



COUN 412.51E Career Development
COURSE SYLLABUS: Spring 2020
M 4:30-7:10 pm Location: CHEC – McKinney

INSTRUCTOR INFORMATION

Instructor: Desiree Stephens, LPC, NCC, PhD Candidate

Office Location: CHEC/McKinney

Office Hours: Schedule as needed.

Office Phone: 469-667-2681, text or call

Office Fax: 903-886-5991

University Email Address: dstephens2@leomail.tamuc.edu

Preferred Form of Communication: University Email Address with Student Name and Class Name in the subject line.

Communication Response Time: Most cases within 48 hrs.

COURSE INFORMATION

Textbook(s) Required

Savickas, M. L. (2011). *Career Counseling*. Washington, D.C.: American Psychological Association.

Optional Texts and/or Materials

American Psychological Association Publication Manual (6th ed). Washington, DC: American Psychological Association

Course Description

This course provides a study of the impact of career services as an instrument of human development and mental health. Emphasis on history of career guidance, contemporary shifts on social values in and the meaning of work, changes in the occupational structure, and work and mental health in today's society.

Goals/Rationale of the Course

1. The student will become familiar with the history of career counseling.
2. The student will recognize and understand career counseling theories.
3. The student will become familiar with how to help in the career counseling process

4. The student will become familiar with working with diverse groups in relation to career counseling

Student Learning Outcomes

The student will:

1. Be an active and engaged participant in discussions by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student research, and class activities and sharing personal observations and opinions.
2. Become familiar with the career counseling process
3. Identify ethical decision making, in regard to, career counseling.

COURSE REQUIREMENTS

Instructional Methods

This course will utilize mainly lectures and class discussions, role-plays, videos, and any other methods that help enhance the learning experience may be used.

Student Responsibilities

As learners, you are expected to read all assigned materials and actively participate in the course. Active participation constitutes giving thoughtful responses. **If I feel students have not come prepared for class, a pop quiz will be given.** So please be prepared. During the discussions, it is expected that each student be respectful and polite to one another when interacting. Sensitive topics may come up and students might share personal information. It is up to each student on how much of himself or herself he or she wants to share. **Please remember that what is said in the classroom should be kept confidential.**

Discriminatory, rude, and/or inappropriate language to either me or your fellow students will not be tolerated in this class and the student(s) choosing to act in a discriminatory or rude manner or use inappropriate language will be asked to leave the class. Disruption of class or inconsiderate behavior will not be tolerated. **If the student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.** Please read the student handbook regarding student conduct.

Electronics

Not only is texting and being on social media during lecture distracting to others, and myself, but also it is disrespectful. All electronics must be put up and phones must be on silent. If you have an emergency, please let me know before class. If you are on your phone during class, I have the right to not repeat my instructions to you.

Course Assignments and GRADING

Attendance/Class Participation: (80 points)

Active attendance is defined as arriving to class on time, prepared for the day's lesson, participating in in-class activities, and remaining for the entire class period. This also includes responding to the online prompt and your classmate's responses. Absences will be excused for those specific reasons stated in the Student's Guidebook (pg. 36-37) **with written documentation**. Students will be permitted to make up missed activities, tests, etc. within a week for un-foreseen excused absences. For any predetermined absences or unexcused absences (oversleeping, work conflicts, taking care of a sick child, etc.) students must submit assignments on or before the assigned due date to avoid penalty. If you are more than 5 minutes late, it will count as an absence. **It is up to the student to find out what was missed and obtain those notes/handouts so he/she/they will not fall behind.** Please read [Procedure 13.99.99.R0.01](#) in the student handbook for more information about student attendance.

Resumes/Vitas: (50 points)

Students will create their resumes or vitas that they can use for jobs or graduate school. The type of resume will depend upon your career goals and your experience. It will be up to you to decide the format based off of the formats in the text. You should be able to turn your resume/vita in when you apply for jobs.

The Career Center Experience: (120 points)

Part of counseling is getting an idea of what your clients will go through. The only way to do that is to experience the counseling process yourself. You must make an appointment with the career center. You will set up a handshake account and take the assessments. You will then meet with the career counselor to go over your results and possible career choices. This would also be a great time for them to go over your resume. The number to reach the career center is 903-468-3223 and their website is <http://www.tamuc.edu/campusLife/campusServices/careerDevelopment/default.aspx>. Please do not procrastinate! The center could get busy and may not get you in by the time the assignment is due. I WILL NOT accept the excuse that you could not get in for an appointment. Once you have finished your appointment, you will submit an APA paper about your experience. The following must be addressed:

1. What were you feeling before the appointment?
2. What was it like to take the assessments?
3. Was there one that you liked the most? Why?
4. Which assessment do you feel was the least beneficial for you? Why?
5. What are your thoughts/feelings regarding meeting the career counselor?
6. What are your thoughts regarding the career counseling process?
7. Was it helpful? What would you incorporate into your own practice?
8. How do you think your future clients will feel, in regard to, this process?

9. Which assessments would you use for your future clients?

This paper must be in APA format, which means Times New Roman font, size 12, and 1" margins all around. If you need examples of APA format, Owl Purdue is a great resource as well as the APA 6th edition manual. Please answer all questions fully, 5-8 sentences per question is appropriate.

Case Study Presentation: (100 points)

Students will be given a case study. Students will write how they would conduct career counseling sessions with the fictitious client. Students will then present on their case study. A detailed explanation of the assignment and rubric will be given, as it gets closer to the due date.

Final grades in this course will be based on the following scale:

- A = 315-350
- B = 280-314
- C = 245-279
- D = 210-244
- F = 209 or Below

Late Assignment Policies

All assignments are due on the given assignment date prior to class on D2L. I do not accept late assignments. They must be uploaded and submitted to D2L. I will not accept any assignments that are e-mailed/handed to me. Trouble with your computer is not an acceptable excuse.

COMMUNICATION AND SUPPORT

The best way to communicate with me between classes is email. Please use "Counseling 412" in the subject of your email. In the content part of your email be sure to include your first and last name and the best phone number in which I can contact you, if necessary. I respond to my emails daily. Also, I will be more than happy to meet with you if needed. Contact me so that we can set up a convenient time and location.

TECHNOLOGY REQUIREMENTS Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example,

Device	Operating System	Browser	Supported Browser Version(s)
			as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.

			Chrome: Latest version for the iOS browser.
Windows 8	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - o 512 MB of RAM, 1 GB or more preferred
 - o Broadband connection required courses are heavily video intensive
 - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - o Sound card, which is usually integrated into your desktop or laptop computer
 - o Speakers or headphones.
 - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
 - Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
 - Current anti-virus software must be installed and kept up to date. Running the browser check will ensure your internet browser is supported. Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - o [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - o [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - o [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/) o [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary

use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help? Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Specific Procedures

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE CALENDAR

This is a tentative course calendar. It is subject to change at the discretion of the course professor.

<u>Week/Date</u>	<u>Class Activity</u>	<u>Assignment</u>
1/13	Introductions/Course overview/Syllabus Chapters 1 & 2	Read Chapters 1, 2, 3, 4 & 19
1/20	<u>MLK Day – No Class</u> Chapters 3 & 19	Discussion Post: Thurs by 11:59pm, Responses by Sun 11:59pm on D2L
1/27	Chapter 4	Read Chapters 5 & 6
2/3	Chapters 5 & 6 Resume/Vitas Due	Read Chapter 7
2/10	Chapter 7	Read Chapter 8
2/17	Chapter 8	Read Chapters 9 & 12
2/24	Chapters 9 & 12	Read Chapter 10
3/2	Chapter 10	Read Chapter 11
3/9	Spring Break! No Class ☺	
3/16	Chapter 11	Read Chapter 18
3/23	Chapter 18	Read Chapters 13
3/30	Chapter 13 Career Center Experience Due	Read Chapter 14
4/6	Chapter 14	Read Chapter 15
4/13	Chapter 15	Read Chapter 16 & 17
4/20	Chapters 16 & 17	Work On Case Study Presentations
4/27	Case Study Presentations & Potluck	
5/4	Case Study Presentations & Potluck	