



LNTC 497 01W: CAREER DEVELOPMENT

COURSE SYLLABUS: MAY-MINI 2023

INSTRUCTOR INFORMATION

Instructor: Tony Lee, Ph.D.

Online Office Hours: by appointment

Campus Office Location: Virtual

University Email Address: Tony.Lee@tamuc.edu

Preferred Form of Communication: Email, Skype, or Zoom

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook or Reading Materials Required:

Coplin, B. (2012). *10 things employers want you to learn in college* (Revised). NY: Ten Speed Press. ISBN: 9781607741459 (paperback), eISBN: 9780307768490 (ebook).

Additional supplementary reading materials are available online in the course module.

Course Description

LNTC 497: Career Development (3 semester hours) is a special topic designed to guide and engage students with career planning and career development related topics. The course provides students with an opportunity to learn and develop the necessary skills for their life/career planning.

Learning Outcomes:

At the end of this course engaged students will be able to:

- ✓ Identify resources pertaining to career planning.
- ✓ Conduct research on different majors and careers.
- ✓ Evaluate career choices based on individual strengths and skills
- ✓ Develop a career plan.
- ✓ Discuss at least five skills related to career planning.

The syllabus and schedule are subject to change.

- ✓ Implement techniques in writing a cover letter and resumé.
- ✓ Develop job interview skills.

COURSE REQUIREMENTS

Course Expectations and Participation:

- ✓ Active participation in this web-based course is expected. It is recommended that students login into the course module weekly to stay on track with the assigned reading material, discussion post, assignment, and project.
- ✓ Students are expected to take an active learning approach in this course and engage in the course content to positively impact the learning experience for everyone.
- ✓ Complete all discussion posts, assignments, and projects by deadlines.
- ✓ Incorporate knowledge gained from the text, personal experiences, peers' feedback, and other resources to formulate ideas on your responses.

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo. All instructor's emails sent from D2L (including all other university official emails) will go to the myLeo email account, so students are encouraged to check their account regularly. Students are also encouraged to email their instructor using the myLeo email.

Instructional Methods

LNTC 497 is made up of a series of module assignments and assessments to assist you in achieving the course learning outcomes. In each module the students will work on combinations of readings, discussions, journal articles, videos, and self-study research.

Course Grades

Grading Policy: The course grade consists of

Class Introduction	10%
Discussion Posts	20%
Assignments	40%
Final Project	20%
Mock Interview Video	10%
Total:	100%

Grading Scale:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or Below

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

Students will need their campus-wide ID (CWID) and password to log into the course. If students do not know their CWID or have forgotten their 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

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

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

The instructor is available via email, skype or Zoom. Personal concerns involving a private issue, grades, student progress, etc. should be addressed privately to the instructor via private email, zoom or telephone. Instructor's communication response time to emails will, in most instances, be within 24 - 48 hours during the work week.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

Students are expected to “attend class” and actively participate in all course content, assignments, discussions and projects. The professor will monitor each student’s participation activity.

Late Work

Module assignments and/or projects must be submitted within established folders during the opening and closing dates. Unless a student has a legitimate excuse, assignments and/or projects not submitted by the deadlines will lose points according to the amount of time elapsed. There are circumstances outside one’s control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor as soon as possible.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to university policy should it become necessary.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as students’ progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance or as soon as the changes have been made.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

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

[Undergraduate Academic Dishonesty 13.99.99.R0.03](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

Civility Statement

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one-on-one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

Students with Disabilities – ADA Statement

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 reasonable accommodation for their disabilities. If students have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Velma K. Waters Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148

Email: studentdisabilityservices@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

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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 campus 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.