



**West Los Angeles College
Counseling Instruction Department**

Counseling 8-Career Planning and Development-Fall 2015

Section #1672

Transfer: CSU/2 Units

Monday & Wednesday 1:00 pm - 2:25 pm

Location: GC 140

INSTRUCTOR: Brandy A. Robinson, M.A.

EMAIL: robinsba@wlaac.edu

ASSIGNMENT SUBMISSION: robinsba@sendtodropbox.com

OFFICE HOURS Mondays 2:30pm -3:00pm

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today"

Course Description

Counseling 8 is an introduction to career planning and is designed for students who are contemplating vocational choices. The focus is on a comprehensive career and personal evaluation, the development of an appropriate educational plan, and the ability to develop a personal career strategy.

Student Learning Outcome (SLO)

Upon successful completion of this course, students will be able to:

- Discuss why personal assessment is the key factor leading to career satisfaction.
- Discover 1-3 career sectors of interest and aptitude.
- Identify skills (e.g. transferable, soft, hard) to succeed in various careers.
- Apply skills to actively seek employment.

Materials

- **REQUIRED TEXT: *The Career Fitness Program: Exercising Your Options 11th Edition* by Dr. Diane Sukiennik, & Dr. Lisa Raufman. Prentice Hall 2015**
- 3 ring binder containing the class syllabus and loose-leaf paper for note taking.
- Pen/highlighter
- Access to a computer with Internet connection.
- All assignments will be submitted to robinsba@sendtodropbox.com. Must have proper file name.

Course Requirements

Successful completion of this course will be largely determined by the following factors:

- ✓ **Consistent class attendance**
- ✓ **Exhibit effort and active participation**
- ✓ **Completion of class assignments, required reading, and homework**

Attendance:

All students are expected to attend each class meeting and arrive on time. You are responsible for everything that happens in class, including hearing announcements. I understand emergencies happen; therefore students may have 1 excused absence and still receive credit for the course. Excused absences must be for emergencies only (sudden illness, accidents, death in the family). Unexcused absences, tardiness, walkouts (1 or more) may result in failure of the course and/or being dropped.

- If you must arrive late, please walk in and be seated quietly without disturbing the class.
- Keep in an open line of communication with your instructor when special circumstances and emergency situations arise.
- If you must leave class early, inform me by email *prior* to the start of class.
- Absence from class does not excuse late work. You may always turn in your work early via email. Missed in-class assignments and group work cannot be made up.
- Late homework will not be accepted.

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.

Classroom Guidelines:

- All cell phones, mp3 players and other electronic devices must be turned to "silent" before entering class.
- Laptops may be used to take notes only, not 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 may be 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.

Assignments

- All written assignments must be typed, (Times New Roman Font, size 12)
- Always be prepared for pop quizzes.

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:

The course requires you to demonstrate basic technology skills. These include, but are not restricted to, the use of word processing, email, online search engines, Etudes, and PowerPoint. In addition, please use American Standard English when composing an email to an instructor. Communication using text talk will not receive a reply from the instructor.

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.

Class Buddy:

In the event that you will have to miss all or part of class, exchanging your contact information with at least two classmates I strongly encouraged.

Instructor Responsibilities:

My main goal is for students to leave my class having learned something new they can apply not just to their academic growth, my personal growth.

Student Responsibilities:

Each student is responsible for his or her learning. If the course becomes challenging for you do not hesitate to contact me privately and voice your concerns. Become familiar and take advantage of campus resources.

Week 1

October 5th, 2015: Introduction and Chapter One

- Intake forms

- Current role(s) in life and dream career
- Reason for taking course
- What you hope to gain from course
- How you feel about college, being in this class, and your major/career choice

October 7th, 2015

- Super's view on life/career; CD model
- Assessment of personality, interests, skills, and values
- Where am I going? How do I get there? Review Real Life Stories

Homework

- Be prepared to share a newspaper article about an interesting career; read this week's and next week's chapters and complete exercises.

Week 2

October 12th, 2015-Chapter 1

- Occupational status & lifeline to be discussed in class
- Film: *Psychology of Winning* *(see bibliography);

October 14th, 2015

- Critical Thinking introduced

Homework

Myers-Briggs Temperament Inventory/ Personality Assessment

- Find one newspaper article about someone who is successful (10 points)-**DUE 10/19**

Week 3

October 19th, 2015- Chapter 2

- Share Exercise 2.1 answers in small groups
- Sharing career articles from local papers (5 points)
- Discussion on self-motivation, assertiveness exercises

Homework

- "2 Perfect Days" due next meeting (10 points) and "Affirmations" due next week (10 points)

October 21st, 2015-NO CLASS. Assignments are due by midnight.

Week 4

October 26th, 2015-Chapter 3

- Research an ideal job and interview a fantasy career person
- Myers-Briggs explained
- Values Card Sort

Homework

- Strong Interest Inventory and Myers Briggs review

October 28th 2015

Quiz-Chapters 1-3 30 pts

Week 5

November 2nd, 2015 Chapter Four

- Identify personal preference
- Identify fields of interest
- Identify majors related to interests; group discussion on Real Life Story

November 4th, 2015 Chapter Five

Complete Exercises related to Assessing Skills

- Essay about a past goal completed (10 points) due next week
- Card sort; discuss Real Life Stories

Homework

- COPS/ Interest Inventory
- Research racial or sexual discrimination in the news
- Share one article in class (5 points)

Week 6

November 9th, 2015-Chapter 6

- Do you have any limitations or obstacles that prevent you from choosing and getting any jobs you might want in the future?
- Sharing about articles on discrimination
- Video: *A Class Divided** (see bibliography)

November 11th, 2015-NO CLASS-Veteran's Day

Week 7

November 16th 2015-Continue Chapter 6

- Review results of Interest Inventory

Homework

- Research one job that appears on all your inventories and interview one person employed in that job; Use pages from text as a guide for your questions.

-Take home quiz-Chapters 4-6 30 pts

November 18th, 2015-Chapter 7

- Share information interview (oral reports) – 20 points
- Reviewing Goal Setting
- Factors Affecting Decision; Specific/Nonspecific Objectives

Week 8

November 23rd, 2015

- Oral Reports, continued (20 points)

November 25th, 2015-NO CLASS

Week 9

November 30th, 2015-Chapter 8

December 2nd, 2015-Continue Chapter 8

Homework

- Career Portfolio draft (50 points)

Week 10

December 7th, 2015

Final

- Oral Reports
- Final-Chapters 7 & 8 20 pts
- Share action plans (10 points)

December 9th, 2015

Continue:

- Oral Reports
- Share action plans (10 points)

Grade Distribution Point Range

200 - 180 A

179 -160 B

159 - 140 C

139 - 110 D

109 - F

**Each absence equals minus 5 points

**Extra credit may be given for extra articles or occupational reports

DISCLAIMER STATEMENT: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.