

Department of Counseling and Human Development Services
The University of Georgia
Spring 2009

ECHD 2050:
Academic and Career Planning
Section #: 24-895

Instructor: Carla Sutton Moore, Ed.S., LPC, NCC

Time: Mondays, 12:20-2:15pm

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Location: Russell Hall, Room 395

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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.

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.

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), 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 necessary please notify the Office for Disability Services and your instructor within the first two weeks of class. More information is available at: 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/psychological assessments should contact Counseling and Psychological Services (CAPS), a unit of the University Health Center (UHC). Phone: 542-CARE (2273), after hour emergencies: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.

COURSE REQUIREMENTS

1. Attendance (50 points):

- You are allowed a maximum of two unexcused absences. **However, you MUST be present for 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.**
- **If Assessment Interpretation Day is missed, five (5) points will be deducted from your attendance grade.**
- In order for an absence to be considered excused, you must provide documentation.
- If you are more than 10 minutes late to class on two or more occasions, it will be counted as an absence. If you leave class before class ends on more than 2 occasions, it will count as an absence.
- If you attend every class (without being more than 10 minutes late, and without leaving early), 10 extra credit points will be added to your final grade.
- Note: you will not receive full attendance points if you are absent or late.
- ****Please do not pack up your books, notebooks, laptop, etc until class time is over**.**

2. Participation (100 points):

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 [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].

3. Vocational/Career Autobiography (100 points): typed, db-spaced, 1" margins, 12pt. font

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.

4. Journal Reaction Papers (2 at 50 points each):

Two journal reaction papers will be assigned. These papers should include your opinions and personal experiences regarding the topics discussed. Each reaction paper must be typed, double spaced, 1" margins, and 12-point font. (Page length specified below).

- Assessment Day and Interpretation Journal Reaction- *Reflect on your experience completing the various assessments on assessment day. 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? Do you think that the results of these assessments will affect your decision-making process regarding your career?* The Assessment Day and Interpretation Journal Reaction should be typed, double-spaced, 1" margins, 12-point font, and be 2-3 pages in length.
- "Careers In" Reaction Paper: Once during the semester, you will be required to attend one of the "Careers In..." seminars and to write a 2-3-page reflection paper on the experience. Additionally, you should use this event as a networking opportunity; as such, you will need to get a business card and/or contact information of the employer from the event you attend and submit it with your paper. Please see www.career.uga.edu for the complete schedule of the seminars. You will need to choose which event you will be attending and submit your choice in writing by the fourth week of class (Mon Feb. 2nd).

5. Diversity Activity (75 points):

You must attend a diversity event or activity hosted by one of the following offices: Office of Institutional Diversity, Institute for Womens' Studies, College of Education (diversity seminars), or the Office of Intercultural Affairs (<http://www.uga.edu/diversity/events/index.html>, http://www.uga.edu/iws/events/womens_history_month/2008_calendar.html, <http://www.uga.edu/coenews/>, (click COE calendar), or <http://www.uga.edu/ica/ica/news.htm> . You will be expected to give a 5-10 minute oral presentation that describes the event, your experience, and its impact on your views on diversity and cultural awareness and sensitivity. Visual aids and/or handouts are optional, but encouraged. **Note: your activity presentation is due on March 30th!**

6. Career Interview (100 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 3-4-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.

7. Exams (150 points each):

There will be 2 exams given in this course, a midterm and a final. The examinations 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.

8. Final Integrative Presentation (150 points):

Near the end of the semester, you will be expected to give a 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. A good presentation would include how the different experiences in class (your assessment results, careers in/career fair experience, diversity event experience, class discussions and readings, etc.) helped shape where you are now. 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. References and resources must be cited.

Extra Credit Opportunities (due by Mon. April 27th). You allowed 2 extra credit opportunities:

- If you have perfect attendance, you will automatically receive 10 extra credit points.
- Website Assignment (20 points)
You are responsible for evaluating 2 websites; one will be O*NET, <http://online.onetcenter.org/> and one will be a website you choose (it 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 and Cost, Current/Updated, Variety of Topics, Contact Information, Disability Friendly

- Career Fair Journal Reaction (25 points)- You are required to attend the Fall Career Fair at the Classic Center on **Wednesday, Jan. 28th (12-5pm)** for 1-2 hours. This activity will allow you to learn more about careers of interest from actual employers. **Dress professionally for the Career Fair.** After attending the Fall Career Fair, you are required to submit a 2-3 page Career Fair Journal Reaction that documents your experiences at the Career Fair. A description of your experience with at least 2 employers should be also 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.
- Career Consultation (25 points): You will have one 30-minute individual career consultation session at the Counseling Center in Aderhold Hall. You must schedule this appointment and submit appt. time to teacher; and must attend the session and submit a reaction paper. You will be expected to turn in a 2-3 page reaction paper to the session.

Grading Procedures and Policies

A	94-100	=	940-1000 points
A-	90-93	=	900-939
B+	87-89	=	870-899
B	84-86	=	840-869
B-	80-83	=	800-839
C+	77-79	=	770-799
C	74-76	=	740-769
C-	70-73	=	700-739
D	60-69	=	600-699
F	59 and below	=	599 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. There will be a 5% 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.
- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- 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.”

Grading Criteria

The actual grade you receive in the course will be based on the completion of the following:

Classroom Attendance	50 points
Classroom Participation	100 points
Vocational/Career Autobiography	100 points
Journal Reactions (50x2)	100 points
Midterm Exam	150 points
Career Interview	100 points
Diversity Activity	100 points
Final Integrative Presentation	150 points
Final Exam	150 points
Total Possible Points	1000 points

Extra Credit (only 2 allowed)

Perfect Attendance	10 points
Web Search Report	20 points
Career Fair	25 points
Career Consultation	25 points

Utilization of Office Hours

You must e-mail the instructor with the questions that you want addressed during office appointment. Any questions about grades need to be discussed in person during office hours. The instructor will not discuss test or paper grades via email.

Contacting the Instructor

The instructor will return all e-mails within 24-48 hours during the business week. The instructor does not check e-mail after 5 PM or on the weekends. Please be aware of this before major deadlines.

Cell Phone Usage

Cell phones should be turned off or to vibrate during class times. Cell phone use during class is prohibited unless you speak to the instructor about special circumstances.

COURSE SCHEDULE

Date	Topic	Reading/Assignment Due Today	Text Covered	HW Assignment
1/12/09	Course & Syllabus Overview			Review Syllabus
1/19/09	No Class – Dr. Martin Luther King, Jr. Day			Read Ch. 1
1/26/09	Exploring Self	Ch. 1	Ch. 1	Read Ch. 2
2/2/09	Career Development and World of Work	Ch. 2	Ch. 2	Work on Career Autobiography
2/9/09	Assessment Day: Career Center – Clark Howell Rm. 246	*after completing assessment in class, printout pg. 3 – bar sheet*		Complete Career Autobiography
2/16/09	Diversity & Cultural Competence	Career Autobiography Due	Ch.1	Assessments printout to be taken to assessment interpretation/ Read Ch.3
2/23/09	Assessment Interpretations: Creswell TV Lounge			Complete Assessment Day and Interpretation reaction paper/Read Ch. 4
3/2/09	Occupational Info/Career Exploration Methods *Review for MIDTERM	Ch.3/4 Assessment Day and Interpretation Reaction paper due	Ch.3/Ch.4	Study for Midterm/work on Career Interview
3/9/09	No Class – Spring Break			Study for Midterm
3/16/09	MIDTERM EXAM	Ch. 1-4		Read Ch. 6/Complete Career Interview
3/23/09	Factors in Decision Making	Ch. 6 /Career Interview due	Ch. 6	Complete Diversity Activity
3/30/09	Diversity Activity Presentations	Diversity Activity due		Read Ch. 7
4/6/09	Diversity Presentations/Overcoming Hurdles	Ch. 7	Ch. 7	Ch. 5 & 8 (p. 230-244) Complete “Careers In”... reaction
4/13/09	Educational Alt/ Becoming Personally Effective	Ch. 5 & 8/ “Careers In”...reaction paper due	Ch. 5 & 8	Complete Final Projects
4/20/09	Final Projects	Final Projects		Complete Final Projects
4/27/09	Final Projects/ Review for Final	Final Projects		
TBA	FINAL EXAM			

*WITHDRAWAL DEADLINE - MARCH 24, 2009

*READING DAY – MAY 1, 2009