

Department of Counseling and Human Development Services
The University of Georgia
Spring 2008

ECHD 2050:
Academic and Career Planning
Section #: 91-653 & 01-654

Time: Thursday, 12:30-2:30

Location: Russell Hall, Room 395

Instructor: Bridget Larsen, M.Ed.

E-Mail: blarsen@uga.edu

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 and exam/presentation days. If you miss Assessment Day, you will have to drop the course. If you miss an exam or presentation day, you will receive a ZERO for the exam/presentation, and your participation grade will be decreased.**
- You are permitted a maximum of two unexcused absences. More than two absences will result in 20 points taken off of your total points for each additional absence.
- In order for an absence to be considered excused, you must provide documentation.
- Please be on time to class. If you are more than 5 minutes late to class on more than one occasion or if you leave before class ends, 5 points will be deducted from your total points for each additional occurrence.
- If you attend every class (without ever being more than 5 minutes late), **15 extra credit points** will be added to your final grade. You must stay the entire class period in order to receive extra credit points.

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 [45 - 50 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 [40 - 45 points].
- **MINIMAL ACCEPTABILITY:** Passive participation including being present, awake, alert, attentive, but not actively involved [35 - 40 points].
- **UNSATISFACTORY:** Uninvolved including being absent, late, present but not attentive, sleeping, making irrelevant contributions that inhibit the progress of the discussion [35 points or less].

In addition, points will be deducted from your participation grade for distracting behaviors such as texting, reading the newspaper, playing sudoku, doing crosswords, playing on your laptop, etc.

The additional 50 points of your participation grade are through 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.

- ◆ Reaction Paper #1: Why are you enrolled in ECHD 2050? What are some of your tentative ideas for a major and/or a career?
- ◆ Reaction Paper #2: What are some ways you plan on increasing your cultural competence and celebrating diversity?
- ◆ Reaction Paper #3: Discuss how your values, skills, and interests play a role in choosing your major or career? (Discuss how it plays a role for *you*).
- ◆ Reaction Paper #4: Complete and type-up exercise 5.8 and 5.9 in your textbook.
- ◆ Reaction Paper #5: Discuss your career decision making journey through the semester. Where are you now? What are some of your short- and long-term goals?

*Please note that reaction papers are NOT the appropriate arena to argue personal grades. Please see the grade dispute policy.

Event Journals:

You will be assigned two Event Journals to complete in this course and will be worth a total of 100 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. There will be a 5 point deduction for each day the journal is late. Papers must be in hard-copy format; I will not accept Event Journals through email.

- Assessment Day Journal - 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 30 minute session with a career consultant from The Center for Counseling and Personal Evaluation to discuss your assessment results** and incorporate your experience into the paper.

- **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 2 exams given in this course, a midterm and a final. Both will consist of multiple choice, fill-in-the-blank, matching, and true/false questions and will come from the readings, handouts and class discussions. Each exam is worth 100 points (200 points total).

Final Integrative Presentation:

Near the end of the semester, you will be expected to give an 8 - 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. 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 presentation should include how the different experiences in class—your assessment results, career fair experience, class discussions and readings—helped shape where you are now. You are also required to interview someone related to your

field of interest—an employer, a professor, etc. (not a family member)—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; failure to do so will result in a 10 point deduction. 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 turn in a 3 page reaction paper detailing your experience. The paper must be handed into me by April 24, 2007.

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 point 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.
- **I will not accept any assignments by email.** All assignments must be either submitted in class or dropped off at my office.
- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- **Grade Dispute Policy:** If you disagree with a grade you received on an assignment or exam, you have the opportunity to dispute the grade in the following way: you must turn in a typed, formal paragraph discussing why you disagree with the grade you received. It must be turned in to me in person on the following class day. I will then review the dispute, and will re-evaluate your grade, which may involve either a raising or a lowering of the grade.
- **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
Journal Reactions (2)	100 points
Midterm Exam	100 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
1/10/08	Course & Syllabus Overview			Read Ch. 2
1/17/08	The Developmental Process of Making Career Decisions		p. 77-109	Read Ch. 1: 45-65 Write Reaction Paper #1
1/24/08	Diversity & Learning Styles	Reaction Paper #1		
1/31/08	No Class due to Spring Career Fair this week. (1/30/08)			
2/7/08	ASSESSMENT DAY! Meet at Clark Howell Room 246			Write Reaction Paper #2 Read Ch. 1: 1-44
2/14/08	Exploring the Self	Reaction Paper #2 Bring your assessment results to class!	p. 1-21	
2/21/08	Exploring the Self	Career Fair Journal Due	p. 22-44	Write Reaction Paper #3
2/28/08	Strong Interest Inventory Interpretation—Guest Speaker	Reaction Paper #3 Bring your SII results to class!		Study for Midterm Exam
3/6/08	Midterm			
3/13/08	NO CLASS: SPRING BREAK			Write Assessment Day Journal,
3/20/08	Movie Day!	Assessment Day Journal Due		Read Ch. 3-5
3/27/08	Career Exploration & Educational Alternatives		p. 111-183	Write Reaction Paper #4, Work on Final Integrative Presentation
4/3/08	Presentations	Reaction Paper #4 Final Integrative Presentation (Group #1)		
4/10/08	Presentations	Final Integrative Presentation (Group #2)		
4/17/08	Presentations & CDM Assessment	Final Integrative Presentation (Group #3)		Write Reaction Paper #5, Read Ch. 6-8
4/24/08	Decision Making & Personal Effectiveness	Reaction Paper #5	p. 185-244	Study for the Final
5/6/08	Final Exam: 12-3 PM			