

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

ECHD 2050:
Academic and Career Planning
Section #: 34-906

Time: Wednesdays, 2:30-4:25 pm
Location: Aderhold Hall Room 417
Instructor: Cassaundra Trimble, LAPC, NCC, MS

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Office: 407 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.

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)

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), the Career Decision-Making System (CDM), SIGI 3, 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: (706)542-8719 or (706)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: (706)542-CARE (2273), after hour emergencies: (706)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:Attendance:

- You are allowed two unexcused absences for any days **other than the Assessment Day or exam/presentation days. If you miss any of these days, you will have to drop the course.**
- If you have more than two unexcused absences, your participation grade will be reduced by 10 points for each additional unexcused absence.
- In order for an absence to be considered excused, you must provide documentation.
- If you are more than 5 minutes late to class on two or more occasions, it will be counted as an absence.
- If you attend every class (without being more than 5 minutes late), 5 extra credit points will be added to your final point total.

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].

Reaction Papers: (25 points)

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 is worth 5 points.

Journal Reaction Papers: (100 points)

Two journal reaction papers (50 points each) will be assigned:

- Assessment Day Journal Reaction/Assessment Interpretation- 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? Was the assessment Interpretation helpful? Why or Why not? The Assessment Day Journal Reaction should be typed, double-spaced, 1" margins, 12-point font, and be 3-4 pages in length. **You must attach documentation to your paper that confirms that you completed ALL of the required assessments in order to receive full credit! Failure to do so will result in a 25 point deduction.**
- Career Fair Journal Reaction- You are required to attend the Spring Career Fair at the Classic Center on **Wednesday, January 28th** 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 Spring Career Fair, you are required to submit a 3-4 page Career Fair Journal Reaction that documents your experiences at the Career Fair. A description of your experience with least 2 employers should be also included in your journal, detailing how you feel the job meets or does not meet your own personal career goals and aspirations. Please include the names and organizations of the employers with whom you spoke. Career Consultation (20 points: 5 points for scheduling, 15 points for reaction paper)

Career Consultation: (25 points)

As part of this class, you will have one 30-minute individual career consultation session at the Counseling Center in **424 Aderhold Hall**. You will be expected to turn in a 1-page reaction paper to the session.

Career Interview: (25 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.

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.

Exams: (100 points)

There will be 2 exams given in this course (50 points each). Both will consist of multiple choice and short answer questions and will come from the readings, handouts and class discussions.

Final Integrative Presentation: (75 points)

Your final will consist of an integrative presentation. You will be expected to give a 10 minute presentation that documents your career journey throughout the semester. The presentation should focus on how your opinions and goals regarding your future career/major have changed—or not changed—throughout the semester. A good presentation would include how the different experiences in class (your assessment results, career fair experience, class discussions and readings, etc.) helped shape where you are now. You are also required to interview someone related to your field of interest (an employer, a professor, etc.) and incorporate what you learned from that interview into your presentation. Please also include information from your vocational autobiography. Visual aids and/or handouts are optional, but **STRONGLY** encouraged. Creativity will be a big part of your grade.

Extra Credit:

If you have perfect attendance, you will automatically receive 5 extra credit points. Additionally, if you schedule an appointment with your designated career consultant (see www.career.uga.edu) and conduct an interview with a 1-2 page write-up, you may earn up to 10 extra credit points (please see me for appropriate interview questions). Lastly, if you set up, complete, and write a 1-2 page reaction paper to an externship through the career center

(you must register for this at the beginning of the semester through the career center), you may receive up to 10 extra credit points.

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

Grading Criteria

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

Classroom Participation	100 points
Reaction Papers (5)	25 points
Journal Reactions (2)	100 points
Career Consultation	25
Career Interview	25
Vocational Autobiography	50
Exam #1	50 points
Exam #2	50 points
Final Integrative Presentation	75 points
Total Possible Points	500 points

Extra Credit

Perfect Attendance	5 points
Career Consultant	10 points
Externship Write-up	10 points
	25 points

COURSE SCHEDULE

Date	Topic	Due Today	Text Covered	HW Assignment
01/14/09	Introduction	N/A	N/A	Chap 2
01/21/09	Resume Building and Professionalism/Career Exploration	N/A	Chap 2	Build Resume & Prepare for Career Fair
01/28/09	Spring Career Fair— Classic Center	N/A	N/A	Career Fair Journal
02/04/09	ASSESSMENT DAY— Clarke Howell Hall	Career Fair Journal	N/A	Read Chap 5
02/11/09	Educational Alternatives	N/A	Chap 5	Read Chap 6/ Career Interview
02/18/09	Decision Making/Study Guide	Career Interview Paper	Chap 6	Study for Exam #1
02/25/09	Assessment Interpretation— Creswell TV Lounge	N/A	Chap 1	Career Consultation & Study for Exam #1
03/04/09	Exam #1	Career Consultation Paper	1,2, 5, 6	Enjoy Spring Break
03/11/09	SPRING BREAK			Read Chap 1
03/18/09	Diversity	Assessment Journal	Chap 1	Read Chap 3 and 4
03/25/09	Career Exploration		Chap 3-4	Read Chap 7 and 8
04/01/09	Movie			Vocational Autobiography
04/08/09	Movie/Study Guide	Vocational Autobiography		Study for Exam #2
04/15/09	Exam #2		1,3,4,7,8	Work on Presentations
04/22/09		Presentations		Work on Presentations
04/29/09		Presentations		Work on Presentations
05/04/09	Final Exam 3:30-6:30	Presentations		