COUN 512: Career Development
COURSE SYLLABUS: Fall 2016

Instructor: Chester R. Robinson, PhD, NCC, GCDFI
Office Location: Bin 224
Office Hours: By appointment
Office Phone: (903) 886-5633
Office Fax: (903) 886-5780
University Email Address: chester.robinson@tamuc.edu
Preferred Form of Communication: email
Communication Response Time: Typically 24 hours, except weekends

COURSE INFORMATION
Text

Supplemental Materials
As copyright laws permit, supplemental materials may be made available via ECollege.

Course Description
This course is a required course for all master’s degree options. It appears on all plans leading to licensure as a professional counselor and certification as a school counselor in Texas.

University Catalog Description
512. Career Development. Three semester hours. Interrelationships among lifestyle, work place, and career planning are explored. Career development theories; occupational educational, and personal/social information sources and delivery systems; and organization of career development programs are studied.

Course Outline
Accessing the World of Work
- Developing resumes
- Writing cover letters
- Seeking job vacancies
- Successful interviewing

Understanding and Assisting Clients and Students
- Understanding theories of career development and career choice,
- Applying theories of career development and career choice
- Career considerations for diverse populations
- Selecting and implementing career interventions
- Role of assessment and appraisal in career interventions

Syllabus/schedule subject to change
Understanding the World of Work
- Role of work in America and Americans' lives
- Locating and accessing occupational and career information
- Using occupational and career information
- Role of technology

Career Development Programs and Services
- Elementary school interventions
- Middle and junior high school interventions
- Secondary school interventions
- Post-secondary school interventions
- Community-based interventions

Student Learning Outcomes (CACREP standard in parentheses)
1. Students will identify and/or describe components of various career development theories and decision-making models, including, but not limited to, those of Holland, Super, Krumboltz, Savickas, Roe, and Gottfredson. (Core 4a)
2. Students will identify and/or describe components of various emerging theories and models of career development, career choice, and career decision-making, including, but not limited to, Social Cognitive Career Theory, Career Information Processing, the Values-based Model, and the Integrated Life Planning Model. (Core 4a)
3. Students list and/or identify and describe and/or demonstrate the utilization of career, avocational, educational, and labor market information resources. (Core 4b)
4. Students will describe, list, and/or identify the components of career development programs including, but not limited to, planning, organization, implementation, administration, and evaluation. (Core 4c)
5. Students will identify and/or describe the interrelationships among work, family, and other life roles and factors including, but not limited to, multicultural and gender issues, as related to career development. (Core 4d)
6. Students will identify and/or describe the tests in the processes of career and educational placement, follow-up, and evaluation. (Core 4e)
7. Students will list, identify, and/or describe assessment instruments and their usefulness and techniques relevant to career planning, decision making, placement, follow-up, and evaluation. (Core 4f)
8. Students will identify, describe, and/or demonstrate career counseling processes, techniques, and resources including, but not limited to those applicable to specific populations. (Core 4g)
9. Students will identify valid statements with regards to the design, implementation, management, and evaluation of students' career enhancement programs. (SC C2)
10. Students will identify community, environmental, and institutional opportunities that enhance, as well as barriers that impede, students’ career development. (SC E2)

TExES Competencies for School Counselors that to this course
- **001 (Human Development)**
  - The school counselor understands processes of human development and applies this knowledge to provide a developmental guidance program, including counseling services, that meets the needs of all students.
- **002 (Student Diversity)**
  - The school counselor understands human diversity and applies this knowledge to ensure that the developmental guidance and counseling program is responsive to all students.
- **003 (Factors affecting students)**
  - The school counselor understands factors that may affect students’ development and school achievement and applies this knowledge to promote students’ ability to achieve their potential.
- **006 (Counseling)**
  - The school counselor understands how to provide effective counseling services to individuals and small groups.
• 007 (Assessment)  
  o The school counselor understands principles of assessment and is able to use assessment results to identify students’ strengths and needs, monitor progress, and engage in planning to promote school success.

• 009 (Collaboration with Others in the School and Community)  
  o The school counselor understands how to work collaboratively with other professionals and with community members to promote positive change and to facilitate student learning.

• 010 (Professionalism)  
  o The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.

Methods of Instruction  
Readings, lecture transcripts, threaded discussion, small group activities, and supervised application.

COURSE REQUIREMENTS

Prerequisites  
Admission to Graduate Studies at Texas A&M University-Commerce. In addition, students are expected to be able to: 1) Navigate the World Wide Web using a web browser (e.g., Safari, Explorer, Opera, Firefox, Chrome) and a search engine (e.g., Google); 2) Communicate electronically via email; 3) Send attachments via email; and, 4) Use a word processing computer program, preferably MS Word.

Tests  
10 tests of varying lengths must be completed during the semester. Test items are weighted equally across all tests. Consequently, missing one item on a 10-item test will yield an ECollege reported score of 90 for that test, while missing one item on a 20-item test will yield an ECollege reported score of 95. In reality, you will have missed 2 items of the approximately 160 items included in all tests, decreasing your actual test grade by about 1 point overall. You should know that I earned an “A” in a course in test construction in one of my degree programs. In it, I learned to construct multiple choice items that address all levels of Bloom’s taxonomy. Thus, you will often encounter items for which responses are not readily found directly in the text or lessons. Instead, discerning the correct response will require you to have an in-depth understanding of the concepts upon which the item is based. There is no set schedule for completing tests. All tests must be completed by noon on the last day of the semester. Final grade value: 40%

Assignments  
**Internet Scavenger Hunt** - Students will be asked to seek out career-related information on the internet. A list of career-related informational “tidbits” will be posted in the general area of Doc Sharing and emailed via your default email in ECollege. The completed assignment must be submitted to the Drop Box designated for “Internet Scavenger Hunt.” Final grade value: 15%

**Resume Preparation and Critique** - Students will develop and present their own resumes for review. First, students will create a current resume and submit it to Doc Sharing in the area labeled, “Resumes for Critiquing.” You are expected to critique 2 of your classmates’ resumes. Critiques should be thorough and constructive. Please “mark up” submitted resumes using the “Track Changes” and “Insert Comment” features of MS Word. Once completed, you will submit critiqued resumes to Doc Sharing in the area labeled “Critiqued Resumes.” I will evaluate critiques for thoroughness and feasibility of recommendations. Remember, critiques, not resumes, are being evaluated. When making all submissions be sure that you set viewing capabilities for everyone, not “Instructor Only.” Final grade value: 10%
Career Autobiography and Analysis - There are actually 2 parts to this assignment. You may wish to approach it as 2 separate assignments or as 1. In the past, students have enjoyed success through both approaches.

Part 1: You will write your career autobiography from your earliest recollections when you fantasized about and/or played work, into your considerations and explorations, through your “reality checks,” through your present day work experiences. Be sure to discuss how you made decisions and who influenced your options and choices.

Part 2: You will analyze your career using at least 3 of the theories discussed in the text or in other readings you might undertake. At least 1 of the theories must be from among the “recent theories” discussed in Chapter 3 of the text.

Maximum credit for this assignment is based upon the depth and specificity employed in analyzing your autobiography. Length of the project is inconsequential. In the past, students have submitted 4 page projects that were stellar and 15 page projects that were stinky. One caution - please don't waste space and my time reviewing the tenets of a particular theory. I'm well-versed in the specifics of the theories. Instead dedicate your time, energy, and space to providing a top-notch, in-depth analysis. Career Autobiographies and Analyses must be submitted to the designated Drop Box. Final grade value: 15%.

Discussions – Students are expected to participate in 8 weekly discussions hosted asynchronously in ECollege. I will post a discussion prompt by noon on Monday. You are expected to respond to that prompt by noon on the following Wednesday and to respond to at least 3 classmates’ contributions by noon the following Friday. Twenty possible points can be earned for each weekly discussion, distributed as follows: Your initial contribution – 10 points; first response to a classmate’s contribution – 5 points; second response to another classmate’s contribution – 3 points; third response to another classmate’s contribution – 2 points; having the last word – PRICELESS! Final grade value: 20%.

Late Assignments - Occasionally, students require "extra" time in order to complete an assignment. One additional week may be "purchased" with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit his Internet Scavenger Hunt on time. The maximum grade Harry can receive now on his Hunt is 90%. Please note that extra time cannot be purchased for submitting your own resume for critique. Others cannot complete their assignments until your resume is uploaded into Doc Sharing. Extra time cannot be purchased for completing tests.

Tentative Course Schedule

Given that course content for COUN 512: Career Development is presented asynchronously, students may access and review topical material at their own paces. However, discussion participation and assignment submission dates will be posted in the discussion and assignment descriptions for each assignment AND in the posted syllabus. Tests may be completed at students’ leisure. But, all tests must be completed by noon of the last class day of the semester.

GRADING

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

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below
### School Counseling CACREP Standards Addressed in Course:

<table>
<thead>
<tr>
<th>School Standards</th>
<th>Course</th>
<th>Learning Activity/Delivery &amp; Resources</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2.</td>
<td>COUN 512</td>
<td>Delivery: Lecture, Readings, in Class Discussion Resources: Main class text Niles and Harris-Bowlsbey (2013)</td>
<td>Tests, Discussions, and Assignments (Internet Scavenger Hunt and Resume Preparation Critique)</td>
</tr>
<tr>
<td>C4.</td>
<td>X</td>
<td>Delivery: Lecture, Readings, in Class Discussion Resources: Main class text Niles and Harris-Bowlsbey (2013)</td>
<td>Tests, Discussions, and Assignments (Internet Scavenger Hunt and Resume Preparation Critique)</td>
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### Core Standard

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<th>Delivery/Activity/Resource</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>4a</td>
<td>Readings: Ch 2, 3; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions</td>
</tr>
<tr>
<td>4b</td>
<td>Readings: Ch 1, 6; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions, Internet Scavenger Hunt</td>
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<tr>
<td>4c</td>
<td>Readings: Ch 7, 9; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions</td>
</tr>
<tr>
<td>4d</td>
<td>Readings: Ch 1, 4; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions</td>
</tr>
<tr>
<td>4e</td>
<td>Readings: Ch 10, 11, 12, 13; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions</td>
</tr>
<tr>
<td>4f</td>
<td>Readings: Ch 5; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Threaded Discussions</td>
</tr>
<tr>
<td>4g</td>
<td>Readings: Ch 8; Transcribed Lectures; Threaded Discussions</td>
<td>Tests, Resume Critique</td>
</tr>
</tbody>
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TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *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)

- 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:
  - Adobe Flash Player (version 17 or later) [https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - Adobe Shockwave Player [https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)

- 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.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION
Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo.  http://www.tamuc.edu/myleo.aspx

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the “My Courses” tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support**: Click on ‘Live Support’ on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone**: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer 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, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure MUST be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students MUST file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. ONLY Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/
FREE MOBILE APPS
The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented. The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

<table>
<thead>
<tr>
<th>App Title:</th>
<th>iPhone – Pearson LearningStudio Courses for iPhone</th>
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<tbody>
<tr>
<td>iPhone App URL:</td>
<td><a href="https://itunes.apple.com/us/app/pearson-learningstudio-">https://itunes.apple.com/us/app/pearson-learningstudio-</a></td>
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<td></td>
<td>courses/id977280011?mt=8</td>
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Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LEARNINGSTUDIO NOTIFICATIONS
Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.
By default the student’s university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT
If you have a concern related to course content, please email (chester.robinson@tamuc.edu), text (903-366-2125), or phone (903-366-2125) me, Chester Robinson. If you are experiencing problems related to eCollege (Pearson Learning Studio), please contact technical support.

I prefer emails over phone calls or texts. In most cases, I will respond to emails within 24 hours. Response times on weekends will vary.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
Late Assignments
Occasionally, students require "extra" time in order to complete an assignment. One additional week may be "purchased" with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit his Internet Scavenger Hunt on time. The maximum grade Harry can receive now on his Hunt is 90%. Please note that extra time cannot be purchased for submitting your own resume for critique. Others cannot complete their assignments until your resume is uploaded into Doc Sharing. Extra time cannot be purchased for completing tests.

Syllabus Change Policy
This syllabus is a guide. Circumstances and events, such as student 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.

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.
Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
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

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 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


Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

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.