

The University of Georgia
Fall Semester 2008 - Syllabus

ECHD 2050: Academic and Career Planning
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Section: 02-391

Time: Wednesday, 2:30-4:35pm

Class Location: Russell Hall 393

Instructor: Tiffany Howell, M.S.

E-Mail: via WebCT

Office Location: Aderhold Hall (Room # TBA)

Office hours: Tuesday's 1:00-3:00; Wednesday's 10:00-11:00

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)

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.

Accommodation Needs:

The University of Georgia Department of Counseling and Human Development Services is committed to providing access to all persons with disabilities and will provide accommodation if notified. If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact me as soon as possible. Necessary academic accommodations will be made for you based on the recommendations received from Disability Services. You must be registered with Disability Services to receive academic accommodations. They are located in Clark Howell Hall and can be contacted at 706.542.8719 or drc.uga.edu.

Non-Discrimination and Anti-Harassment Policy

The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law and Board of Regents' policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Further information regarding the Non-Discrimination and Anti-Harassment Policy, as well as contact information for the Human Resources Department can be found at http://www.busfin.uga.edu/human_resources/.

Academic Honesty and Integrity:

The University of Georgia's Honor code states: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." 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>

1. All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense.
2. Academic honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge.

Suspensions of dishonesty will be reported to the Office of the Vice President for Instruction for resolution according to the UGA academic honesty policy, *A Culture of Honesty*. Students are responsible for reading and abiding by the honesty policy, which is found at: <http://www.uga.edu/ovpi>.

Course Requirements:

Students are expected to **attend class and be prepared** to discuss the assigned readings. Additional readings may be assigned during the semester and students are expected to read these as well. Students are encouraged to share information they have found that relates to the course.

Participation: (160 points)

160 points of your grade is determined through class participation and contribution. Active participation is essential to your learning and contributes to the learning of others. Students are expected to notify the instructor about absences and it is the student's responsibility to obtain the information missed. This includes collecting graded assignments. An excused absence will not adversely impact your participation grade. An excused absence is granted for extreme circumstances and may include illness or death of an immediate family member or illness supported by a doctor's excuse. Participation will be evaluated in the following way:

- **Unexcused absences: 10 points will be deducted from your participation grade for each unexcused absence.**
- Excellent = Proactive participation through leading, originating, informing, as well as asking questions that are thought provoking and indicate that you have **read** the material and reflected upon the readings and discussions. Participation does not mean dominating the discussion, making comments merely to make comments, or taking up class time with personal issues or tangential items. (7.5-10 points per class)
- Satisfactory = Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others. Active participation in group activities. (4.6- 7.4 points per class)
- Minimally acceptable = Passive participation including being present, awake, alert, attentive, but not actively involved. I call it the Aseat warmer@. While you may be learning, you are not contributing to others' learning nor are you assisting in producing discussions that engage others in learning. [2.6 – 4.5) points per class]
- Unsatisfactory = Uninvolved including being **absent, late**, leaving early, present but not attentive, sleeping, asking questions that clearly indicate you have not kept up with the readings or class discussions, and making irrelevant contributions that inhibit the progress of the discussion. **It also includes being rude by carrying on side conversations, reading the newspaper, or doing other things that are not related to the class discussion or activity** (less than 2.5 points per class)

Attendance (70 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 and/or leaving class early will result in deducted attendance points. At the same time, I understand that unforeseen circumstances may arise. As such, students have one (1) unexcused absence without penalization.

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 10 point attendance reduction, in addition to the natural occurrence of 10 deducted participation points. Excused absences will require proper documentation.

Failure to attend Assessment Day will result in an automatic drop from the course.

Exams (400 points: 200 points each)

There will be two examinations, a midterm and a final, which 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. The final **MUST BE TAKEN** during the scheduled final exam time slot.

Reaction Reports (100 points: 25 points each) 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.

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.

Coursework Research (15 points) You will choose two Majors of which you are interested in and turn in the coursework required to receive a degree in each major.

Vocational Autobiography (50 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 (50 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.

Final Project and Presentation (50 points: 40 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.

Assessment Journal (30 points). Reflect on your experience completing the various assessments on Assessment Day in a 2-3 page paper. 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?

Career Consultation Journal (30 points). Your instructor will give you further details on how to sign up for the required career consultation session that will be held in Aderhold Hall. During this session you will discuss your assessment results. You will then document this experience in a 1-2 page entry. What was discussed during the session? What strengths and/or needs were identified in your assessment results? Was the consultation helpful? Why or why not?

Career Fair Journal (30 points). You are required to attend a career event for 1-2 hours and write a 1-2 page paper documenting your experiences. This activity will allow you to learn more about careers of interest from actual employers. You may attend either a Career Fair event or a Career Seminar event. Dates and times of the events can be found at the Career Center or online at www.career.uga.edu.

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 whom 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. 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 do not meet—your personal goals and aspirations.

Extra Credit:

A short quiz of 4 questions will be given during each class period. The questions will relate to the readings assigned for that day, or topics discussed during class. You will be awarded .1/2 point of extra credit for each correct answer (up to 2 points daily). No additional extra credit will be given.

Grading Scale

A = 100-94%
A- = 93-90%
B+ = 89-87%
B = 86-84%
B- = 83-80%
C+ = 79-77%
C = 76-74%
C- = 73-70%
D = 69-60%
F = 59% and below

Tentative Course Outline:

Although every effort will be made to follow the course schedule, unforeseen circumstances may require that we deviate from the proposed schedule. If this should occur, the instructor will inform the students (in class and/or by e-mail) of the changes.

Class Schedule

8/20/08: Class 1 – Introduction
Assignment – Reaction Report on Class Expectations

8/27/08: Class 2 – Chapter 2
Assignment – Vocational Autobiography

9/03/08: Class 3 – ASSESSMENT DAY (meet in the Career Center)
Assignment – Read Chapter 1 and Print Assessment

9/10/08: Class 4 – Chapter 1
Assignment- Assessment Journal (freebie)

9/17/08: Class 5 – Diversity (Ch. 1)
Assignment – Reaction Report on Diversity

9/24/08: Class 6 – Interpretation Day
Assignment – Read Ch. 5&6

10/01/08: Class 7 – Chapters 5 and 6
Assignment – Coursework Research; Read Ch. 3

10/08/08: Class 8 – Chapter 3
Assignment – Study for Midterm

10/15/08: Class 9- Midterm
Assignment- Reaction Report on Midterm

10/22/08: Class 9 – Chapter 4
Assignment – Career Interview: Read Ch. 7

10/29/08: Class 10 – Chapter 7
Assignment – Reaction Report on Ch. 7

11/05/08: Class 11 – Chapter 8
Assignment – Read Chapter 9

11/12/08: Class 12 – Chapter 9
Assignment – Careers Fair Journal

11/19/08: Class 13 – Chapter 10
Assignment – Final Project

11/26/08: THANKSGIVING BREAK
NO CLASS

12/03/08: Class 15 – Final Projects
Assignment – Career Consultation Journal

12/10/08: - READING DAY
NO CLASS

12/12/08: (FRIDAY) – Final Exam
3:30-6:30

Important Dates:

Aug. 21- Last day to drop classes

Aug. 22- Last day to add classes

Sept. 2 or 3- Assessment Day

Oct. 23- Last day to Withdrawal from classes

Nov.24-28- Thanksgiving Break

Dec. 10- Reading Day

Please Note:

For undergraduate students, there is now a limit of four (4) career withdrawals at UGA before all subsequent withdrawals receive an automatic grad of WF (Withdrawal Failing). The count will begin Fall 2008 regardless of when a student matriculated and of any withdrawals in previous terms. All withdrawals are included in the count except: Hardship Withdrawals, Withdrawals from Audited Courses, and Military Withdrawals.