

Student Development (SD) 125, Career Planning Ticket # 3367

Spring 2013 Syllabus and Class Overview

Class Length: 7 weeks - 1st 8 week class Mondays: Feb. 25, March 4, March 11, March 18, March 25, April 1, April 8. (April 8th is the Final exam on the last day of class.).

Last day to drop a 1st 8 week class is Saturday, Feb.23 (without a “W” withdrawal notation on your transcript & be eligible for a refund.)

Last day to add a 1st 8 week class is Saturday, Feb. 23.

Last day to drop a 1st 8 week class is Saturday, March 30th (with a “W” notation on transcripts).

Time and Location: Mondays, 4:40-6:45 pm, Beginning February 25th, Monday

Room SF 107 & Career Center (San Rafael Building, 2nd Floor)

Instructor: Sandra Lee, M.A., Career & Academic Counselor

Office Hours and Phone: Call or drop by the Career Center (2nd Floor, San Rafael Bldg) or Academic Counseling to make an appointment . 818 240.1000 x 5407 or x 5918

Instructor email: slee@glendale.edu but student can email through Blackboard.

Required Textbook: “The Career Fitness Program” by Sukiennik, Bendat, and Raufman, (Current Edition) **Available for use in the Career Center Free of Charge. (must read chapters in the Career Center – cannot be checked out – allow for time).**

3 Assessments required to take the following Career Inventories

Fees: Students are required to pay a mandatory \$23.00 “material fee” for career assessments at the time of registration or in the Business Office in the Administration Building prior to the second class meeting or the licensed Career Assessments listed on the course syllabus may be purchased from another licensed vendor. Students will be required to present their receipt for the material fee to the Career Center staff prior to the second class meeting in order to take the Strong College P computer version and MBTI-Form M computer version career assessment inventories.

- 1. Strong Interest Inventory**
- 2. Myers Briggs Type Indicator**
- 3. Skills Scan**

Total for all 3 Career Inventories = \$23

Prerequisite: None. (Students should be able to read and understand college level material and have a command of the English that would allow them to take standardized inventories at a high school reading level.)

Course Objectives: This course provides students with an opportunity to learn more about themselves and the world of work. Students will explore the decision-making process, to have a greater understanding of appropriate career choices and will start planning their academic paths and vocational directions. Students will learn more about career assessments and surveys in order to investigate analyze and research various vocational and professional areas of work. The student will be made aware of the importance of their abilities, personal attributes, interests, skills, values, and vocational environments specific to various job clusters and occupational choices.

The class structure provides for lecture, small group discussions and individual lab time to guide the student through the career decision making process. At the end of the class, the student will have a greater understanding and focus on how their personal attributes relate to the world of work.

Student Learning Outcomes (SLO'S)

1. Student will be able to identify important Values, Aptitudes, Skills, and Interests.
2. Student will be able to demonstrate understanding of temperament/personality type and characteristics and how they relate to occupational choice.
1. Student will be able to utilize the Career Center resources available for research.

Methods to Assess Student Learning Outcomes (may include some but not all):

1. Short answer test/quizzes, class presentations, term paper, journal.
2. Group discussions, essays.
3. Final Essay, paper, informational interviews, tests/quizzes..

Attendance: Attend every class. When you cannot attend, call or email the Instructor explaining your need to be absent. If absent, meet with the instructor before or after class or during an appointment in counseling or the career center (you need to make this apptmt yourself), to find out what you missed and need to make up. **After 2 class absences**, the student **will be dropped** from the class unless arrangements have been made with the instructor. Emergency situations (illness, accidents, jury duty, etc.) will be considered, if a phone call is made to the instructor. Please be on time to class. (3 tardies are equal to 1 absence).

Class Rules: Turn off all Cell Phones, Pagers, Blackberries or Text Devices before & during class.

Exam/Test Make-Up Policy: All inventories/assessments are part of the class format. Every assigned assessment must be made up in order to get the full benefit of the class content.

Students can take any inventory in the Career Center. Students must make a ½ hour appointment with the instructor.

Academic Dishonesty Policy: Students are required to do their own work, write their own papers, and take their own inventories/assessments. All forms of cheating and plagiarism are absolutely forbidden. When a student engages in academic dishonesty, faculty have the option of requiring the student to see a counselor, assigning a lower or failing (F) final grade in the course. Violations of this policy will be reported to the Vice President of Instruction and will become part of the Glendale College Cheating Incident file. See entire policy and details in your GCC Catalog under “Academic Honesty.”

Students with Disabilities: "All students with disabilities requiring accommodations are responsible for making arrangements through the Center for Students with Disabilities." If you feel that you are having problems understanding material in a class, or that it takes you longer to take tests or write papers than most students you might have a learning impairment. The Disabled Student Center (818) 240 -1000, ext. 5905 building (SR 238-1) might have resources to assist you.

Grading: 1 unit Pass/No Pass Grading. Grades of A, B, or C student receives a “Pass” grade & will receive 1 unit on students’ transcript. Grades of D or F, receives a “No Pass” grade. The student **must take all inventories, turn in all assignments, participate** in class discussion, **make a career counseling appointment with me, miss NO MORE than 2 class meetings**, and turn in a **Final Exam Essay**, in order to receive a “Pass” grade for the class

Class Grading:

Student needs a minimum of 70% (or 70 points) to receive a Passing grade:

30% of grade is based on class attendance; 4 points per class X 7 weeks = 28 pts plus 2 free pts.

If late by 10 minutes, you will receive 3 points only per class instead of 4.

10% of the grade - appointment with the Instructor.

50% taking all inventories/assessments assigned,

10% completing a final essay at the end of the class.

100% Total (See **Grading Factor Points Handout**) (Extra Credit Points Assignments possible).

Students are encouraged to keep a file or notebook with all assessments, assignments, and inventories. **Bring all materials to class and appointments with instructor/counselor.** (The purpose of the appointment with the instructor/counselor will provide an opportunity to review, ask questions, synthesize the materials and/or get help with guided research).