

**Counseling 20**  
*POST SECONDARY EDUCATION-THE SCOPE OF CAREER*  
Spring 2016  
Section 8572 (Hybrid) Tuesday 11:10a-12:45p

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Office Hours: By Appointment Only

*“Invest in yourself, in your education. There’s nothing better.”-Sylvia Porter*

**Transfer:** CSU/UC 3.0 Credit Hours

**Required Text:** *Career Directions, New Paths to Your Ideal Career. 5<sup>th</sup> or 6<sup>th</sup> Ed Donna J. Yena*

**Welcome**

Through a mixture of campus and online instruction this course will provide students with information to make appropriate education, career, and lifestyle choices. Topics examined include educational programs and their requirements, career resources, and the career decision-making process, study skills, and the elements of a healthy lifestyle.

**Course Objectives**

The main course objectives for student are to explore and make appropriate educational, career, transfer, and lifestyle choices. It is expected students will discover themselves and be able to make the right transition to higher education. Students will hopefully master the study skills to become a master student and to identify and use the various student services resources available at the college.

**Course Topics Include:**

- Educational Programs & Requirements
- Job Search Techniques
- Career Decision Making Process
- Career Planning
- Personal Assessment
- Career Options
- Resume Writing
- Skills Assessment
- Interviewing Skills
- Educational Planning Skills

**Student Learning Outcomes:**

At the end of this course you will be able to

- Analyze and describe your own personal talents and preferences to select a college major.
- Examine and differentiate between certificates, associate degree, and transfer options.
- Develop a resume which reflects desired job or career.

**Materials and supplies required for each class session:**

- *Career Directions, New Paths to Your Ideal Career 5<sup>th</sup> or 6<sup>th</sup> Edition by Donna J. Yena*

- A 3-ring binder containing the class syllabus and paper for note taking.

### **Attendance:**

You are expected to attend all class sessions and be on time. Attendance will be taken at the beginning of each class.

- If you are not present when your name is called, you will be marked absent. *If you arrive after the roll has been called, **speak to me after class** and ask to be recorded tardy – otherwise, you will be recorded absent for the day.*
- 10 points will be subtracted from your final grade for each absence.
- 5 points will be subtracted from your final grade for each tardy or early departure.
- You will be dropped from this class after your 2<sup>nd</sup> absence or 4<sup>th</sup> tardy/early departure. There are no excuses.
- *You* are responsible for all assigned work. If you are absent from a class session, contact another class member to get the assignment and other class details. You are responsible for being absent.
- If you know you are going to be absent it is your responsibility to let me know 1-week prior.

### **Participation:**

Your involvement in each class session is expected and includes: active listening/ note taking, asking/answering questions, volunteering, completing evaluations & summaries of class sessions, etc. In addition, because this is hybrid course participation also refers to timely and thoughtful completion of assignments embedded within each module, demonstrating that the student has done the readings and engaged in critical thinking of the content.

### **Classroom Guidelines:**

- All cell phones; mp3 players and other electronic devices must be turned off before entering class.
- Laptops maybe used to take notes only, not used for email, web surfing, IM, or other non-class related reasons.
- No food or drinks (except water) may be consumed in class.

### **Classroom Discussions:**

Our course will involve classroom and small group discussion. It is important for every student to participate in these discussions. At times topics may be personal, some maybe emotional.

The following are guidelines that are to be used in any discussion during the course.

- Each person has a right to her or his own opinion.
- Each person has a right to be heard. **(No side conversations)**
- Each person has a right to be respected. Be aware of your own prejudices.
- Each person has a right to privacy. No one is required to comment on a given topic and if a person requests confidentiality, others agree to not repeat what was said.

### **Discussion Board Postings:**

For each module you are expected to post reflections on the readings and other topics related to the module. Your responses should address the topic noted for each module and should make references to your course readings. The topics will be posted on E-Tudes in the discussion board section. (each posting is worth 20 points).

### **Discussion Board Responses:**

In addition each student is also expected to read his/her classmates' postings and choose at least two to respond to. (Each response is worth 5 points for a total of 10 points max).

### **Course Requirements:**

As in all academic courses, this course requires that you do work outside of class. In addition you will be evaluated in the following ways: attendance and participation (in class and online), a midterm, a

final, signature assignments, and quizzes. This is a college course and you will be held to college standards.

- All written assignments must be typed, (Times New Roman Font, size 12)
- On time homework will be collected **only** at the beginning of the class session.
- Late assignments will not be accepted.
- To avoid losing points, email work **before** class begins if you will be absent.

**Disabled Student Services & Policies:**

In accordance with the Americans with Disabilities Act students requesting accommodations must register with the Office of Disabled Students Programs and Services. Please contact the DSPS office at 310-287-4450 for information and assistance. It is the student’s responsibility to register with DSPS and notify the instructor at least 2 weeks in advance if he/she is planning to take the midterm and or final exams in DSPS.

**Technology Requirement:** This is a hybrid course and requires access to E-Tudes. Also, you must demonstrate basic technology skills. These include, but are not restricted to, the use of word processing, email, online search engines, and PowerPoint. An ePortfolio will be required for this course.

**Academic Dishonesty Policy:**

Academic honesty is crucial to your learning and requires you to submit work that is your original work. Forms of Academic Dishonesty include: plagiarism (using ideas from another person and not citing their work), copying or cheating by re-using work from another source or student, allowing someone else to copy your work, bringing in notes or other forms of cheating assistance to a Quiz. Any other forms of dishonesty not mentioned here would otherwise jeopardize academic integrity will have consequences enforced related to the school policy.

**Individual Meetings with Instructor:**

I am available to meet with students during office hours. Appointments are required.

**Important Dates**

Drop w/ a W	May 6, 2016
Campus Closed	March 31 <sup>st</sup> –Cesar Chavez April 1 <sup>st</sup> - April 8 <sup>th</sup> Spring Break May 30 <sup>th</sup> Memorial Day

***\*\*IF YOU WISH TO WITHDRAW FROM A CLASS YOU MUST COMPLETE THE WITHDRAWAL PROCESS ONLINE. DO NOT ASSUME YOUR PROFESSOR WILL DROP YOU EVEN THOUGH YOU ARE NO LONGER ATTENDING CLASS. THE CONSEQUENCE MAY BE A FAILING GRADE ON YOUR PERMANENT RECORD. ALSO PLEASE SEE WEST LOS ANGELES COLLEGE WEBSITE TO LEARN HOW A “W” CAN HURT YOU. \*\****

**Syllabus Disclaimer:** This syllabus is tentative and changes may be necessary. A revised syllabus may be issued at the discretion of the instructor.

## Course Map

<b>Week 1</b>	March 1, 2016-Course overview and introductions.
<b>Week 2</b>	March 8, 2016-Chapter 1 Class Discussion/In-Class Activity/Case Study/Portfolio Overview
<b>Week 3</b>	March 15, 2016-Chapter 2 Class Discussion/In-Class Activity/Case Study/Student Education Plan
<b>Week 4</b>	March 22, 2016- Chapter 3 & 4 Class Discussion/In-Class Activity/Case Study
<b>Week 5</b>	March 29, 2016-Chapter 5 Class Discussion: <b>Quiz #1 Chapters 1-5</b>
<b>Week 6</b>	April 5, 2016-No Class-Spring Break
<b>Week 7</b>	April 12, 2016 Chapter 6 & 7 Class Discussion/In-Class Activity/ Case Study
<b>Week 8</b>	April 19, 2016-Chapter 8 Class Discussion/In-Class Activity/Case Study
<b>Week 9</b>	April 26, 2016-Chapter 9 Class Discussion/In-Class Activity/Case Study
<b>Week 10</b>	May 3, 2016-Chapter 10 & 11 Class Discussion/In-Class Activity/Case Study
<b>Week 11</b>	May 10 <sup>th</sup> , 2016- <b>Quiz #2 Chapter 6-11</b>
<b>Week 12</b>	May 17 <sup>th</sup> , Chapter 12 Class Discussion/In-Class Activity/Case Study
<b>Week 13</b>	May 24 <sup>th</sup> , 2016 Chapter 13 & 14 Class Discussion/In-Class Activity/Case Study
<b>Week 14</b>	May 31 <sup>st</sup> , 2016-No ground class-Work on Portfolios
<b>Week 15</b>	June 6 <sup>th</sup> , 2016-Portfolios Due
<b>Week 16</b>	Final Exam (Quiz #3)-Chapters 12-14

## Grading Procedure

Weekly Homework Assignment	210 total points
In Class Activities/Class Participation	150 total points
Weekly Discussion (Etudes)	150 total points
Portfolio Project	200 total points
Education Plan	50 points

Quizzes (3)  
Total:

225 total points  
985