

IMPERIAL VALLEY COLLEGE
COUN 100 Personal & Career Development Syllabus - Spring 2013

<u>Instructor</u> .	Federico Garcia	<u>Class Dates</u> .	01-14-13 thru 05-10-13
<u>Office Hours</u> .	By appointment	<u>Days</u> .	Friday
<u>Contact Telephone</u> .	760-960-5057	<u>Class Code</u>	# 20222
<u>Instructor's email</u> .	federico.garcia@imperial.edu	<u>Class Time Rm#213</u>	08:35am -11:45am
<u>Credit</u> .	3 Units		

Required Textbook

The Career Fitness Program: Exercising Your Options 10th Edition, Sukiennick, Bendat, Raufman. A major emphasis of this course is self exploration which is accomplished with the utilization of this text. It is a **mandatory requirement that you have access to this text** to complete the weekly assignments which delve into personal insights necessary to making successful personal and career decisions.

General Course Description

This comprehensive course explores the issues and tasks related to personal and career development over the lifespan. 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 explorations, 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) (Formerly PD 100)

Course Policies

1. 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.
2. *Attendance* is very important in the Coun100 course because classroom activities involve sharing ideas with your classmates and interacting with others to receive feedback throughout the decision making process. A missed class will be treated as an absence, unless you have an official excuse for attending an IVC sponsored activity or have made other arrangements with your instructor. Per IVC General Catalog "A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours which the class meets per week." 3 tardies = 1 absence. Students who are more than 15 minutes late for class, or who leave more than 15 minutes before class is dismissed, will receive an absence. **Students will be required to sign in on a class roster upon entering the class.**
3. As a student you have the right to experience a positive learning environment; *students that disrupt the class learning environment* may be asked to leave the class (Student Conduct/Standards of Conduct Per IVC policy noted in General Catalog. Both Faculty and Students have the right to "due process."
4. The *use of cell phones* is strictly prohibited in the classroom. All cell phones should be turned off upon entering the classrooms. Advise significant others to contact the Administration office (352-8320) for possible emergencies.
5. **Academic Misconduct**, such as cheating and plagiarism. IVC expects honesty and integrity from all students. A student found to have cheated on any assignments or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog. (IVC Arts and Letters Division)
6. **Deadline to Drop Classes:** Without owing a fee and or be eligible for a refund - Jan 28, 2013
Without course appearing on transcript (without receiving a W) - Feb 27, 2013
Drop any class **deadline to drop with a W** -- **Apr 13, 2013**
Refer to IVC Spring 2013 Class Schedule for specifics

Grading Policy

This course examines the process a student would follow in making a realistic career decision. It would be extremely difficult, if not impossible, to devise a test to measure the degree to which you completed that goal and then assign a letter grade. Therefore, since there are no quantitative exams or midterms in Coun100, *your grade will be ascertained by utilizing the following criteria:*

Class Participation

Students are expected to attend each scheduled class having completed any reading or homework assignments for that day. Additionally, they should come to class prepared to discuss assignments and to participate in class discussions and activities. An important component of the class requires students to ask and answer questions and discuss opinions and life experiences.

Career Self Awareness / Assessment

Contemporary trends in occupational decision making theory have placed an increasingly greater emphasis on personality characteristics as they related to occupational selection. COUN 100 Students will be required to complete the following self-administered surveys: Orientation Placement and Evaluation Survey (COPES-Values) , Career Ability Placement Survey (CAPS-Ability) and the Career Occupational Preference System (COPS- Interest) . Upon completion of the above the students will be may discuss their results with a college counselor who will provide academic and personal counseling to assist the student in selecting an appropriate major to coincide with their assessment results.

Chapter Exercises

(100 points)

Chapter exercises will be assigned at the end of every completed chapter. These exercises are necessary to ensure student participation in the change process and will be reviewed by the instructor. Chapter exercises not submitted by the assigned due date must be submitted by the following class meeting to receive ½ of the credit. Any assignment submitted after that will **NOT** be accepted unless prior arrangements have been made with the COUN 100 Instructor.

Chapter Quizzes

(100 points)

To ensure that the chapters are read, quizzes will be administered at the end of every chapter throughout the semester. Graded quizzes should be kept in an organized folder, as you will need them to prepare for the final exam. Scantrons and #2 pencils are necessary for all quizzes and the final exam. The instructor will not excuse a student from class to purchase the above supplies.

Occupational Analysis Worksheets and Class Presentation

(100 points)

During the semester you will be responsible for (4) occupational analysis worksheets (OAWS) on various career clusters and a presentation of your selected careers (25 points per OAW & presentation) . These OAWs should incorporate career research undertaken and should include an evaluation of the results of the COPS/CAPS assessments administered during the semester. These assignments must be turned in on time or points will be deducted.

Resume/Cover Letter /Class Interview and Informational Interview

(100 points)

Composing a *current resume* (25 points) and cover letter (25 points) will be a vital component of this course. Chapter exercises and class discussions will address the specifics of composing an effective resume. Each student will be required to be *interviewed by the instructor or a panel of students* to ensure the students competitiveness in the future job market (25 points). Students will be required to conduct an *informational interview* (25 points) with a professional in the student's career of interest. Informational interviewing guidelines will be provided by the COUN 100 Instructor.

Final Exam

(100 points)

The Final Exam will be a compilation of some select questions from the chapter quizzes completed throughout the semester . If you have maintained a course notebook as suggested you should have little trouble with this exam.

Final Grades – Percentage of Total Points

Total Point Possible = 500 Points

500 - 450	445 - 400	395 - 350	345 - 300	299 or Less
100 - 90% = A	89 - 80% = B	79 - 70% = C	69 - 60% = D	59 - 00 = F

Points reflect the overall quality of the work turned in, how complete the work is, and whether the instructions for the assignments were properly followed.

Keep all graded papers. These are like receipts for you in case you suspect an error in your final grade. If you do not have the papers, there is nothing I can do, and the grade will have to stand as is.

COUN 100 – Personal & Career Development **Spring 2013 Weekly Schedule**

The following schedule of assignments will be adhered to as much as possible. Students will be advised a week in advance of any changes or expectations. It is the student's responsibility to find out what assignments are missed .

Jan 18, 2013

- . Intro to course (overview & discussion); Review Course Requirements; Grading Policy
- . Final Project Guidelines; Self Introductions / Class goal setting;

HOMEWORK: Chapter 1 exercises - Getting into Shape

Jan 21, 2013 MLK Day (Campus Closed)

Jan 25, 2013

- Chapter 1 exercises due; Chapter 1 discussion and activity;
- . CH. 1 QUIZ - All quizzes on Wednesday

HOMEWORK: Chapter 2 exercises - Train for success

Feb 08, 2013 Lincoln's Birthday (Campus Closed)

Feb 15, 2013

- . Chapter 2 exercises due; Chapter 2 discussion and activity;
- . CH. 2 QUIZ - All quizzes on Wednesday

HOMEWORK: Chapter 3 exercises - Find Your Balance

Feb 18, 2013 President's Day (Campus Closed)

Feb 22, 2013

- Chapter 3 exercises due; Chapter 3 discussion and activity
- Discussion and start of COPS Interest Inventory; Profile & Activity Guide
- CH. 3 QUIZ- All quizzes on Wednesday

HOMEWORK: Chapter 5 exercises - Assessing Your Skills

Complete COPS/CAPS/COPEs

Mar 01, 2013

- Chapter 5 exercises due; Chapter 5 discussion and activity
- Continued completion of COPS/CAPS/COPEs
- Discussion of Occupational Analysis Worksheets and suggested websites
- **1ST OAW** due 03-15-13 / **2nd OAW** due 03-29-13
- **3rd OAW** due 04-19-13 **4th OAW** due 04-26-13
- . CH. 5 QUIZ- All quizzes on Wednesday

HOMEWORK: Chapter 10 exercises – Prepare Winning Resume

Mar 08, 2013

- Chapter 10 exercises due; Chapter 10 discussion and activity
- . CH. 10 QUIZ - All quizzes on Wednesday

HOMEWORK: Compile Resume Info

Mar 15, 2013

- Continuation of Resume Activities
- **1ST OAW** due Mon / discussion of selected careers

HOMEWORK: Chapter 11 exercises – Ques 1-7 pages 252 & 253
Interviewing Successfully

Mar 22, 2013

- Chapter 11 exercises due; Ques #1 thru 7 – pages 252 & 253
- Discussion of Interview Info
- CH. 11 QUIZ - All quizzes on Wednesday

HOMEWORK: Prepare for Interview

Mar 29, 2013

- Class Interviews
- **2nd OAW** due Mon / discussion of selected careers

HOMEWORK: Chapter 9 exercises - Targeting Job Search

SPRING RECESS April 01, 2013 – April 06, 2013

Enjoy your time off with your family and friends - Be careful and safe!!!

Apr 12, 2013

- Chapter 9 exercises due; Chapter 9 discussion and activity;
In-depth discussion of Informational interviewing
Inform. Interview Report due 05/06/13
- CH. 9 QUIZ - All quizzes on Wednesday

HOMEWORK: Chapter 8 exercises – Decision Making

Apr 19, 2013

- Chapter 8 exercises due; discussion and activity
- **3rd OAW** due Mon / discussion of selected careers
- CH. 8 QUIZ - All quizzes on Wednesday

HOMEWORK: Chapter 6 exercises – World of Work

Apr 26, 2013

- Chapter 6 exercises due; discussion and activity
- Chapter 7 discussion and activity;
Informational Interview Reports due – Class Presentation
- CH. 6 QUIZ - All quizzes on Wednesday
- **4th OAW** due Mon / discussion of selected careers

HOMEWORK: Chapter 7 exercises - Exploring Information

May 03, 2013

- Chapter 7 exercises due ; discussion and activity
- CH. 7 QUIZ - All quizzes on Wednesday
- Outstanding reports, assignments; exercises will be addressed

HOMEWORK: Review Final Exam

May 10, 2013

- **FINAL EXAM** on last day of class 05-10-2013
50 Multiple choice questions .
- It is **imperative that you attend class** for the Final Exam. Failure to take your exam may jeopardize your semester grade.

* Failing to complete assignments or not participating in required class activities will lower your grade significantly. If you are worried about you grade, I encourage you to talk to me or e-mail me throughout the semester.

Schedule is subject to change at the instructor's discretion