

SPRING 2012 SYLLABUS
Counseling 412
Career Development
TR 9:30-10:45 Hen 206

Instructor: Myron D. Jones, MS, LPC, LCDC

Office Location: N/A

Office Hours: By Appointment

Office Phone:

Email: myronj99@yahoo.com (use Coun 412 as your subject)

COURSE INFORMATION

Course Text

Required:

Gibson, R.L. & Mitchell, M.H. (2008). Introduction to counseling and guidance 7 ed. Pearson (6th ed is acceptable as well).

Course Description

This course will cover the world of work and our interactions through technology, theories, and assessment. The course will also look into a career counselor's work with individuals across their life span, counseling diverse populations and navigating through legal and ethical issues.

Objectives

The student will acquire a general understanding of:

- The historical relationship between career counseling and the professional field of counseling...
- The recent and current impacts of the trend toward globalization...
- The dynamic influences of the new technology on how, where, and why people work...
- Assessment techniques used to help clients better understand their career options...
- Current and emerging theories that provide insights into how and why clients make the decisions they do...

- The role counselors can play in facilitating career development across the life span...
- A recognition of the characteristics and career needs of differing populations...
- Legal and ethical guidelines.

FLEXIBLE COURSE REQUIREMENTS

Method of Instruction

This course will utilize lecture, class discussions, video demonstrations, role plays, experiential activities and guest speaker(s) to achieve the learning objectives.

Assignments

In addition to the weekly reading assignments, each student will be responsible for discussion questions and related class activities.

Professional Interview Paper

You will be responsible for a 3-4 page paper which will be discussed in class. You will receive a detailed handout regarding this assignment at that time.

Presentation

You will also be responsible for a presentation which will be discussed in depth, in class.

The presentation will be conducted in a prepared/professional manner. Feel free to incorporate your creativity into this presentation.

I am available for consultation regarding any of your assignments, but do not wait until the last minute to ask for guidance.

Grading

Total possible points for the semester –350

Attendance/Participation	100
Quizzes and Exam	150
Professional Interview	50
Presentation	30
A	300 - 350 points
B	250 - 299 points
C	200 – 249 points
D	150 – 199 points
F	149 points or below

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 on campus. Contact me so that we can set up a convenient time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Academic Integrity

Academic integrity is the pursuit of scholarly work free from fraud and deception and is an educational objective of this institution. Texas A&M University-Commerce has explicit rules and regulations governing academic dishonesty and academic misconduct. As the University states, **“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.”** These policies are stated in detail in the

Student's Guide Handbook. Each student is expected to read this document and abide by the contained policies. These university policies will be followed in this class. The minimum penalty for an act of academic dishonesty will be the assignment grade of "0" on the homework assignment. The maximum penalty is expulsion from the University.

Texas A&M University-Commerce does not tolerate ***plagiarism*** and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse, (destruction, defacing or removal of resource material).

If you are unsure what constitutes plagiarism and how to avoid it, visit the following websites:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/weweb/handouts/plagiarism.html>

<http://www.indiana.edu/-wts/pamphlets/plagiarism.html>

Attendance and Participation Students are expected to attend all scheduled classes. More than 3 absences (excused or unexcused) will negatively affect your grade. Participation in class activities, including discussion groups and in-class assignments, is a component of attendance. Failure to prepare and participate effectively will negatively impact the learning processes devised for the class. "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment" (Student Guide Book, pp. 67-73).

****--WARNING...WARNING...WARNING--****

Reading assigned work and course material is expected. Contributions, on a regular basis, to class discussions are expected. If, during the discussion of class assignments, I find that the class is unprepared I will stop teaching and hand out a pop quiz. The grade for the pop quizzes can drastically affect your participation grade.

Arrive to class on time and **do not pack up early.** If you know ahead of time you will be late or will need to leave early please notify me by email at least a day in advance. **There will be a 10 minute grace period once class begins. After 10 minutes the door will be closed and NO ONE will be allowed to enter the room after that time.**

Turn all cell phones on silent. Students who fail to do so may be asked to leave the class. **It is inappropriate and disrespectful to “surf” the web, check email or text during class.** If you choose to do so and miss pertinent information, you will still be responsible as it relates to applying that information towards tests and other assignments that affect your overall grade.

Late Assignment Policies

All assignments are due, on the given assignment date, at the beginning of class. Any assignment not turned in at that time will be considered late. **All late assignments receive a 5 point per day deduction.** No assignment will be accepted more than one week late. Computer problems are not an excuse for missed/late assignments. In certain circumstances, some assignments may be emailed to me (doc files only, **not docx**). Do not email assignments to me unless you have discussed the situation with me and I have given you permission via email to send the document. **Remember the subject line should read “Counseling 412”.**

Withdrawal Policy

Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a DP (drop while passing). A grade of DP is GPA neutral, but a grade of DF counts as an F on your transcript. If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish to drop, it is YOUR responsibility to drop the course. Once the grade of DP or DF has been registered, I will not be able to change it. A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLEO section of the web page.

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 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 132

Phone (903) 886-51512 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Student Disability Resources & Services

Student Conduct

Polite and civil interactions with all members of the class is expected. (“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct). All students are expected to conduct themselves in a professional manner at all times.

- **I expect every student to have the utmost respect for their peers in class, especially when discussing experiences of a sensitive or personal nature. Students are reminded disclosures in the classroom setting are to be kept confidential.**
- **Discriminatory, rude and, inappropriate language 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.**

University closing due to weather

Check <http://www.tamuc.edu> regarding class cancellations. Also KETR radio on 88.9 FM and Channel 4, 5 and 8 (Channel 7 for Tyler and Longview area).

COURSE OUTLINE/CLAENDAR

Flexible Schedule

Week 1 Introductions, Syllabus, Chap 1

Week 2 Chapter 2 Guest Speaker (tentative)

Week 3 Chapter 3, Introduction of Assigned Paper

Week 4 Chapter 4

COURSE OUTLINE/CLAENDAR

Week 5 No Class

Week 6 Test Review, Test 1 (Chap 1-4)

Week 7 Chapter 5, Interview Assignment/Presentation

COURSE OUTLINE/CLAENDAR

Week 8 Chapter 6, Discussion Question #3

SPRING BREAK – SEE YOU ON MARCH 19

Week 9 Chapter 7, **No Class 3/21 ACA Conference**, Paper Due

Week 10 Chap 8,

COURSE OUTLINE/CLAENDAR

Week 11 Test Review, Test 2 (chap 5-8)

Week 12 **Presentations**

Week 13 **Presentations**

Week 14 **Presentations**

