#### Community College of Philadelphia

#### COUN 101 On-Line: Life Planning & Career Decision Making (3 credits)

#### Spring 2015 Syllabus•CRN: 18192 Section 901

**Course Description & Objectives**

This is a course in theories, techniques, and resources for career exploration. Opportunities for self-assessment are provided with assignments designed to identify personal interests, abilities, values, and experiences as a basis for generating career alternatives. The decision-making model presented has applications for facilitating vocational selection and is equally appropriate for general life planning. The multi-media approach to world of work information includes identifying and utilizing printed and computerized resources, and professional development planning.

**Prerequisites:** Students taking this course should be ENGL 101 ready. Since this is an online course, it is important that you are comfortable performing certain tasks with computers, such as saving documents, attaching files to emails, and browsing the internet. *If you are not comfortable with computers or have trouble performing these tasks, you may struggle in the online environment and an online course may not be your best option.*

Students who successfully complete this course will:

1. Understand and explain the major theoretical perspectives in career development.
2. Have enhanced knowledge of decision-making skills based on rational systematic methods for choosing occupations and setting career goals.
3. Have an increased awareness of their values, skills, career interests, and goals and understand how they relate to occupational decisions.
4. Develop a career plan (or two) that includes an educational program conducive to reaching identified goals.
5. Understand the components involved in the job search process, such as resume writing, interviewing skills, and search strategies, including web resources.
6. Be aware of career related resources available for the career exploration process.
7. Achieve a greater knowledge of the world of work including occupational options, labor market trends, and occupational job outlooks.

**Required Textbook**

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Lock, R. D. 2005 *Taking Charge of Your Career Direction: Career Planning Guide,* Book 1, 5thed.

**NOTE**: You are strongly advised to purchase the text. However, there is a copy of the text on reserve in the library on the main campus. You can use this text in the library for 2 hours at a time.

**Instructor Information**

**Instructor:** Shawnya D. Bryant, M.S.

**E-mail:** CANVAS Email is the best and requested way to contact me.

Generally, I log on to the course once a day in the early morning or late afternoon. If you email me, please allow 24 to 48 hours for a response. If you cannot access CANVAS’s email for some reason, you can email me at sbryant@ccp.edu.

**Phone:** 215-751-8176

Please leave a voice message if you call; I will return your call as soon as I can, but this option usually takes longer than email.

**Office**: BG-07

**Office Hours:** I welcome the opportunity to meet my online students face-to-face. You can walk in during my drop in hours in the Counseling Center during the following times:

 **Wednesday 9:00am – 12:30pm**

 **Thursday 9:00am – 12:30pm**

We can schedule an appointment if the times I have available are not convenient for you. We can also talk on the phone during a scheduled time. Please contact me immediately if you have any problems, questions, or concerns: **Don’t wait!**

**Course Delivery & Structure**

Welcome to COUN 101 on-line! This course is designed to help you through the process of selecting a career. The career exploration process, and this course, is divided into 3 units:

1. In **Unit 1**, you will take a number of different assessments to learn about your skills, abilities, values, and personality. These assessments will help you generate a list of potential careers that might be a good fit for the kind of person you are. The goal is for you to complete Unit 1 of the course with a list of 20 careers in which you might be interested. It’s important to remember that these assessments can’t tell you what major you should pursue or career path you should take. Instead, they are designed to increase your self-awareness so you can choose a future that fits with who you are as an individual.
2. In **Unit 2** of the course, you will research the careers on your potential jobs list to gather information, such as salary, daily activities, and training and education required. You’ll learn about and conduct an occupational interview with someone in the field in which you’re interested. You will also learn about different ways you can narrow down your list of possible careers, including an objective decision-making matrix. By the end of Unit 2, you should have about 1 to 3 serious career possibilities.
3. In **Unit 3**, you’ll learn about goal setting and explore your educational options. We’ll also cover job search strategies, including how to write a resume and cover letter.

By the end of the semester, you may find that you are not yet ready to make a career decision and need more time to explore. It's OK if at the end you only have a tentative idea of where you are heading. I think you’ll still feel this course was valuable; you’ll learn a lot about yourself and resources available that can help you as you continue to work on exploring your options.

As for the delivery of the course, there are no face to face meetings - we will work entirely on-line through *CANVAS*. **The Module Tab** in *CANVAS* is where you will go each week to get your weekly assignments. The **Course Calendar in the Syllabus** gives you a weekly overview of topics and deadlines **(Ignore the Calendar in CANVAS!)**. Each week, you will have different tasks to complete, which will generally include:

* Reading a portion of a chapter from the textbook
* Completing an assignment from the textbook and/or the internet related to the topic of the week. (You won’t submit the assignments to me but will use them to answer questions in the weekly discussion forums.)
* Posting your answer to the questions in the weekly forum by the deadline
* Responding to 2 different classmates in the weekly forum by the deadline

**NOTE**: Your 3 responses in the weekly forum must be posted on 3 different days.

A new week begins every Sunday at 12:01 am (when most of us are sleeping) and ends the following Saturday11:50 pm. It is easier for students to push work aside and fall behind in an on-line class so I have deadlines within each week as follows:

**IMPORTANT:** Week 1 has an altered schedule, as explained in the Syllabus Calendar because classes begin on a Tuesday.

|  |  |
| --- | --- |
| Sunday 12:01 am | * A new week begins
* The timeline & assignments for the upcoming week become available
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| Wednesday 11:50 pm | * Your personal response to the weekly forum is due (which will often require that you have read the chapter and completed an assignment.)
* Responses to the weekly forum submitted on a Thursday earn an automatic zero (0)
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| Saturday 11:50 pm | * The week ends
* Your 2 responses to 2 different classmates in the forum are due (remember, all responses must be on 3 different days)
* Responses to classmates submitted on a Sunday earn an automatic zero (0)
 |

**Grading Information**

You will receive a letter grade in this course. Points will be earned from the following items, each explained in further detail on the next page:

Syllabus Quiz 15 points

3 Chapter Quizzes @ 25 points ea. 75 points

Resume & Cover Letter 50 points

13 Discussion Forums @ 20 points ea. 260 points

  **Total Points Possible 400**

Syllabus Quiz: In week one you will take a brief quiz that covers key points from the syllabus.

Textbook Quizzes: There will be 3 open book quizzes worth 25 points each. Each will consist of true/false, multiple choice, and/or matching questions on pages assigned from the textbook.

Resume and Cover Letter: Towards the end the course, you will submit a resume and cover letter. More information will be provided later.

Discussion Forums: The majority of your grade relies on your participation in the weekly discussion forums. There are 14 forums this semester, earning you up to 20 points each week. Of the 14 forum grades, your lowest grade will be dropped so your highest 13 will count towards your final grade – this is designed to give you flexibility in case you forget a forum, do poorly on one, or submit a forum late. For each weekly forum, you will:

1. Start a new thread where you answer the questions posed in the forum **in your own words and it must be at least 200 words**. Your initial response is worth up to 10 points out of the 20 total for the week.
2. Respond with a meaningful post to 2 different classmates. Each classmate response is worth up to 5 points each out of the 20 total for the week. **It must be at least 100 words.**
3. Submit each of these 3 posts on 3 different days. Posting on 2 different days will result in a loss of 5 points; posting all on 1 day will result in a 10 point loss. **Rationale:** When students post all on one day, they don’t go back into the forum to read responses to their initial post or answer any follow up questions. By requiring that you log on to the class on 3 different days, my hope is that you will be more interactive with me and your classmates in the forums and thus, get more from this course.

**Discussion Forum Grading Guidelines**

The discussion forums are a vital component to the success of this course. Former students often say that the best part of this course is the help and information that they get from classmates in the forums. **Therefore, I want to you do most of the "talking" with each other, rather than me doing all of the talking in the forums.** I can tell you a lot about counseling as a career but don't know much about advertising; fortunately, we don't just have to rely on just me because you have each other. And although I read every response posted, I won’t always respond to every student’s post each week.

65% of your final grade will come from the points you earn in the forums. When I grade your forums, I look for a number of things, explained below. If you do not earn full credit for a post, I will leave notes that explain why so be sure to check these first if you have questions about your forum grades.

**For your initial post (when you start a new thread and answer the questions I’ve posed in the weekly forum), I look for the following:**

1. **Timeliness and Appropriate Word Count:** Did you post your response on time, before the deadline? ***Is your initial response at least 200 words?***  If the answer is no, you get an automatic zero (0).
2. **Quality/Thoroughness:** Did you answer all of the questions for the forum thoroughly and completely in your own words? I am looking at the depth of your answer and how well you summarize (not copy) the information you gained. Instead of just listing things, did you give examples or give an explanation? Did you use your own words or did you copy your answers from your source? Cutting and pasting or copying your answers from another source will result in a significant loss of points.
3. **Organization:** Are your thoughts and ideas clear and easy to understand? Do they follow the same structure as the forum questions, such as numbering your answers to follow the questions?
4. **English & Grammar:** Did you explain in full, complete, grammatically correct sentences? Is your answer free of errors, including text messaging language such as “2”, “ u”,” i”, “plz” etc?

**In your responses to classmates, I look at the following:**

1. **Timeliness:** Did you post your responses on time, before the week ended? ***Is your classmate response at least 100 words?*** If the answer is no, you get an automatic zero (0).
2. **Quality:** Did you provide an insightful or thought-provoking comment or question or provide useful information to your classmate in a supportive, helpful, and respectful manner? **A response of “I agree" or "Good luck to you in your future" will not earn you any points!**
3. **English & Grammar** Did you use correct English, sentence structure, grammar, etc...? Is your answer free of errors, including text messaging language?

**Lastly, I verify that you posted an Initial Response and your 2 Classmate Responses in each weekly forum on 3 different days.**

**Course Policies**

Attendance: The College’s attendance policy allows you to miss the equivalent of two weeks’ worth of work, consecutive or not. Since this class has no on-campus meetings, attendance will be based upon your weekly participation in the discussion forums and quizzes. You earn one week’s worth of absences every time you earn 5 or fewer points in a weekly forum. For each absence beyond 2 weeks, your final grade will be lowered by one letter grade.

Deadlines/Lateness: Late work is NOT accepted because you are given advanced notice of all assignments and associated deadlines. Please plan ahead to account for computer or internet problems. Specifically, remember these things:

* Your initial response to the weekly forum is due by 11:50 pm each Wednesday. If your post is submitted on Thursday, you will get an automatic zero (0). *CANVAS* time stamps your post at the time you submit it, not from when you start writing your post. If you begin your post at 11:25 pm but don’t submit it until 12:02 am on Thursday, it will be considered late and receive no credit.
* Your 2 responses to 2 different classmates are due by 11:50 pm each Saturday night when the week ends. Responses to classmates posted on Sunday will not receive any credit.
* Quizzes will only be available until the week ends on Saturdays at 11:50 pm; they will be inaccessible after that time. If you miss a quiz, you will earn a 0.
* Any Resume and Cover Letter assignments submitted beyond the deadline will earn an automatic zero (0).

**Exceptions:** Sometimes a student will have extraordinary life circumstances that might warrant an exception to the lateness or attendance policy. Examples include unavoidable emergency situations, a serious illness, injury, hospitalization, a family situation or accident. If you think you have one of these special circumstances, contact me immediately. Your request for an exception must come in a reasonable amount of time of missing a deadline (about a day) and will generally require documentation. Any special arrangements are at my discretion and will be communicated via email; a late penalty may apply.

**Be advised 🡪Procrastination, computer/internet problems, forgetting, and other similar excuses are not unexpected emergencies and will not be considered valid excuses.**

Academic Honesty Policy: Refer to the Student Handbook/Planner for the complete academic honesty policies of the institution. Cheating may result in a grade of zero for the assignment or exam or withdrawal from or failing of the course. In an on-line course, sharing test answers with classmates before they have taken it is cheating and will result in a 0 for the exam for all involved. It is also considered cheating if you copy and paste answers from a web site. You are expected to write answers in the forums using your own words.

Withdrawal Procedures: Students who wish to withdraw must do so by **Monday, April 13th**. This is important to earn a grade of “W” and not an “F” for a class. After this date, students will be awarded the grade they have earned. If you want to withdraw from the course you must submit the appropriate paperwork to the Office of Records and Registration; don’t just stop participating in class and assume I will drop you.

Classroom Conduct: Students are expected to be courteous and respectful towards others at all times. Inappropriate language is unacceptable and will not be tolerated. Treat others as you wish to be treated. We may see a range of viewpoints during this class; you are expected to express any differing opinions diplomatically. Violations may result in a student being administratively withdrawn from a course.

Center on Disability: The College’s policy is to provide reasonable accommodations to students who have documented disability conditions (eg. physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to meet course requirements. Students with disabilities should contact the Center on Disability (MG-25 or 215-751-8049) for a confidential discussion of their individual need for academic accommodation.

**Getting Help**

**Department of Distance Education:** [http://www.ccp.edu/site/de/ Includes](http://www.ccp.edu/site/de/%20Includes) tutorials for using CANVAS, information about your username and password, and how to contact staff in the Distance Ed.

**Help from Instructor:** Please communicate any difficulties immediately to me. Use CANVAS’s email system for the questions you would typically ask your teacher in private. For questions that you would generally ask aloud in class, please see below in “Classmates”.

**Help from Classmates:**  You can communicate with each other through the CANVAS email system, through the discussion forums, and by using the special “Help! I have questions; do you have answers” discussion board in the course. Please use this “Help” forum for any questions that you would ask in a face-to-face class, such as clarification of a task. Feel free to answer other students’ questions.

**Minimum Computer Needs for Using CANVAS**

* + Hardware processor speed should be 600 mhz or greater.
	+ Internet connection of 56 kbs dial-up minimum, broadband (cable or DSL) preferred.
	+ AOL NOT recommended, if used, MUST be used with IE or other recommended browser.
	+ PC: Any currently supported Microsoft Windows OS, Internet Explorer 7.0x (preferred), Firefox 2, NetScape 7.2, Mozilla (current version)
	+ Mac: OSX - Safari Version 1.x, NetScape Version 7.2, IE NOT supported on Mac
	+ This series will have a PowerPoint lesson, if you do not have PowerPoint a viewer can be downloaded at: <http://www.microsoft.com/downloads/details.aspx?FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485&displaylang=en>

**How to be Successful in This Course**

* You must have reliable internet access, preferably from home. Loss of problems with internet access is NOT an acceptable excuse for lateness so have a backup plan!
* You should have basic computer skills and be able to navigate the Internet, save documents to your computer’s hard drive or a disc, and send and receive emails with attachments
* Be sure to keep up with the assignments and readings; it is easier to fall behind than it is to catch up. Do a little bit of work each night to avoid falling behind.
* Check your CANVAS email each time you log onto the course as this is how I will communicate important announcements to you.
* Be active in the course and participate in the discussion forums. These count as your attendance. Respond to each other and help answer questions. Students often report interaction with classmates in these forums as the most useful part of the class.
* Do not assume that an on-line class is easier or takes less time than an on-ground class. Most students spend the same amount of time completing work for an online class as they do going to class and doing homework.
* Ask questions as needed!! If you experience any problems, notify me quickly as possible; do not wait until several weeks into the course to make contact; I cannot help you at that point!

**Course Calendar**

**\*\*NOTE: Week 1 has slightly altered deadlines due to the semester beginning on Tuesday**

| **Session #** **& Dates** | **Topic** | **Deadlines to Remember** |
| --- | --- | --- |
| Session 12/10 to 2/14 | Introductions, Learning Web Study, Syllabus | **Forum 01** IntroductionsInitial response: 11:50 pm **Thurs 2/12\*\***Responses to Classmates: 11:50 pm **Sat 2/14****Syllabus Quiz** due by 11:50 pm **Sat 2/14** |
| Session 22/15to 2/21 | **Chapter 1** Intro to Career Planning **Chapter 3** Interests**Chapter 3** Personality Traits and Qualities | **Forum 02** Interest InventoryInitial response: 11:50 pm **Wed 2/18**Responses to Classmates: 11:50 pm **Sat 2/21****Forum 03** PersonalityInitial response: 11:50 pm **Wed 2/18**Responses to Classmates: 11:50 pm **Sat 2/21** |
|  Session 32/22 to 2/28 | **Chapter 7** Cultural, Personal, & Work Values**Chapter 6** Abilities, Skills, & Aptitudes | **Forum 04** ValuesInitial response: 11:50 pm Wed 2/25Responses to Classmates: 11:50 pm Sat 2/28**Forum 05** Skills and AbilitiesInitial response: 11:50 pm Wed 2/25Responses to Classmates: 11:50 pm Sat 2/28 |
| Session 43/1 to 3/7 | **Unit 1 Summary** | **Forum 06** Self-Assessment SummaryInitial response: 11:50 pm Wed 3/4Responses to Classmates: 11:50 pm Sat 3/7**Quiz 1**: Chap. 1, 3, 7, 6 due by 11:50 pm Sat 3/7 |
|  Session 53/8 to 3/14 | **Chapter 4** Gathering Occupational Information **Chapter 8** Focusing Career Direction by Elimination | **Forum 07** Occupational InformationInitial response: 11:50 pm Wed 3/11Responses to Classmates: 11:50 pm Sat 3/14**Forum 08** Eliminating OptionsInitial response: 11:50 pm Wed 3/11Responses to Classmates: 11:50 pm Sat 3/14 |
|  Session 63/15 to 3/21 | **Chapter 9** Making Career Decisions with a Matrix | **Forum 09** Decision MatrixInitial response: 11:50 pm Wed 3/17Responses to Classmates: 11:50 pm Sat 3/21 |
| Session 73/22 to 3/28 | **Unit 2 Summary** | **Forum 10** Final ChoiceInitial response: 11:50 pm Wed 3/24Responses to Classmates: 11:50 pm Sat 3/28**Quiz 2**: Chap. 4, 8, 9 due by 11:50 pm Sat 3/28 |
| Session 83/29 to 4/4 | Resumes and Cover Letters**Chapter 5** Motivation, Achievement, & Goal Setting | **Forum 11**  ResumesInitial response: 11:50 pm Wed 4/1Responses to Classmates: 11:50 pm Sat 4/4**Resume and Cover letter due in 2 weeks****Forum 12** Goal SettingInitial response: 11:50 pm Wed 4/1Responses to Classmates: 11:50 pm Sat 4/4 |
| Session 94/5 to 4/11 | Interviewing & Searching for Jobs  | **Forum 13** InterviewsInitial response: 11:50 pm Wed 4/7Responses to Classmates: 11:50 pm Sat 4/11**Resume/Cover Letter due by 11:50 pm Sat 4/18** |
| Session 104/12 to 4/18 | Unit 3 Summary | **Forum 14** Course ClosingInitial response: 11:50 pm Wed 4/14Responses to Classmates: 11:50 pm Sat. 4/18**Quiz 3** will be available if you want to finish early |
| **Finals Week** | Course Evaluation | **Quiz 3**: Ch 5 & other topics due by 11:50 pm Friday 4/24 |

REMINDER: please be sure you check your CANVAS email every time you log on as this is how I will communicate important announcements and information to you.