

The University of Georgia
Spring Semester 2008 - Syllabus

ECHD 2050: Academic and Career Planning
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Section: 31-650

Time: Tuesday 3:30 - 5:30pm

Class Location: Russell Hall, RM 393

Instructor: Amanda Berger, M.A.

E-Mail: atberger@uga.edu

Office Location: Aderhold Hall RM 414

Office hours: By appointment

Course Description

ECHD 2050 is a two (2) hour course that will orient you to the process of career and life planning. The course has been designed to encourage you to engage in the processes that will help you choose the course of study and/or career field most compatible with your personality style, skills, abilities, and values. Our approach to these elements will entail the use of lecture, in-class discussions and activities, readings, writings, and relevant assessments.

Objectives

Upon completion of this course, you will be able to:

- Understand the basic principles in career decision-making.
- Set attainable short-term and long-term career and academic goals.
- Identify personal and professional values, skills, interest, and needs.
- Make informed academic and professional choices.
- Identify occupational choices that match your personality style.
- Identify barriers to career choices and develop solutions.

Text

Discovering Your Future in a Global Society (Pearson Custom Publishing)

Assessment Fee

A lab fee was collected at the time of registering for this course to cover the cost of administering the career instruments. Included in these instruments are the Strong Interest Inventory (SII), the Career Decision-Making System (CDM), SIGI 3, and TypeFocus. You will not be required to pay for any additional assessments. *If you miss class the day of the assessment administration (held during regularly scheduled class time), you will need to drop the course.*

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. More detailed information about academic honesty can be found at:

<http://www.uga.edu/ovpi/honesty/acadhon.htm>

Disability Policy:

Help for students with disabilities is available from the Disability Services/Learning Disabilities Center. If accommodations are necessary please notify the Office for Disability Services and your instructor within the first two weeks of class. More information is available at: www.uga.edu/stuact/handbook/stuaffairs/disability.html. Phone: 542-8719 or 542-8778 (TTY). Students needing mental health assistance such as counseling or psychiatric/psychological assessments should contact Counseling and Psychological Services (CAPS), a unit of the University Health Center (UHC). Phone: 542-CARE (2273), after hour emergencies:542-2200.

Diversity:

Diversity in the student population and workforce will be highly valued in this course. Whenever possible, class topics and discussions will be approached from a diverse perspective.

Assignments

All assignments and/or classroom activities within each category must be completed and turned in *at the beginning* of the class on the assigned day in order to receive full credit. There will be a 3 point deduction *per day* on late assignments. Assignments will not be accepted via email; if turning an assignment in late, you must bring it to my office. Assignments received more than one (1) week past the due date will not be accepted. All assignments that are completed outside of class must be stapled and typed, double spaced, 12-pt Times New Roman font. You must have 1 inch margins and page numbers and should include your name and the date of submission.

You will be expected to regularly check your email and Web CT for updates regarding the course. If you have any questions, please email the instructor or utilize office hours. Emails should always receive a response within 48 hours.

Attendance (75 points)

Because this class should be seen as an asset to you and your future goals, you are expected to attend every class. Additionally, you are expected to arrive *on time*; unexcused tardiness of 10 minutes or more will count as an absence. At the same time, I understand that unforeseen circumstances may arise. As such, students have one (1) unexcused absence without penalization. **If you maintain perfect attendance throughout the semester, I will reward you with 5 extra credit points!**

In the event of an absence, you will still be expected to find class notes and to make up any missed work. Additional unexcused absences will result in a 5 point attendance reduction. Excused absences will require proper documentation. **Failure to attend Assessment Day will result in an automatic drop from the course.**

Participation (75 points)

Active engagement in this course is required. You will be working in groups on particular assignments and will be expected to join in class discussions. To receive maximum participation points (5 pts per class), you are expected to contribute to each class; this means involving yourself and providing thoughtful responses and reactions. Lack of class involvement, lack of focus on class material, lack of input and contributions will result in point deductions.

Assessments (15 points: 10 points for administration day, 5 points for printouts)

Assessments are an important aspect of the learning and progress of this course. Although these will primarily be administered during class time, you will receive 10 points for your complete and active engagement in the assessment process. Additionally, you will receive 5 points for printing out the assessment results and bringing them to class with you.

Career Consultation (20 points: 5 points for scheduling, 15 points for reaction paper)

As part of this class, you will have one 30-minute individual career consultation session at the Counseling Center in Aderhold Hall. You must schedule this appointment by Class 9 and must attend the session by Class 12. You will be expected to turn in a 1-page reaction paper to the session.

Website Assignment (15 points)

You are responsible for evaluating 2 websites; one will be O*NET, <http://online.onetcenter.org/> and one will be a website you choose (it must be a career, employment, or educational/academic website in nature). A typed paper (1-2 pages *per website*) will cover the following areas:

General Description of Website (*include a 1-10 rating*)

Target Population

Validity of Website

Relate Links Found on Site

Clarity/Graphics/Aesthetics

Usefulness of Content

Time Efficiency and Cost

Current/Updated

Variety of Topics

Contact Information

Disability Friendly

Exams (120 points: 40 points each)

The three (3) examinations will cover your textbook readings, in-class discussions, and attended activities. The exams will consist of multiple-choice, true-false, fill-in-the-blank, and short answer questions. Exams must be taken at the scheduled time. Make-up exams will only be given in the event of a documented medical emergency.

“Careers In” Reaction Paper (25 points: 20 points for reaction paper, 5 points for choosing seminar)

Once during the semester, you will be required to attend one of the “Careers In...” seminars or Dawglink events and to write a 2-3-page reflection paper on the experience. Additionally, you should use this event as a networking opportunity; as such, you will need to get a business card or contact information from the event you attend and submit it with your paper. Please see www.career.uga.edu for the complete schedule of the seminars. You will need to choose which event you will be attending and *submit your choice in writing* by the fourth class period.

Vocational Autobiography (25 points)

You will complete a 3-5 page vocational autobiography covering the following areas:

- Personal Information- age, gender, ethnicity, education and occupation of mother/father/caretakers, education and occupation of siblings, family work values and expectations, and any other relevant factors (including disabilities, diversity, etc.)
- Educational History- high school education, most liked and disliked classes, academic achievements, extra-curricular activities, internship experiences, college education, current major (if applicable) and why selected.
- Occupational History- list jobs in chronological order and provide dates for each job, employment title, and name and location of employment. Also include skills used or obtained from job and your reaction/perception of your experience.
- Most Liked and Disliked Jobs- describe the job you most enjoyed and the job you enjoyed the least.
- Hobbies, clubs, pleasure activities
- Assessments- if you have already taken any assessments related to career and academic planning, give your reaction/perception of the results.
- Integrated background history/assessment results- describe how your background and/or assessments are congruent (or incongruent) with your current educational pursuit and your expectations for the future.
- Describe a possible future occupation including a summary of the nature of work, working conditions, places of employment, training needed for job, education needed for job, job outlook, earnings, and related occupations.

Career Interview (30 points)

You will be asked to find a non-family member who is working in the field you believe you would like to enter. You will be expected to complete an interview with them about how they entered the field, what their daily routine looks like, what their responsibilities are, and so forth. You will then be asked to write a 4-5-page paper covering what you learned from the interview and what the experience was like for you. You will not be asked to provide a transcript of questions, but your paper should reflect active and thoughtful questions. Suggestions for interview questions can be found in your book.

Career Counseling Proposal (30 points)

Toward the end of the semester, you will be expected to pair up with another student in the class and provide them with a portfolio of all your assessments and relevant information that you feel comfortable sharing. Upon receipt of your partner's portfolio, you will need to review their material and use your skills to provide them with a 2-3 page proposal for possible career and academic fields which might be a "good fit" for them. This should include a career suggestion and the reasoning behind your suggestion (e.g. make inferences based on their specific assessment results). You will need to provide one copy for the other student and one for the instructor.

Reaction Papers (30 points: 5 points each)

Throughout the semester, you will be expected to write six 1-2 page reaction papers to something you read about or something we did in class. Most of these will be given as in-class assignments, although some may be assigned as homework.

Final Project and Presentation (40 points: 30 points for project, 10 points for presentation)

Your final project should represent a culmination of all the work and self-discovery you have accomplished in this class. Throughout the semester, you will be investigating possible career fields. For the final project, you will be expected to choose one of these careers and present a 10 minute powerpoint presentation regarding what the career field is, what it takes to enter the field, salary/outlook information, professional associations, etc. This project should be inclusive of all aspects of this career and should include resources and information derived from this class.

Extra Credit (up to 25 points)

If you have perfect attendance, you will automatically receive 5 extra credit points. Additionally, if you schedule an appointment with your designated career consultant (see www.career.uga.edu) and conduct an interview with a 1-2 page write-up, you may earn up to 10 extra credit points (please see me for appropriate interview questions). Lastly, if you set up, complete, and write a 1-2 page reaction paper to an externship through the career center (you must register for this at the beginning of the semester through the career center), you may receive up to 10 extra credit points.

Grading

Your grade will be based on the completion of the following: Any concerns regarding grades must be submitted in writing within 24 hours of receiving the grade. Upon receiving the written concern, I will review the grade and reserve the right to raise *or lower* the grade.

- Attendance 75 pts
- Participation 75 pts
- Assessments 15 pts
- Website Review 15 pts
- Career Consultation 20 pts
- Exams 120 pts
- "Careers In..." Reflection 25 pts
- Vocational Autobiography 25 pts
- Career Interview 30 pts
- Career Counseling Proposal 30 pts
- Reaction Papers 30 pts
- Final Career Project 40 pts

Total Possible: 500 pts (Possible Extra Credit: 25 pts)

Grade Scale:

To determine your final grade, divide the total points you have received (out of 500) by 5

- A 94-100 A- 90-93
- B+ 87-89 B 84-86
- B- 80-83 C+ 77-79
- C 74-76 C- 70-73
- D 65-69 F 64 and below

Class Schedule

- 1/08/08: Class 1 – Introduction
Assignment – Read Chapter 2
- 1/15/08: Class 2 – Chapter 2
Assignment – **Vocational Autobiography**
- 1/22/08: Class 3 – Educational Options and Self-Exploration
Assignment – Read Chapters 5 and 6
- 1/29/08: Class 4 – Chapters 5 & 6
Assignment – **Website Review**
- 2/05/08: Class 5 – ASSESSMENT DAY (meet in the Career Center)
Assignment – Study for Exam 1
- 2/12/08: Class 6 – EXAM 1
Assignment – Read Chapter 1
- 2/19/08: Class 7 – Chapter 1
Assignment – **Career Interview**, schedule Career Center Consultation Session
- 2/26/08: Class 8 – Assessment Review
Assignment – Study for Exam 2
- 3/04/08: Class 9 – EXAM 2
Assignment – Read Chapters 3 and 4
- 3/11/08: NO CLASS – SPRING BREAK
- 3/18/08: Class 10 – Chapter 3
Assignment – **Career Proposal**
- 3/25/08: Class 11 – Chapter 4
Assignment – Read Chapters 7 and 8
- 4/01/08: Class 12 – Chapter 7
Assignment – **“Careers in...” and Career Consultation Reaction Papers**
- 4/08/08: Class 13 – Chapter 8
Assignment – **Final Project**
- 4/15/08: Class 14 – Final Projects
Assignment – **Final Project**
- 4/22/07: Class 15 – Final Projects and Course Evaluations
Assignment – Study for Exam 3
- 5/06/08: Exam – 3:30 – 6:30 pm
Class Final Exam (Exam 3)

*Other important dates:

3/4/08 – Midpoint Withdrawal deadline

4/15/08 – Final day for Extra Credit submissions

This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.