**SYLLABUS**

**DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

**CAREER EXPLORATIONS (SLS 1301)**

**Fall/2015**

**TEXT: The Career Fitness Program: Exercising Your Options**

 **11**th edition, Ed. by Sukiennik & Bendat, Pearson/Prentice Hall Publication

**SUPPLEMENTAL MATERIAL:**

* “A Personal Journey into finding your career” (Student Handbook)

 (Revised: April/2005)

**PROFESSOR: George Barthalow PHONE: (941) 735-2357**

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**DEPARTMENT CHAIR: Barry Puett** **E-MAIL: puettb@scf.edu**

**DEPARTMENT PHONE: (941) 752-5302 Venice ext. 61476**

**COURSE DESCRIPTION: SLS 1301 Career Explorations: A Personal Journey Into Finding Your Career (3) (A.A.)**This course, which includes a career-testing component, is designed to help individuals gain the personal skills and knowledge required to make realistic academic and career decisions. Areas of emphasis include self-knowledge, interest and personality. Assessment techniques are discussed. Recommended for undecided and re-entry students as well as psychology, counseling, education, and social work majors. Additional special fees required.

**STUDENT LEARNING OBJECTIVES:** At the conclusion of this course, you will gain information about yourself through both the work and academic worlds. You will also understand the career decision making process, which will help you decide upon a career and/or academic major. At the conclusion of this course, you will be able to:

* Identify and describe “full” and “partial” values.
* Demonstrate how these “full” and “partial” values fit into your life and future plans.
* Demonstrate how important personal, career, and work values fit into your future plans.
* Evaluate positive thinking concepts.
* Apply at least one positive thinking technique to enhance personal mental attitude.
* Demonstrate goal-setting techniques applied to personal future planning.
* Demonstrate the knowledge of interest and personality evaluation instruments.
* Apply the results of evaluation instruments to selecting careers.
* Demonstrate a personal decision-making process.
* Choose and use career research material and resources.
* Demonstrate the basic process of informational interviewing.
* Identify employment opportunities in major career fields
* Analyze personal strengths, skills, values, and goals to an academic major, occupational area, and personal goals.
* Identify and demonstrate traditional and non-traditional approaches to job search.

**HOW THE COURSE WILL BE TAUGHT:** The method of instruction will be through lecture and class participation. Class discussion will be paramount. Audio-visual aids and guest speakers will be used where appropriate. Student participation is essential in this course. A portion of the student’s evaluation will be based on participation.

**ATTENDANCE POLICY:** punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. **More than four hours of absence may make a student eligible for instructor withdrawal.**  For each unexcused hour of absence, ten (10) points will be deducted from the Instructor’s Evaluation area of the grading scale. Excused absences will be evaluated by the Instructor on an individual basis. Legitimate excused absences will not be penalized.

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**EVALUATION (GRADING POLICY):** Students can earn a maximum of 750 points through successful completion of the following mandatory assignments:

 **Handbook Exercises…………………………………….100 points.**

 **Completion of Myers Briggs, Self-Directed Search, and**

 **Strong Assessments by deadline…………...................150 points.**

 **Career Research Written Report…………………… ..150 points.**

 **Verbal Presentation…………………………………… ..50 points.**

 **Goal Assignment………………………………………..100 points.**

 **Final Examination………………………………………100 points.**

 **Instructor’s Assessment……………………………… 100 points.**

(Consisting of attendance, participation, completing assignments on time, tardiness, etc.)

 **TOTAL POINTS: 750**

* Deduct fifty (50) points if the interview is not accomplished by oral presentation. An extra 25 points can be attained by a shadow experience of three (3) hours or more. Proof of visit must be obtained from the person being shadowed.

**THE GRADING FORMAT IS:**

 **750 – 675 Points = A**

 **674 – 600 Points = B**

 **599 – 525 Points = C**

 **524 – 450 Points = D**

 **449 - 0 Points = F**

The Instructor may insert quizzes or other evaluation exercises and instruments during the semester, like oral presentations in place of written exercises. If the evaluation system is modified, you will be informed.

**PLEASE NOTE:** Late assignments and late submission of test instruments and materials will impede the flow of this course for the class and the individual student. It is strongly suggested that you maintain the routine. The non-submission of assignments when due will **result in a deduction of 10 points per specific assignment for each class session the material is late.** Also, there will be no “make-up’ of the final examination. The Instructor is not responsible for material turned in late. All students should keep a copy of all material submitted.

**PLAGARISM:** *plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer – professional or student – without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.*

**WITHDRAWAL AND FORGIVENESS POLICY:** *In accordance with the State College of Florida policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the* ***State College of Florida academic calendar****. This semester, the date is:*

***Sunday, November 1, 2015***

*The student must take responsibility for initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action.*

Course withdrawals, after the deadline for the term or accelerated or short term course as published in the academic calendar, will result in a grade of "WF" which is computed in the term and cumulative GPA. Appeal request forms, accompanied by an explanation and documentation detailing major extenuating and documented circumstances, should be directed to the Vice-President of Academic Affairs, who has the final approval/dis-approval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences. Forms can be obtained from the respective campus advising centers.

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Effective Fall 1997, the state mandates a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period.

A student must take responsibility for initiating the withdrawal procedure. If this procedure is not followed, a grade of "WF" may be recorded for the student and the "F" calculated in the grade point average.

If a "WF" is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.

All withdrawal policy statements apply to part-time as well as full-time degree credit and developmental credit students.

In addition, students should note that faculty may also withdraw students for violating policies, procedures, or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

**STATEMENT OF NONDISCRIMINATION:** State College of Florida, Manatee-Sarasota (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable Federal, state, and local civil rights laws, rules, and regulations in any of its educational programs, services, or activities, including admission and employment

**RELIGIOUS OBSERVANCES:** Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the second week of classes. At that time, the instructor and student will agree upon a reasonable time and method to make up any work or tests missed.

**DEPARTMENT CHAIR INFORMATION:** If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact Barry Puett, Chair of the Department of Social and Behavioral Sciences by email at: puettb@scf.edu

**STANDARDS OF CONDUCT: *Students are expected to abide by all Student Handbook guidelines.*** In addition, students are expected to observe acceptable classroom behavior, which is behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the professor and classmates within the learning environment. Inappropriate behavior, in any form, will not be tolerated and may result in the student being asked to leave the classroom, make a course section change, removal from the course, or suspension/dismissal from the college.

***Online Tutoring and Study Skills Support****. A collection of Web sites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, English and reading improvement. Support for many other subjects is also available. Accessing these resources is as easy as ABC:
a.) Go to sfl.edu/Title3.*

*b.) Click Student Success Resources link.*

*c.) Click Virtual Tutoring and Study Skill Support Link.*

**IN CONCLUSION:** The instructor’s objective, and the aim of this course is to help prepare you to use your academic, personal, and career strengths to their fullest. If you have questions or concerns, please discuss them with the instructor. Your efforts in the class will reap rewards of self-awareness and future growth! Your success is your personal responsibility!

**“It is our choices that show what we truly are, far more than our abilities.”**

**Professor Albus Dumbledore**

**Harry Potter and the Chamber of Secrets**

**CALENDAR OF EVENTS**

**CAREER EXPLORATION – SLS 1301**

**Fall/2015**

**WEEK DATE SUBJECT TEXT CHAPTER**

 (To be read prior to class)

1 Aug. 24 Introduction and Discussion of Assignments

2 Aug. 31 --Overview of Personal Assessments: Read Chapter 1

 \*Myers Briggs Personality Inventory

 \*Holland Self-Directed Search, and

 \*Strong Interest Survey

3 Sept. 7 **Labor Day.......Enjoy your day off!** Read Chapter 2

4 Sept. 14 Career Theory

5 Sept. 21 Outside Assignment: Read Chapters 3 – 4

 Please Complete Assessments

6 Sept. 28 Values Clarification Read Chapters 5 – 6

7 Oct. 5 Values Auction Read Chapters 7 & 8

 **Deadline to complete assessments!**

8 Oct. 12 Class Library Visit and Internet Exploration Read Chapters 9 & 10

9 Oct. 19 Dee Dee Gatch will visit us from the

 SCF Career Center.

10 Oct. 26 Discussion of Myers-Briggs, Strong, and Read Chapters 11 & 12

 Self-Directed Search.

11 Nov. 2 Discuss Career Reference Tools and how to utilize

 The Internet to help with career research

12 Nov. 9 Outside Assignment: Begin researcing your Career Research Project

13 Nov. 16 Goal Setting/Positive Thinking & how that

 Influences your career decision.

14 Nov. 23 Employability Skills: Job Searching, Resume Writing, Cover Letters

15 Nov. 30 Employability Skills: Interviewing Skills and Job Keeping Skills.

16 Dec. 7 Pulling it all together.

17 Dec. 14 C**areer Research Projects Due along with Final Presentations &**

 **the FINAL EXAM ! EXERCISES DUE !**

 **Goal ASSIGNMENT DUE ! ! !**

 ***Best of Luck to you in your new careers ! ! !***