

Department of Counseling and Human Development Services
The University of Georgia
Fall 2007

ECHD 2050:
Academic and Career Planning
Section #: 23-275

Time: Tuesdays, 3:00-5:00 pm
Location: Russell Hall, Room 393
Instructor: Bridget Larsen, M.Ed.

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Office: 414 Aderhold Hall
Office Hours: By appointment

Course Description

ECHD 2050 is a two hour course that will orient you to the process of career and life planning. It will focus on self-assessment, decision-making and career exploration. The course will also educate you on how to choose a course of study compatible with your personality style, skills, abilities and values. Through active engagement in this process, you will develop the skills necessary to choose a major and/or career direction.

Text

The required text for the course is *Discovering Your Future in a Global Society* by Pearson Publishing. The text is available at the University Bookstore.

Course Requirements

Attendance:

- You are allowed two unexcused absences for any days **other than the Assessment Day or exam/presentation days. If you miss any of these days, you will have to drop this course.**
- If you have more than two unexcused absences, your final grade will be reduced by 2% for each additional unexcused absence.
- In order for an absence to be considered excused, you must provide documentation.
- If you are more than 5 minutes late to class on two or more occasions, it will be counted as an absence.
- If you attend every class (without being more than 5 minutes late), 15 extra credit points will be added to your final grade.

Participation:

Active engagement in this course is required for you to receive its full benefits. You will be asked to work in groups in particular assignments and will be encouraged to join the discussions in the class. **Points will be deducted from the class participation grade for lack of involvement in classroom discussions.** 100 points of the final grade is determined through instructor evaluation of class room participation and contribution. **You cannot participate if you are not present!** Active participation is essential and will be evaluated the following way:

- **EXCELLENT:** Proactive participation through leading, originating, informing, challenging contributions that reflect in-depth study, thought, and analysis of the topic

under consideration. This does not mean dominating discussion or using a lot of words to say little [90 - 100 points].

- **SATISFACTORY:** Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation [80 - 90 points].
- **MINIMAL ACCEPTABILITY:** Passive participation including being present, awake, alert, attentive, but not actively involved [60 - 80 points].
- **UNSATISFACTORY:** Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion [60 points or less].

Reaction Papers:

You will be expected to submit a total of 5 reaction papers throughout this course. The reaction papers should reflect the assigned readings and class discussions. These papers should include your opinions and personal experiences regarding the topics discussed. Each reaction paper must be typed, double spaced, 1" margins, 12-point font, and be 1-2 pages in length. Each reaction paper is worth 10 points.

Journal Reaction Papers:

Two journal reaction papers (50 points each) will be assigned:

- **Assessment Day Journal Reaction-** *Reflect on your experience completing the various assessments on assessment day. Do you agree with the assessment of your interests and personality? How well did the assessments predict careers that you are interested in? Are there other careers that match your interest areas and personality that you find appealing? Do you think that the results of these assessments will affect your decision-making process regarding your career?* The Assessment Day Journal Reaction should be typed, double-spaced, 1" margins, 12-point font, and be 3-4 pages in length. **You must attach documentation to your paper that confirms that you completed ALL of the required assessments in order to receive full credit! Failure to do so will result in a 25 point deduction.**
- **Career Fair Journal Reaction-** You are required to attend the Fall Career Fair at the Classic Center on **Wednesday, September 19th** for 1-2 hours. This activity will allow you to learn more about careers of interest from actual employers. **Dress professionally for the Career Fair.** If you have class conflicts and cannot attend this activity, please let your instructor know by September 18th. You must provide documentation of the scheduling conflict and you will be required to attend another instructor-approved career center event. After attending the Fall Career Fair, you are required to submit a 3-4 page Career Fair Journal Reaction that documents your experiences at the Career Fair. A description of your experience with least 2 employers should be also included in your journal, detailing how you feel the job meets and does not meet your own personal career goals and aspirations. Please include the names and organizations of the employers with who you spoke.

Exams:

There will be 2 exams given in this course, a midterm and a final. Both will consist of multiple choice and short answer questions and will come from the readings, handouts and class discussions. The midterm is worth 50 points and the final is worth 100 points.

Final Integrative Presentation:

Near the end of the semester, you will be expected to give a 10 minute PowerPoint presentation that documents your career journey throughout the semester. The presentation should focus on how your opinions and goals regarding your future career/major has changed—or not changed—throughout the semester. A good presentation would include how the different experiences in class (your assessment results, career fair experience, class discussions and readings, etc.) helped shape where you are now. You are also required to interview someone related to your field of interest (an employer, a professor, etc.) and incorporate what you learned from that interview into your presentation. Visual aids and/or handouts are optional, but encouraged. You must submit a hard copy of your PowerPoint presentation to the instructor on the day of your presentation. The presentation is worth 100 points.

Extra Credit:

To receive 15 extra credit points, you can meet with a Career Center Consultant to learn about the resources and services offered by the career center. You will need to schedule an appointment with a counselor by calling the Career Center at 542-3375. If you are interested in doing this assignment, please speak with the instructor in order to get a 7 question form to use during your meeting with the consultant. To receive the 15 points of extra credit, you must provide proof of your visit and turn in a 1-2 page reaction paper detailing your experience.

Grading Procedures and Policies

A = 100-94%	500-470 points
A- = 93-90%	469-450 points
B ⁺ = 89-87%	449-435 points
B = 86-84%	434-420 points
B- = 83-80%	419-400 points
C ⁺ = 79-77%	399-385 points
C = 76-74%	384-370 points
C- = 73-70%	369-350 points
D = 69-60%	349-300 points
F = 59% and below	299 points or below

- Assignments, journals and classroom activities will count toward your grade in this course. You must be sure to turn in all assignments at class time on the dates that they are due. There will be a 5% deduction for each day an assignment is late. Examinations must be taken at the scheduled time. Make-up exams will only be given in the event of a documented medical emergency.
- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

- **Final Exam Policy:** No time and date departures from the examination schedule will occur without prior approval of the dean of the school or college and the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. “Two University policies focus on final examinations. University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester.”
- **Academic Honesty:** All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>.
- **Diversity:** Diversity in the student population and workforce is highly valued at UGA. Whenever possible, class topics and discussions will be approached from a diverse perspective.
- **Disability:** If you require any academic accommodations due to a disability please see the instructor the first week of classes. To receive accommodations, you must be registered with the Disability Services Office on campus.

Grading Criteria

The actual grade you receive in the course will be based on the completion of the following:

Classroom Participation	100 points
Reaction Papers (5)	50 points
Journal Reactions (2)	100 points
Midterm Exam	50 points
Final Integrative Presentation	100 points
Final Exam	100 points
Total Possible Points	500 points
Extra Credit	
Perfect Attendance	15 points
Career Consultant	15 points
Total Possible Extra Credit	30 points (adds 6% to final grade)

COURSE SCHEDULE

Date	Topic	Due Today	Text Covered	HW Assignment
8/21/07	Course & Syllabus Overview			Read Ch. 1 (p. 1-39)
8/28/07	ASSESSMENT DAY! Meet at Clark Howell Room 246			Read Ch. 1 (p. 40-76)
9/4/07	Assessment Day discussion and Exploring the Self		p. 1-76	Read Ch. 2 (p. 77-104) Write Reaction Paper #1
9/11/07	Developmental Process of Making Career Decisions	Reaction Paper #1	p. 77-104	Read Ch. 3 (p. 111-130)
9/18/07	Occupational Information		p. 111-130	Write Reaction Paper #2
9/25/07	Strong Interest Inventory Interpretation—Guest Speaker	Reaction Paper #2		Read Ch. 4 (p. 131-144) and work on Assessment Day Journal
10/2/07	Career Exploration	Assessment Day Journal	p. 131-144	Read Ch. 5 (p. 153-184) and write Reaction Paper #3
10/9/07	Educational Alternatives	Reaction Paper #3	p. 153-184	Study for Midterm Exam
10/16/07	Midterm Exam			Read Ch. 6 (p. 185-206)
10/23/07	Factors in Decision Making		p. 185-206	Work on Career Fair Journal
10/30/07	Career Fair discussion	Career Fair Journal		Work on Final Integrative Presentation
11/6/07	Presentations	Final Integrative Presentation (Group #1)		
11/13/07	Presentations	Final Integrative Presentation (Group #2)		Read Ch. 7 (p. 207-220) and write Reaction Paper #4
11/20/07	Identifying and Overcoming Hurdles	Reaction Paper #4	p. 207-220)	Read Ch. 8 (p. 225-244) and write Reaction Paper #5
11/27/07	Becoming Personally Effective	Reaction Paper #5	p. 225-244	Study for the Final Exam
12/4/07	No Class Today (Friday Schedule)			Study for the Final Exam
12/13/07	Final Exam			