

The University of Georgia
Department of Counseling and Human Development Services

ECHD 2050:
Academic and Career Planning
Section #: 71-652

Time: Wednesday, 2:30-4:25pm

Location: 393 Russell

Instructor: Leonid Yuryevich Orlov, M.S.

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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 **MUST** be present on **the Assessment Day and exam/presentation days. If you miss Assessment Day, you will receive a ZERO for [be automatically dropped from] the course. If you miss an exam or presentation day, you will receive a ZERO for the exam/presentation, unless there is a documented medical emergency, in which the instructor will arrange a make-up.**
- You are permitted a maximum of two unexcused absences. More than two absences will result in your inability to receive extra credit to make up for missed assignments.
- In order for an absence to be considered excused, you must provide documentation.
- If you are more than 10 minutes late to class or if you leave before class ends on 3 occasions, it will count as an absence.
- If you attend every class (without ever being more than 10 minutes late), 25 extra credit points will be added to your final grade. You must stay the entire class period in order to receive these extra credit points. Other extra credit opportunities will be posted on WebCT.

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. **You will receive up to 10 participation points will for each scheduled class meeting, depending on your involvement in classroom discussions.** 150 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 in each class meeting 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 [10 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 [5-8 points].
- **MINIMAL ACCEPTABILITY:** Passive participation including being present, awake, alert, attentive, but not actively involved [3-5 points].
- **UNSATISFACTORY:** Uninvolved including being absent, more than 10 minutes late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion [0-2 points].

Reports:

You will be expected to submit a total of 4 Reports throughout this course for a total of 100 points (**25 points** each). The Reports should reflect the assigned readings and class discussions. These papers should include your opinions and personal experiences regarding the topics discussed. Each Report must be typed, double spaced, have 1" margins, 12-point font, and be 1-2 pages in length.

Event Journals:

You will be assigned 4 Event Journals to complete in this course which will be worth a total of 200 points (**50 points** each). Each Event Journal should be 3-4 pages in length, stapled, typed, double-spaced, have 1" margins and 12 point font. The journals should be free of major spelling and grammar errors, follow a logical sequence, and include both an Introduction and a Conclusion. Event Journals are due at the beginning of class on the assigned due date.

Career Consultation Journal – your instructor will give you further details on how to sign up for the career consultation session in Aderhold Hall. You will document your experience in a journal.

Informational Interview Journal – Allows you to familiarize yourself with a particular career/employer. The interview can be with someone who is currently employed in the field, or with a professor or graduate student, who is associated with a major or department related to the field. This person cannot not be you relative.

Assessment Journals - Reflect on your experience completing the various assessments on Assessment Day. Discuss all 3 assessments, including the results! Do you agree with the

assessment of your interests and personality? Does it match your self-perception? 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? In addition, **you are required to have one session with a career counselor to discuss your assessment results** and relay your experience in a separate, Career Consultation Journal.

Career Fair Journal - You are required to attend a career event for 1-2 hours and write a paper documenting your experiences. This activity will allow you to learn more about careers of interest from actual employers. You must sign up for one of these events by January 23rd. If you do not attend the career event you originally signed up for, there will be a 10 point deduction from your journal grade. You may attend either a Career Fair event or a Career Seminar event.

Career Fair: Dress professionally for the Career Fair. You may choose between attending the Spring Career Fair on January 30th or the Journalism and Mass Communication Career Fair on February 6th. In your Career Fair Journal, document your experience at the Career Fair—what you learned from speaking with different employers, what you observed at the career fair, and how it will—or will not—affect your career decision-making process. A description of your experience with least 2 employers should also be 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. Furthermore, you must obtain at least 2 business cards from employers you spoke with and attach the business cards to your journal. Failure to do so will result in a 10 point deduction in your journal grade.

Career Seminar: Dress professionally for the Career Seminar. You may choose between attending the Careers in Forestry & Natural Resources seminar on January 31st, the Careers in Non-Profits on February 5th, or the Careers in Federal Government on February 13th. Each seminar is two hours long and you are expected to attend for the entire time. Speak with at least one panelist to get additional information and obtain their name & business card, which you will attach to your journal. Failure to include this attachment will result in a 10 point deduction in your journal grade. Document what you learned and observed during the panel discussion. Include in your paper ALL the panelists' names & the nature of their job. Document your thoughts about what was discussed. Describe how the careers mentioned meet—and doesn't meet—your personal goals and aspirations.

Exams:

There will be 3 examinations (**150 points** each), which will cover your textbook readings, in-class discussions, and related out-of-class activities. The exams will consist of multiple choice questions, short answers, and/or matching. Exams must be taken at the scheduled time. Make-up exams will only be given in the event of a documented medical emergency. Each exam is worth (450 points total).

Final Integrative Paper and Presentation:

Near the end of the semester, you will be expected to submit a comprehensive paper that documents your career journey throughout the semester. It should be 7-10 pages long, follow the same format as the Even Journal, and focus on how your opinions and goals regarding your future career/major have – or have not – changed throughout the semester. You should

discuss where you were in your decision-making process in the beginning of the class, where you are now, and your goals for the future. The paper should include how the different experiences in class—your assessment results, career fair experience, class discussions and readings—helped shape where you are now. Oral presentation (5 minutes maximum) should include only the highlights of the paper so that everyone has the chance to share. This is done not only out of respect for your classmates’ time; it also prepares you to state complex ideas clearly and succinctly. You are encouraged to use visual aids, but NOT PowerPoint. You must submit a hard copy of the Integrative Paper on the day of the presentation (last day of class). The paper and presentation are worth 100 points.

Extra Credit:

You will receive 25 points extra credit for attending every single class. Please check WebCT for opportunities to receive 25 more extra credit points.

Grading Procedures and Policies

A	94-100	=	940-1000 points
A-	90-93	=	900-930
B+	87-89	=	870-890
B	84-86	=	840-860
B-	80-83	=	800-830
C+	77-79	=	770-790
C	74-76	=	740-760
C-	70-73	=	700-730
D	65-69	=	650-690
F	64 and below	=	640 and 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. As a general rule, I will NOT accept late assignments, excepting for special circumstances, which must be communicated to me in writing (e.g., via e-mail). There will be several announcements made about receiving Extra Credit in order to alleviate missed opportunities to accrue points.
- 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. The latest version is available on WebCT.
- 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. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. “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	150 points
Reports (4x25)	100 points
Event Journals (4x50)	200 points
Exams (2x150)	300 points
Integrative Paper/Presentation	100 points
Final Exam	150 points
Total Possible Points	1000 points

Extra Credit

Perfect Attendance	25 points
Other TBA	25 points

Total Possible Extra Credit	50 points
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COURSE SCHEDULE

Date	Topic	Assignment Due	Reading Due
1/9/08	Course Introduction		Syllabus
1/16/08	Diversity	"Minority/Majority" Report	ONE (pp. 45-59 only)
1/23/08	Career Exploration <i>Theory</i>	"Role Inventory" Report (Exercise 2.3 on p. 89)	TWO (pp. 77-109)
1/30/08	No Class: Spring Career Fair		
2/6/08	ASSESSMENT DAY! Meet at Clark Howell Room 246 at class time	MUST ATTEND to avoid receiving ZERO points for the course (via Administrative Drop)	
2/13/08	TypeFocus, SIGI-3 & Strong	"Career Fair" Journal	ONE (pp. 5-44, 60-76)
2/20/08	Exam ONE	MUST ATTEND to avoid receiving ZERO points	

2/27/08	Guest Speaker: Strong Interest Inventory group interpretation	" Assessment " Journal	Your Strong results
3/5/08	Movie: "The Pursuit of Happyness"		SEVEN (pp. 207-224)
3/12/08	NO CLASS: SPRING BREAK		
3/19/08	Career Exploration <i>Methods</i>	" Web Search " Report	THREE - FOUR (pp. 111-144)
3/26/08	Exam TWO	MUST ATTEND to avoid receiving ZERO points	
4/2/08	Educational Alternatives	" Informational Interview " Journal	FIVE (pp. 153-183)
4/9/08	Decision Making	" Lifeline " Report (Exercise 6.2 on pp. 186-187)	SIX (pp. 185-206)
4/16/08	Guest Speaker/Movie: TBA	" Career Consultation " Journal	
4/23/08	Summing Up	" Integrative Paper "	
5/2/08 Fri!!	Final Exam: 3:30 - 6:30 pm		