

**COUN V02 – 32838 – Spring 2016**  
**CAREER PLANNING & LIFE EXPLORATION**  
**TUESDAYS & THURSDAYS, 9:30 – 10:45 A.M., PAC 117**

Instructor: Dr. Lauren A. Wintermeyer  
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Office Hours: By appointment  
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**WELCOME!!!** I'm so excited you've decide to take Counseling V02, Career Planning and Life Exploration. YOU are the focus of this course and I'm sure you can't think of a more interesting topic to study☺. Please know that I am here to support you throughout this journey of self-discovery, and if there is anything I can do to help you be successful and/or if you'd like to give me feedback at any time, I welcome your requests and input.

**Now on to the logistics...**

**Course Overview:** This course provides an exploration of cognitive, psychological, social, and physical factors influencing success in college and in life. This will be accomplished by emphasizing three areas: (1) academic skills; (2) behavioral principals; and (3) relational skills.

**Student Learning Outcomes:**

- A. Identify and analyze psychological and sociological influences on education, career, and personal decision-making.
- B. Compare and contrast the assumptions of student and career development theories and their implications for education and career choice over the lifespan.
- C. Identify the different options within the higher education system and factors which contribute to college success.
- D. Apply and integrate knowledge of theories and concepts to the career/major planning process.
- E. Recognize and assess the physiological and emotional aspects of stress.
- F. Develop self-management skills for life transitions.
- G. Demonstrate ability to match personal traits with appropriate life and career choices.

**Required Texts/Supplies:**

Bingham, Mindy, Stryker, Sandy (2012). *Career Choices and Changes: A workbook to discover who you are, what you want, and how to get it*. Academic Innovations.

Create your online Skills-based Career & Education Plan account on: **My10yearPlan.com**

**Enter Instructor Code: 202307**

You will need to bring your book to every class, and if available, please bring a laptop/tablet to class each meeting as well.

ASSIGNMENTS OVERVIEW	TOTAL POINTS FOR COURSE = 1000
Homework	300
In-class Activities/Participation	100
Career Center Activity & Presentation	100
Midterm	100
Mock Interview	100
My 10-Year Plan & Portfolio	100
Career Investigation Project & Presentation	200
Total	1000 Points

**Homework Assignments: 300 total (100 points at each of three check-points)**

Assignments are due at the beginning of class and are designed to keep everyone on the same page in assessing who you are, what you want and how to get it. Stay on top of your assignments to maximize what you get out of the course. YOU are the subject of this class, so it should be fun experience of self-discovery and planning for your future☺.

**Participation/in class activities: 100 points total (20 points each at 5 class sessions – will not be announced in advanced)**

This class focuses on engaging activities, participation, interaction, self-reflection and communication, thus being on-time and present is critical to your success. Punctuality and engagement are essential transferable job-skills that will help you beyond your classroom experience.

**Career Center Activity & Presentation: 100 points**

You will take advantage of one (or more) of the various resources available through the VC Career Center and will report back to the class. Additional grading criteria will be provided in class.

### **Midterm: 100 points**

The Midterm will be emailed to you on March 2<sup>nd</sup>, 2016; it will cover Chapters 1 – 7 and will be an opportunity to share your responses to key themes covered in the first half of the semester. It will be a take-home midterm and will be due via email to me by 11:59 p.m. Friday, March 4<sup>th</sup>, 2016.

### **Mock Interview: 100 points**

You will participate in a mock interview experience to help you hone your techniques and skills so that you'll be better prepared for interviews in the future.

### **My 10-Year Plan and Professional Portfolio: 100 Points**

Over the course of the semester, you will develop an online, comprehensive 10-Year Career and Education Plan. Your final portfolio will include your 10-year Plan along with a professional resume, cover letter, awards, applications, interview questions/responses, and any other support documents to help you prepare for your future. You will present your professional portfolio during the final class.

### **Career Investigation Project & Presentation: 200 points**

You will select a career field(s) to research and will conduct job shadow as well as an Informational Interview with two professionals in your desired field(s). You will present your findings to the class so that others will benefit from expanded awareness about different careers. Additional grading criteria will be provided in class.

### **Additional Information for Success:**

- Advisory: Students who are not eligible for English V02 should complete the appropriate coursework before enrolling. Do not expect to pass this class without having completed the skills recommendation. You will not be allowed to use an electronic translator for exams in this class.
- All electronic devices need to be turned off AND out of visible sight during class unless we are using technology for an in-class activity or assignment. If you choose to use an electronic device during class you will lose 5 points from your participation grade each time you use it. *\*From the front of the class I can see each of you completely, even your hands under your desktop. Please do not force me to embarrass or reprimand you in front of others by assuming I won't see you if you attempt to use your phone, tablet, etc.*
- There are numerous resources on campus to help ensure your success at VC, a brief list follows, and additional resources will be covered in class:
  - **Academic Support:**
    - Library & Learning Resources (Math Center & Reading/Writing Center)
    - Educational Assistance Center (see notes below)
  - **Counseling:**
    - Career Center – Provides numerous career resources including workshops, job fairs, and guest speakers
    - Counseling Center – Academic Counselors will help you build your Student Education Plan and advise you on appropriate course selection
    - Student Health Services – Offers various services including personal counseling
    - Transfer Center – Affords you valuable programs and services to assist with transfer to a 4-year college/university
  - **Other Important Services/Offices** (search [www.venturacollege.edu](http://www.venturacollege.edu) or within your myvcccd portal for more info on any of our programs):
    - Admissions and Records
    - Assessment Office
    - CalWORKS
    - Campus Security
    - Extended Opportunity Programs and Services (EOPS)
    - Financial Aid
    - Student Activities
    - Veterans' Services
    - Welcome Center/Student Connect

### **College Policies:**

- **Attendance:** Please see page 24 of the 2015-2016 College Catalog for a complete description of the policy on attendance. Key points include:
  - **All students are expected to attend classes regularly.**
  - Absence for any reason does not relieve the student from the responsibility of completing all class requirements.
  - **When a student's absence exceeds in number 1/9 of the total class contact hours for the session** (for our class the total is 54 hours), **the instructor may drop such student from the class** and record a grade in accordance with the policy for dropping a course.
  - **SUMMARY:**

- Be in class on time, ready to learn☺
  - If you have a reason for an excused absence, **communicate** with the instructor as soon as possible via email and make sure to make up any missed assignments
  - If you miss the first class, you will be dropped
  - If you miss more than four class (1/9 of the total hours) you will be dropped/withdrawn from class
- **Plagiarism and Academic Honesty:** Plagiarism will not be tolerated in this class or at this college. Anyone found representing another person's (student's or author's) work as your own, or copying or cheating in any way, will receive an F for the course and be reported to the college judiciaries. Do not test this policy. See <http://www.venturacollege.edu/faculty-and-staff/academic-resources/academic-dishonesty> for further details.
  - **Special Needs:** If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible.
  - **Withdrawal Policy:** If you choose to drop this class, it's your responsibility to file the necessary paperwork with the Admissions & Records Office by the drop date. If you fail to do so, you will receive a letter grade based on the work you completed.
  - **Grading:** 90-100%, A; 80-89.9%, B; 70-79.9%, C; 60-69.9%, D; <60%, F. Exact cutoffs may vary slightly depending on where breaks in student scores occur, and I reserve the right to bump a grade up above the line when the higher grade is warranted by improvement throughout the course, effort, and/or the numerical grade being pulled down by a single "bad day" assignment. Grades will be posted on D2L.

### ***COUN V02 Career Planning & Life Exploration*** ***Weekly Class Agendas & Assignments***

<b>Date</b>	<b>Class</b>	<b>Homework</b>
Week 1 1/12 & 1/14	Introductions, Review Syllabus; Set up My 10-year Plan Online; Chapters 1-2: Lecture and Activities; Introduce Chapter 3	*Complete registration process for My10yearPlan.com *Chapters 1 & 2 Interactive (online)
Week 2 1/19 & 1/21	Library Orientation; MBTI & Strong Career Inventories	*Chapter 3 Interactive
Week 3 1/26 & 1/28	Review Chapters 1-3; Maslow's Gallery walk activity in class; Begin Chapter 4: Work on Budget Unit in class; Guest Speaker – David Goss	*Work on Chapter 4 Interactive (head's up – it takes some time so chip away at it...)
Week 4 2/2 & 2/4	Assign Career Center Activity; Con't. Chapter 4; Guest Speaker from Financial Aid – Areum Chin	<b>*CHAPTERS 1-3 Due 2/4 for Homework Grade #1</b> *Chapter 4 Interactive - Complete
Week 5 2/9 & 2/11	Review Chapter 4; Introduce Chapters 5 & 6	*Chapters 5 & 6 Interactive * Career Center Activity
Week 6 2/16 & 2/18	Chapters 5 & 6 Activities in class; Guest Speaker TBD	*Work on Career Center Activity Project – Due in class 3/8 *Make a full counseling appointment to create comprehensive Student Education Plan
Week 7 2/23 & 2/25	Chapter 7 Activities in class; Prepare for Midterm 3/3	*Chapter 7 Interactive <b>*Chapters 1 - 7 Interactive need to be completed by next week – be sure you're on track☺!</b>

Week 8 3/1 & 3/3	<b>NO CLASS 3/1 – Faculty Flex Day; Take-home Midterm 3/3 – No class meeting</b>	<b>*CHAPTERS 4-7 Due 3/3 for Homework Grade #2</b> *Finalize work on Career Center Activity Project
Week 9 3/8 & 3/10	<b>Career Center Activity Presentations</b>	*Get a head start on Chapters 8 & 9 Interactive
Week 10 3/15 & 3/17	Assign Career Investigation Project; Chapters 8 & 9: Lecture and Activities; Guest speaker, Victor Murillo	*Chapters 8 & 9 Interactive *Next week is SPRING BREAK!!! 3/21-3/25
Week 11 3/29 & 3/31	Review Chapters 8 & 9; Introduce Chapters 10 & 11; Guest Instructor 3/31, Dr. Marian Carrasco Nungaray	*Chapters 10 & 11 Interactive <b>*Make sure you have a Student Education Plan and courses planned for spring registration</b>
Week 12 4/5 & 4/7	Chapters 10 & 11 Activities in class; Introduce Chapter 12; Guest speaker, Mandy Martinez	*Chapter 12 Interactive
Week 13 4/12 & 4/14	Chapter 12 Activities in class; Introduce Chapter 13; Begin Professional Portfolio Assignments	*Chapter 13 Interactive <b>*Work on resume and cover letter – email to Lauren by 4/21</b>
Week 14 4/19 & 4/21	Chapter 13 Activities in class; Guest speaker TBD; Introduce Chapters 14 & 15	*Chapters 14 & 15 Interactive *Resume draft due to Lauren 4/21
Week 15 4/26 & 4/28	Chapters 14 & 15 Activities in class; Workshop time: Feedback on your resume, cover letter, 10-year Plan; Practice for Mock Interviews	<b>*Prepare for Mock Interviews:</b> Edit 10-year Plan and Professional Portfolio, and plan to arrive on-time, dressed for success next Thursday
Week 16 5/3 & 5/5	Review Chapters 14 & 15; Mock Interview Activity; 10-year Plan and Professional Portfolios Due	<b>*CHAPTERS 8-15 Due for Homework Grade #3 on 5/5</b> <b>*Career Investigation Presentations next week</b>
Week 17 5/10	<b>Begin Final: Presentations of Career Investigation Projects</b>	
Week 18 5/17 8:00– 10:00 a.m.	<b>In-Class Final: Presentations of Career Investigation Projects</b>	