b>
Units	<b>3 Units</b>		
CRN #	<b>10780</b>	Webpage	<a href="https://imperial.blackboard.com">https://imperial.blackboard.com</a>
Room	<b>2610</b>		
Class Dates	<b>8/19/2014 – 12/09/2014</b>	Office	<b>Counseling Center - Building 100</b>
Class Days	<b>Tuesday</b>	Office Hours	<b>8:00 AM – 4:00 PM</b>
Class Times	<b>6:30 PM – 9:40 PM</b>	Office Phone #	<b>(760) 355-6253</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, 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)

### 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)

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.
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

- My10yearPlan.com® Interactive, Academic Innovations, 2012
- Mindy Bingham and Sandy Stryker, Career Choices and Changes: A Workbook to Discover Who You Are, What You Want, and How to Get It., Academic Innovations, 2012

Price: \$59.95

ISBN = 978-1-878787-17-0 for the book only

Pages 384

8 1/2 x 12 Softcover

#### Course Requirements and Instructional Methods

Best 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 recommended curriculum.

#### Course Grading Based on Course Objectives

- Completion of required assignments
- Attendance and participation in classroom and online discussions
- Completion of the written activities that provides the data for the development of the online career and education 10-year plan and is divided into three midterm reviews and Final Exam
- Determination of a career choice/program of study, an informed declared major, and an education plan (which are incorporated in the 10-year plan)
- Final Project/Exam: The online 10-year Plan Summary and/or Portfolio report

#### **779 Total Points:**

**90% = A**

**80% = B**

**70% = C**

**60% = D**

**50% = F**

#### **Chapter Discussion Forums: 160 total (10 points for each of 15 assignments)**

Chapter Discussions will follow each chapter and provide additional opportunities for students to express their impressions/opinions and topics related to the chapter content.

**Chapter Quizzes: 169 total**

Chapter Quizzes are to ensure that students are reading and understanding chapter content. All quizzes will be multiple choice and differ in point totals.

**Participation/in class activities: 80 points total (5 points per class session)**

This class focuses on engaging activities, participation, interaction, self-reflection and communication, thus being on time and present is critical to your success. Punctuality and engagement are essential transferable job-skills that will help you beyond your classroom experience.

**Career Investigation Project: 70 points**

For this section of the course you will undergo standardized assessment using the COPSystem and will narrow career options using your assessment results. You will post to an assignment on Blackboard with additional grading criteria provided in class.

**Midterm: 200 points (50 points per Midterm)**

There are four midterm checkpoints listed on your Daily Schedule for My10yearPlan interactive. Midterms are designed to keep everyone on the same page in assessing who you are, what you want and how to get it. Stay on top of your 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.

**My 10-Year Plan and Portfolio, Final Presentation: 100 Points**

Over the course of the semester, you will develop an online, comprehensive 10-Year Career and Education Plan. Your final portfolio will include your 10-year Plan along with a professional resume, cover letter, awards, applications, interview questions/responses, and any other support documents to help you prepare for your future. You will present your professional portfolio during the final class.

**Attendance**

- A student who fails to attend the first meeting of a class or 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, 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. **Consider:** specifics for your class/program
- 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.
- 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 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 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: (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 Help – Discretionary Section and Language

- **Blackboard** support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Study Skills Center (library). Please speak to the instructor about labs unique to your specific program.
- **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, 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. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

See the daily schedule of assignments for this class by logging into Blackboard and selecting the [Daily Schedule](#) navigation button.