

ACADEMIC/CAREER DECISIONS COURSE SYLLABUS, EDCEP 120

Spring 2008

Section # _____

Location _____

Course description

The course focuses upon decision-making skills and strategies, self-assessment, and the integration of these in choosing an academic major or career path.

Credit

1 undergraduate hour

Course coordinator

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Instructor _____
Name _____
Phone _____
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Office Hours _____

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Course objective

This course is designed to help you develop a plan for choosing an academic major and/or career path. This includes assignments and activities related to self-awareness, decision-making, career/major exploration, and transferable skill development.

Course format

The format of the course combines lecture, group interaction, and independent research. Class will convene formally 14 times during the course of the semester. Additionally, you will have a one-hour individual appointment with an ACIC staff member outside of class to complete the DISCOVER career assessment and a 30-minute mock interview. In addition, you can expect to spend two or three hours at ACIC researching careers of interest to complete several assignments.

Policies and procedures

Attendance policy

Participation and attendance are key components for Academic/Career Decisions. In addition to learning from the assignments in this course, you will learn from one another through classroom activities and discussion. For your success in this course, it is very important that you attend every class. In addition, class attendance will count for almost 25 percent of your final grade. If you have an emergency and are absent, contact your instructor immediately.

Each student will sign a contract stating that he/she understands the Policies and Procedures concerning class attendance, late assignments, and course grading.

Attendance

1) For each class, students may earn 10 points for attendance. (You may not earn attendance points when absent.)

Students are allowed 2 absences without penalty to the final grade. These absences are to be used when you are sick, or have emergencies. If you are absent, please contact your instructor. **If you are absent more than twice, your grade in the course will be affected.**

2) Tardiness – If a student is tardy, it will count against attendance. A tardy is considered being 10 minutes or more late to class. If a student is tardy twice, it will be considered equivalent to an absence. (2 tardies = 1 absence)

Graded Assignments:	Possible Points
1) Discover	25
2) Self Directed Search	25
3) Ideal Job Description	50
4) Self Evaluation Worksheet	15
5) Holland Code Paper	50
6) ACIC Resource Worksheets *	50
7) Transferable Skills Assignment	10
8) Resume (1st draft)	10
9) Resume (final draft)	35
10) Cover letter	35
11) Mock Interview	40
12) Career Thoughts Worksheet	15
13) Integration Paper*	100
14) Attendance	140 (10 pts each day)

Total	600pts
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Grade Distribution

600-540 (90%)	A	
539-480 (80%)	B	*Research in the ACIC career
479-420 (70%)	C	library required to complete this
419-360 (60%)	D	assignment
359-0 (59%-0%)	F	

Homework

All homework assignments are due at the beginning of the class period. Late assignments will be penalized 5 points per day, with a maximum of two late days (10 points maximum may be lost). No late assignments will be accepted after three days.

Example: Class meets Wednesday at 2:30

<u>Wednesday at 2:30</u>	<u>Thursday at 2:30</u>	<u>Friday at 2:30</u>
All points possible	5 point deduction	10 point deduction

Honor system

All students at K-State are bound by the honor system, which is fully explained at the following website: <http://www.ksu.edu/honor>. An important part of this system is the honor pledge, which applies to all assignments, examinations, or other course work. It states, "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." Academic dishonesty in any form is a serious offense and may be punished by failure on an assignment or paper; failure of the course; and/or expulsion from the university.

Special accommodations

If you have any condition (e.g., physical or learning disability) which will require special accommodations please notify the course instructors as soon as possible.

Text

Students will purchase a notebook which includes all readings and activities needed to complete the course. There is a \$10 fee for the notebook to cover cost of assessments and printed materials.

Core assignments

Ideal job description

This assignment gives you the freedom to create any type of work environment for yourself. This is an exercise that does not require you to have done research on majors or careers. Feel free to be fun and creative.

Self-evaluation worksheet

This worksheet is a brainstorming activity which will ask you to recall situations (jobs or activities) in which you have felt energized, motivated, involved, challenged, respected, etc.

DISCOVER

This is a computerized career assistance program based upon John Holland's theory of career development. It focuses on generating possible academic majors and careers that would be compatible with your interests, abilities, and career-related values.

Self-Directed Search (SDS)

This interest inventory is based on John Holland's theory of career development. Your scores will produce an occupational code representing environmental models from Holland's typology: realistic, investigative, artistic, social, enterprising, and conventional. Your occupational code will be used to generate a list of possible academic majors and careers.

Holland code response

This assignment asks you to evaluate your personal Holland code; examine how it fits with your interests, abilities, and workplace values; and compare the results from ACT DISCOVER and SDS.

ACIC resource worksheets

This exercise is designed to explore your career interests using the resources in the ACIC career library. You will research several specific occupations of interest.

ACIC Internet resource worksheets

This exercise is designed to show you valuable career resources on the Internet. You will research several specific occupations of interest.

StrengthsQuest

This assessment will help you identify your primary strengths and give you tools to articulate your strengths to future employers.

Resume/cover letter

This assignment is designed to ensure you have an accurate and up-to-date resume and cover letter, which are essential tools for anyone in the career-planning process.

Mock interview

This activity is planned for you to practice your interview skills in a safe, classroom environment to begin preparation for future interviews.

Integration paper

This paper serves as a summary of work you have done in this course. The objective is not for you to have chosen an academic major or career path, but to demonstrate that you understand the process it takes to make such a decision. You will want to include personal insight you have gained, skills you have attained, and an awareness of programs and resources available to you at K-State.