

THE UNIVERSITY OF GEORGIA
Fall SEMESTER 2007
ECHD 2050

Course: ECHD 2050: Academic and Career Planning
Time: Tuesdays, 2:00-4:00p.m. **Location:** Clark Howell-CH-B1

Instructor: Timika Edwards, M.A.
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Office Hours: Thursday – by appointment **Office:** 414-A Aderhold Hall

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. The syllabus and handouts will be available on the University of Georgia's WebCT (<http://webct.uga.edu>).

Course Objectives: ECHD 2050 is a two (2) hour course that will orient you to the process of career selection and life planning. It focuses on self-assessment, decision-making, and career exploration. The course will educate you on how to choose a course of study compatible with your personality style, skills, abilities, interests, values, and motivations. You will also become familiar with resources that can help you in making academic and career decisions. Through active engagement in this process, you will develop the skills necessary to choose a major and/or career direction.

Course Requirements:

Attendance: Active engagement in this course is required for you to receive its full benefits. You will be asked to work in groups on particular assignments and will be encouraged to join the discussions in class. **Points will be deducted from the class participation grade for lack of involvement in classroom discussions.**

- You are allowed one unexcused absence for any day **other than the Assessment Day (August 28, 2007) or exam days.**
- If you have more than one unexcused absence, **your final course grade will be reduced by 5pts.** Your grade will be reduced by an additional 5pts for each additional unexcused absence.
- If you are ten minutes or more late to class on three occasions, it will be counted as an absence.
- If you attend every class (without being more than 10 minutes late), 10 extra credit points will be added to your final grade.

Participation (100 points): 100 points of the grade is determined through instructor evaluation of class participation and contribution. ***You can't participate if you are not present.*** Active participation is essential and will be evaluated in 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].

Journal Reactions (75 points): Three (3) journal reactions (25 points each) will be assigned. These are your insights and sharing of knowledge acquired after a class activity or assignment. Additional journal assignments may be given to you by your instructor during the semester. Each journal reaction must be **typed, double space, 12 font, 1-inch margins, and 2-3 pages in length.**

- **“Assessment Day” Journal Reaction (25 points)**

Reflect on your experience completing the various assessments on assessment day (i.e. Strong Interest Inventory, Typefocus, and SIGI). *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? Are there areas of your assessment results that are confusing or unclear?* Use this information, your readings, O*Net Online (<http://online.onetcenter.org/explore/interests/>), The Personality Page (www.personalitypage.com), and class discussions to write this Journal assignment.

- **“Career Fair” Journal Reaction (25 points)**

You are required to attend the Fall Career Fair at the Classic Center on **Wednesday, September 19, 2007** for 1-2 hours. Sharing your experience will be one of your journal assignments. This activity will allow you to learn more about a career of interest from an actual employer or explore a major of interest. If you have class conflicts and cannot attend this activity, please let the instructor know by September 12. You may be allowed to attend another instructor approved career center event. In your journal, reflect on what you learned from the experience and your reaction to the experience. **Dress professionally for the Career Fair, so you are prepared to meet potential employers. Juniors and seniors who are attending the fair will be dressed in suits. If you do not own a suit, wear the most formal clothing you have.**

- **“Diversity Exercise” Journal Reaction (25 points)**

Reflect on your experience of participating in the Diversity discussion. Discuss how diversity is relevant to your education and career choices. Discuss your feelings about the diversity discussion. What did you learn? Did you feel anything was missing or inaccurate in the lecture/activities? This assignment will allow you to reflect on the topic of diversity in the workplace.

Career Assessments (100 points): You will be taking several career inventories to assess your personality type, interests, skills, and abilities. Most will be administered during class time. You are responsible for completing the others as homework assignments. Each assessment is worth 10 points. You will integrate information from all of these assessments for your final paper, so it is important that you complete and save them all.

Career Consultant Meeting (25 points): You are asked to familiarize yourself with the resources of the Career Center. You are required to meet with a Career Center Consultant to learn about the resources and services offered by the Career Center. You need to be able to develop the ability to implement career searches using the resources of the center. You will need to schedule an appointment with a counselor by calling the Career Center at 542-3375. Your instructor will provide a list of questions to ask for meeting. This exercise is designed to assist you with making an initial contact with a Career Center Counselor. **Optional Interview Stream** please let instructor know if you already have already met with a consultant. A 2-3 page paper will be due about your experiences from either assignment.

Career Counseling Session (25 points): You are required to participate in a **free** individual career consultation session with a counselor at the Center for Counseling and Personal Evaluation in 425 Aderhold Hall. This session will be approximately 30 minute in length. The consultations will take place after they have received their results back from their assessments. The students will need to bring their assessments to their consultation. If you wish to have more than one session, you can. A sign-up sheet will be passed around in class to sign-up for the initial session.

Final Integrative Paper (100 points): Your assignment on this final paper will be to integrate the information generated by course activities. It must be typed, double spaced, have 1-inch margins and be 5-7pages long (not including the title page). An outline listing requirements for this assignment will be provided.

Exams (100 points each = 200 points): There will be two exams during the semester, which will consist of a mid-term and a final. Exams will consist of multiple choice and short answer questions that will come from the readings, handouts, and class discussions.

Exam/Quiz Policies: Exams will be given at the beginning of each scheduled class. Students arriving late to class will **not** be given additional time to complete the exam. Failure to attend class on the date of an exam without prior arrangement will result in a zero for the exam. Prior arrangements for exams are only made for unusual circumstances and are at the discretion of the instructor. Verification (e.g., from Health Center) must be provided to support requests for absences for illnesses. Excused absences, in which prior arrangements are not possible, (i.e. accident requiring hospitalization, death of an immediate family member, sudden illness, etc.) will be handled on a case by case basis and make-up exams will be administered as soon as possible after the missed exam. Students are not to ask classmates about the content of the exam or to discuss the exam with other students.

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.”

Career Search Presentations (100 points): After completing all the career assessments, you will begin to narrow down your career/major search. To assist you in this process, you will be asked to investigate one career in depth and present your findings to the class in an oral presentation accompanied by a power point presentation and an outline which will be distributed to each member of the class. This investigation will include the completion of **two Informational Interviews**, which will allow you to familiarize yourself with a particular career/employer. One interview must be with someone who is currently employed in the field; the other can be with a professor, graduate student, or college senior who is associated with a major or department related to the field.

Assignments

- All assignments and/or classroom activities within each category must be completed and turned in on the assigned day in order to get full credit.
- Assignments, journals, and classroom activities will count toward your grade in this course. You must be sure to hand in all written assignments at class time, on the dates they are due. **There will be a deduction of 5pts 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.

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 completion of the following:

<u>Classroom Attendance & Participation</u>	100 points
<u>Mid-Term Exam</u>	100 points
<u>Assessments and Other Related Activities (10 points each):</u>	100 points
▪ Friends Activity (10 points)	
▪ Values (10 points)	
▪ Work Motivations and Work Values (10 points)	
▪ TypeFocus (10 points)	
▪ Strong Interest Inventory (SII) (10 points)	
▪ SIGI PLUS (10 points)	
▪ Career Decision-Making System (CDM) (10 points)	
▪ Majors Checklist (10 points)	
▪ Skills/Abilities (10 points)	
▪ Job Rating Chart/Career Integration Sheet (10 points)	
<u>Journals</u>	75 points
▪ Journal Reaction (25 points) - Assessment Day	
▪ Journal Reaction (25 points) - Career Fair event	
▪ Journal Reaction (25 points) - Diversity Exercise	
<u>Career Counseling Session</u>	25 points
<u>Career Consultant Meeting or Interview Stream</u>	25 points
<u>Final Exam or Integrative Paper</u>	100 points
<u>Career Search Presentation</u>	125 points
Total Possible Points	650 points
<u>Career Autobiography</u>	4 extra credit points
<u>Perfect Attendance Bonus</u>	10 extra credit points
Total Possible Extra Credit	14 points

Grading Procedures and Policies:

A = 100-94%	605-650 points
A- = 93-90%	575-604 points
B+ = 89-87%	552-574 points
B = 86-84%	530-551 points
B- = 83-80%	500-529 points
C+ = 79-77%	477-499 points
C = 76-74%	455-476 points
C- = 73-70%	425-454 points
D = 69-60%	350-424 points
F = 59% and below	349 points and below

***Tentative* Course Schedule**

Date	Topic	Due Today	Text Covered Today
8/21/2007	Course & Syllabus Overview;	-	
8/28/2007	Assessment Day (meet in Clark Howell Hall, Room 246 at 2:00). Arrive 5 minutes early if possible.		-
9/4/2007	Career Exploration Work Values, Personal Values, and Motivation <i>Value activity</i>	"Assessment Day" Journal Reaction due	Chapter 1 (p.1-39) Chapter 2 (p. 77-109)
9/11/2007	Typefocus Interpretation; Skills/Aptitudes; <i>CDM</i>	Exercise 2.1 (p. 84-85), Your Career Autobiography. 2 page paper due. 4 extra credit points -	Chapter 1 (p.39-45 and 69-76); Appendix A (p.293-296)
9/18/2007	No class - Attend the Career Fair on 9/19 at the Classic Center (noon - 5pm)	-	-
Wednesday 9/19/2007	Career Fair on 9/19 at the Classic Center (noon - 5pm)		
9/25/2007	Holland types and environments; Strong Interest Inventory interpretation; Career Search <i>Friends Activity</i>	"Career Fair" Journal Reaction due Bring a printout of your Strong Interest Inventory results	Chapter 3 and 4 (p. 111-152)-
10/2/2007	Diversity discussion		Chapter 1 (p.45-65)
10/9/2007	Decision Making and Barriers	"Diversity" Journal Reaction due Skills assessment due (http://online.onetcenter.org/skills/)	Chapter 6 and 7 (p.185-224)
10/16/2007	Midterm Exam (<i>Major Checklist</i>)		
10/23/2007	Career Integration Exercise; Educational alternatives	Majors Checklist due; Bring all of your assessments to class (Values, Work Motivations, Work Majors Checklist due; Values, TypeFocus, Strong Interest Inventory (SII), SIGI PLUS, Career Decision-Making System (CDM), Majors Checklist, and Skills/Abilities)	Chapter 5 (p.153-183)
10/30/2007	<i>Guest Panelists</i>		
11/6/2007	Presentation Skills	Career Consultant meeting verification and Career Consultation Journal Reaction due	Chapter 8 (p.225-244)
11/13/2007	Resume Writing	Presentation Outline due	Chapter 9 (p.245-271)
11/20/2007	Career Presentations	Career Counseling Session attendance verification due	
11/27/2007	Career Presentations	Paper or Final Confirmation	-
12/4/2007	No class Friday Class schedule		-
12/11/2007 Tuesday	Final Integrative Paper Due or Final Exam (3:30-6:30pm)	Must come to the class and drop off paper at 3:30pm. Penalty applies if late.	