

The University of Georgia

Fall Semester 2007- Syllabus

ECHD 2050: Academic and Career Planning
--

Section: 33-284

Time: Thursday 2:00 - 4:00 pm

Class Location: Russell Hall, RM 393

Instructor: Amanda Berger, M.A.

E-Mail: atberger@uga.edu

Office Location: Aderhold Hall RM 414

Office hours: Monday 4:30-5:30 pm and 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 desired please notify the Office for Disability Services and your instructor within the first 2 weeks of class. More information is available at: <http://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 and psychological assessments should contact Counseling and Psychological Services (CAPS), a unit of the University Health Center (UHC). Phone: 542-CARE (2273), after hour emergencies call 706-542-2200.

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 received more than one (1) week past the due date will not be accepted.

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 and Class Participation (45 pts)

Because this class should be seen as an asset to you and your future goals, you are expected to attend every class. At the same time, I understand that unforeseen circumstances may arise. As such, students have one (1) unexcused absence without penalization. **Failure to attend Assessment Day will result in an automatic drop from the course.**

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. Active engagement in this course is required for you to receive the full benefits. You will be working in groups on particular assignments and will be encouraged to join the discussions in class. To receive maximum participation points (5 pts per class), you are expected to contribute to each class. Lack of class involvement will result in point deductions. **If you maintain perfect attendance throughout the semester, I will reward you with 5 extra credit points!**

Assessments (15 pts)

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 15 pts for your complete and active engagement in the assessment process.

Website Assignment (15 pts)

You are responsible for evaluating 2 websites, O*NET, <http://online.onetcenter.org/> and a website you choose (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

Cost

Current/Updated

Variety of Topics

Contact Information

Disability Friendly

Exams (40 pts each= 120 pts)

The three (3) examinations will cover your textbook readings, in-class discussions, and attended activities. The exams will consist of multiple choice questions and short answers. 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...” Reflection Paper (25 pts)

Once during the semester, you will be required to attend one of the nine “Careers In...” Seminars and to write a 2-page reflection paper on the experience. Please see www.career.uga.edu for the complete schedule of the seminars.

Vocational Autobiography (30 pts)

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

- Personal Information- Age, Gender, Ethnicity, Education and Occupation of Mother, Education and Occupation of Father, 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 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
- Assessments- If you have already taken any assessments related to career and academic planning, give your reaction/perception of the results.

- Integrate background history and assessment results- Describe how your background and 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 (40 pts)

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 5-page paper covering what you learned from the interview and what the experience was like for you.

Career Counseling Proposal (20 pts)

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 page proposal for possible career and academic fields which might be a "good fit" for them. You will need to provide one copy for the other student and one for the instructor.

Reaction Papers (5 pts each = 30 pts)

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 (60 pts – 50 for project, 10 for presentation)

Your final project should represent a culmination of all the work and self-discovery you have accomplished in this class. It should be a meaningful learning experience, and guideline will be provided to you later in the semester. You will have ample time to complete the project, itself, and will be expected to present it to the class during the final exam period that has been designated by the university.

Extra Credit (up to 15 pts)

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 1-2 page write-up, you may earn up to 10 extra credit points (please see me for appropriate interview questions).

Grading

Your grade will be based on the completion of the following:

- | | |
|------------------|--------|
| - Participation | 45 pts |
| - Assessments | 15 pts |
| - Website Review | 15 pts |

- Exams 120 pts (40 pts each)
- “Careers In...” Reflection 25 pts
- Vocational Autobiography 30 pts
- Career Interview 40 pts
- Career Counseling Proposal 20 pts
- Reaction Papers 30 pts (5 pts each)
- Final Career Project 60 pts (50 pts for project, 10 pts for presentation)

Total Points Possible: 400

* Extra Credit Points: 15 pts (5 pts for perfect attendance and 10 pts for Career Center Interview)

Grade Scale:

* In order to determine your final grade, divide the total number of points received (out of 400) by 4.

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

**Assignments are due by the next class period*

8/16/07:

Class 1 – Introduction
Assignment – Chapter 2

8/23/07:

Class 2 – The Development Process of Making Career and Academic Decisions
Assignment – **Vocational Autobiography**

8/30/07:

Class 3 – ASSESSMENTS (Meet in Career Center Computer Lab)
Assignment – Chapter 5

9/6/07:

Class 4 – Educational Options
Assignment – Chapter 6

9/13/07:

Class 5 – Decision Making and Goal-Setting
Assignment – Study for Exam I

9/20/07:

Class 6 – EXAM 1
Assignment – Chapter 1

9/27/07:

Class 7 – Assessment Interpretation

- Assignment – Continue Chapter 1; **Website Review**
- 10/4/07:
Class 8 – Assessments and Self-Exploration
Assignment – Study for Exam 2
- 10/11/07:
Class 9 – EXAM 2
Assignment – Chapters 3 and 4
- 10/18/07:
Class 10 – Occupations and Explorations
Assignment – **Career Interview**
- 10/25/07:
NO CLASS – FALL BREAK
- 11/1/07:
Class 11 – Learning from Professionals, Diversity in the Workplace
Assignment – Chapter 7 and 8
- 11/8/07:
Class 12 – Becoming More Effective in Career and Academic Planning
Assignment – Study for Exam 3
- 11/15/07:
Class 13 – EXAM 3
Assignment – **“Careers In...” Write-Up**
- 11/22/07:
NO CLASS - THANKSGIVING
- 11/29/07:
Class 14 – Preparing for the Future
Assignment – **Career Counseling Proposal**
- 12/6/07:
Class 15 – Course Evaluations
Assignment – **Final Project and Presentation**
- 12/11/07: (TUESDAY)
Class Final Exam - 3:30 – 6:30 pm

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