

# Course Syllabus

Spring 2011

<b>Course Title</b>	<b>CAREER DECISION MAKING</b>
<b>Catalog Number</b>	SDV-160
<b>Synonym Number</b>	0149539 - ATW 31
<b>When &amp; Where</b>	Online January 10 – May 4
<b>Credit hours</b>	2 credit hours (transferable elective)
<b>Course description</b>	Provides an understanding of the career development process, and assists students in making satisfactory career choices. Includes self-assessment, career information research, decision making and job search strategies.

## Instructor Information

<b>Name</b>	Carol Roemig-Heusinkveld
<b>Contact Information</b>	115 Iowa Hall Call 398-5471 for appointment 319-398-5461 <a href="mailto:croemig@kirkwood.edu">croemig@kirkwood.edu</a>

## Policies, Procedures, Materials & Grades

<b>Course Materials Needed</b>	Required Textbook: The Career Fitness Program: Exercising Your Options (9 <sup>th</sup> edition) Authors: Diane Sukiennik, William Bendat, Lisa Raufman
<b>Attendance Policy</b>	Students are expected to spend approximately 12 hours per week on this class, and to log in regularly to view announcements, new discussion topics, and to check scores.
<b>Course Policy on Late Work</b>	All due dates are displayed in the Calendar. Print out the calendar and keep close track of due dates. Late work will not be excepted without proof of a serious personal situation, such as a death in the family, hospitalization, etc.

**Computer problems are NOT an acceptable excuse for late work. This is an Internet Course, and you must have access to the Internet at all times. If you experience problems with your computer, use one at a public library or use a friend's computer.**

<b>Plagiarism Policy</b>	According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own...to use created productions without crediting the source...to commit literary theft...to present as new and original an idea or product derived from an existing source.”
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Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you

engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette so that you can demonstrate changes from one document to another, etc.

The inability to authenticate your work, should an instructor request it, is a sufficient ground for failing the assignment.

In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc.

### **Americans with Disabilities Act**

Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, 2063 Cedar Hall, and provide a written plan of accommodation to instructors prior to the accommodation being provided.

### **Core Course Objectives**

Students will be able to:

- Understand and critically assess the Career Decision Making process.
- Become acquainted with the process by providing self-evaluative activities.
- Learn how to research different careers.
- Understand the process of making decisions; determine barriers and define solutions.
- Learn job seeking strategies.

### **Specific Learning Outcomes**

By the end of class, each student will be able to:

- Identify the integral parts of the career decision making process.
- Identify their skills, interests and personality type.
- Determine obstacles for personal career decision making and identify the next steps to take.
- Use newly-learned skills in researching career options.
- Write research paper on area of career interest.
- Write a resume and cover letter.

### **Midterm Grades**

Midterm grades will be posted on Eagle Net. The grade will be posted as “A” through “F”. The midterm grade is a grade-in-progress, and will not affect your official GPA, nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.

**Drop Date**

Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund. Details of the refund schedule are available from the One Stop Office in 216 Kirkwood Hall. For detailed discussion of drop dates and policies, please read the student handbook.

**The last date to drop this class for this term is April 12. The last day to drop ALL classes (including this one) for this term is May 4.**

**Final Exam Information**

**The final exam for this class must be completed by Friday, May 6 at 10:00 PM.**

**GRADING: YOUR COURSE GRADE IS BASED ON THE FOLLOWING:**

<u>Activity</u>	<u>Points Possible</u>
Angel Orientation Quiz	5
Syllabus Quiz	5
Personal Information and Preferences	5
Needs Assessment Pre-Test	5
Discussion Posting # 1 – Introduce Yourself	5
11 Chapter Quizzes (10 pts. each) drop 2 lowest	90
6 Chapter Exercise Summaries (5 points each, Ch. 1-6)	30
Discussion Posting # 2 – MBTI and Holland Code	20
<b>I Have A Plan Iowa – 9 activities / self assessments</b>	
Set-Up account and send user ID and PW to instructor	5
Work Values Sorter	15
Interest Profiler <b><u>AND</u></b> The Career Key	35
Transferable Skills Checklist	25
Basic Skills Survey	15
The Career Cluster Survey	15
Ability Profiler	25
Career Finder	15
Research Paper	40
Cover Letter	10
Resume	20
Practice Interview Questions	10
Needs Assessment Post-Test	5
Course Evaluation	5
Final Exam (Essay)	30
<b>Total Points Possible</b>	<b>435</b>

## **GRADING SCALE**

### **Points Earned**

408 - 435	A = 94% - 100%
391 - 407	A- = 90% - 93%
378 - 390	B+ = 87% - 89%
361 - 377	B = 83% - 86%
348 - 360	B- = 80% - 82%
335 - 347	C+ = 77% - 79%
317 - 334	C = 73% - 76%
304 - 314	C- = 70% - 72%
291 - 303	D+ = 67% - 69%
274 - 290	D = 63% - 66%
258 - 273	D- = 60% - 62%
257 or below	F = 59% and below