

# ***Counseling 008***

## ***Career Planning and Development***

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### Contact Information:

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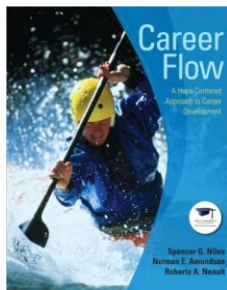
Fax: 310-287-4443

Course Hours: Online

Office Location: Student Service Building (SSB) 3<sup>rd</sup> floor, room 350

Etudes assistance: <http://www.wlac.edu/online/inquiry>

Required Text:



Title: Career Flow: A Hope-Centered Approach to Career Development  
Authors: Spencer G. Niles, Norman E. Amundson, Roberta A. Neault  
ISBN: 13:978-0-13-224190-8

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### Course Description:

This course is an introduction to career planning and is designed for students who are considering vocational careers. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

This courses is California State University (CSU) transferrable

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### Student Learning Objectives

SLO 1: Discus why personal assessment is the key factor leading to career satisfaction.

SLO 2: Apply job search skills to actively seek employment.

SLO 3: Demonstrate an understanding of the career decision making process

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### Grading:

Based on a scale of 100%. You will be issued a letter grade. Below is the grading rubric:

A	91%-100%
B	80%-90%
C	69%-79%
D	58%-68%
F	57%- or below

Case Studies:	5 points each
Class Discussions	5 points each
Chapter quiz:	13 points each
Final	50 points total

### Student Responsibilities:

- Read Announcements
- Complete Assignments
- Take quizzes by due date

### Course Resources:

- Library and Learning Resources Center
- Online Tutoring, <http://www.wlac.edu/online/tutoring.asp>
- Course Content and Outline: Use Etudes Course Map

### Attendance Policy:

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis.

Examples of regular participation may include:

- Submitting/grading assignments
- Participating in discussions
- Responding to emails / phone calls
- Attendance at scheduled chats
- Adherence to scheduled events in the syllabus. Logging into the virtual classroom, reviewing messages and responding to messages

Withdrawal from class can affect eligibility for federal financial aid.

- Policy for late work
- Policy for missed exams and quizzes
- Policy for extra credit
- Copyright statement

Students are encouraged to utilize the Course Map during the semester.

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Private Messages and Electronic Mail:

The Etudes Private Messaging system will be the usual method for all communication for this class. However, every WLAC student has an e-mail address. Check your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) email can be forwarded to any other personal email account.

Disabled Student Services:

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

### Dropping the course:

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is January 6, 2016. The last day to drop without a "W" is January 6, 2016. The last day to drop with a "W" is January 29, 2016.

### Academic Integrity:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

### **Forms of Behavior which Violate Academic Integrity:**

- Cheating. Using any materials or devices or strategies that provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- Collaboration. Working together on projects, papers, exams or other forms of assessment that are to be completed individually.

- Plagiarism. Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with course essays, papers and other writing assignments, please utilize the online Writing Lab, <http://www.wlac.edu/online/owl.asp>

### Standards of Student Conduct:

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

- Warning - A written notice, given to the student by the instructor.
- Removal by the Instructor - An instructor may remove a student temporarily from the course shell.

### Instructional Support and Monitoring:

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the DegreeWorks icon, or contact an Online Counselor at [onlinecounseling@wla.edu](mailto:onlinecounseling@wla.edu)

## **Student Acknowledgement**

You must read and acknowledge the Syllabus before you can move on to the modules. If you do not read the Syllabus you will be blocked from assignments and modules.

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Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.