



Course	COUN 5700 / JA / Lifestyle and Career Development	
Term	Fall 1, 2009 – Tuesday – 6:00 pm – 10:00 pm 8/18, 8/25, 9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13	
Instructor	Name:	Dr. Lu Griz
	Home Phone:	904-753-0426
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Catalog Description	This course examines such areas as vocational choice theory, the relationship between career choice and lifestyle, sources of occupational and educational information, approaches to career decision-making processes, and career development exploration techniques.	
Prerequisites	COUN 5020	
Course Level Outcome Objectives	<i>Upon successful completion of this class students will be able to:</i> <ol style="list-style-type: none">1. Demonstrate understanding of the major events, theories, and decision-making models in the history of vocational and career counseling2. Demonstrate the ability to analyze and interpret assessment instruments and techniques relevant to career planning and decision-making3. Demonstrate the ability to interpret a vocational, educational, occupational and labor market information resources in both print and electronic media4. Demonstrate the ability to apply career counseling processes, techniques and resources including those applicable to culturally diverse populations.	
Materials	Peterson, N. and Gonzalez, R . (2005). The Role of Work in People’s Lives: Applied Career Counseling and Vocational Psychology (2nd Edition). Belmont, CA, CA: Brooks/Cole Thompson Learning. ISBN# 0-534-64183-0. To Order Textbooks go to the local North FL website at www.webster.edu/jack and click on Order Textbooks to select a vendor Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery Supplemental Reading: <ul style="list-style-type: none">• To be suggested during lectures	

- **Research Paper Guidelines and Sample Paper** – See website @ www.webster.edu/jack and click on Student Resources category

Grading

Assignments	Maximum Points
• Career Assessment Summary (format given in class)	25 Points
• Midterm	25 Points
• Final Exam	50 Points
• Resume and Cover Letter	25 Points
• Vocational Autobiography (format given in class)	50 Points
• Presentation of articles and Interactive Reading Log	15 Points
• Class Participation and Attendance	10 Points
TOTAL	100 Points

Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.

Percentage of Total Points	Grade
95%-100%	A
90%-94%	A-
88%-89%	B+
84%-87%	B
80%-83%	B-
70%-79%	C
Below 70%	F

**Policy Statements:
University Policies**

University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:

Academic Honesty

The university is committed to high standards of academic honesty.

	<p>Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services</p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances</p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained</p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course</p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to add, delete, or modify any weeks of this schedule. Any changes will be announced in class. If you miss class you are responsible for getting notes and assignments.</p> <p>Makeup exams will be scheduled only if arranged with the instructor in advance of the scheduled exam date.</p>

<p>Course Activities</p>	<p>Career Assessment Summary</p> <ul style="list-style-type: none"> • Format given in class <p>Mid-Term & Final Exam :</p> <ul style="list-style-type: none"> • Demonstrate mastery of the course in a scholarly written form with answers to essay questions <p>Resume and Cover Letter</p> <ul style="list-style-type: none"> • Format to be discussed in class <p>Vocational Autobiography</p> <ul style="list-style-type: none"> • Format given in class <p>Presentation of articles and Interactive Reading Log</p> <ul style="list-style-type: none"> • To be discussed in class <p>Class Participation and Attendance:</p> <ul style="list-style-type: none"> • Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. PLEASE BE ADVISED: Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses. • Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends. • Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise. • Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes. • Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class. • A maximum of 10 points will be awarded based on the level and quality of participation and preparation. • Failure to turn in an assignment within one week will result in a grade of "0"
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	<p>for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.</p> <ul style="list-style-type: none"> • All assignments are due as detailed in the Course Schedule. • Late assignments will be accepted, if they are turned in <i>no later</i> than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point. • Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted. 	
<p>Weekly Schedule</p>		<p>Pre-Assignments for Session 1:</p> <ul style="list-style-type: none"> • Read Chapter 1
	<p>Session 1</p>	<p>THEME: Overview Topics:</p> <ul style="list-style-type: none"> • Introductions • Syllabus review • General information • History of Career & Vocational Counseling • Chapter 1 • Journal Article <p>Assignments for Session 2:</p> <ul style="list-style-type: none"> • Client notes due • Complete chapter readings
	<p>Session 2</p>	<p>THEME: Assessment Topics:</p> <ul style="list-style-type: none"> • Assessment • Intake Interview • Models • Genogram • Chapters 2 and 3 • Appendices 1 and 2 • Journal Article <p>Assignments for Session 3:</p> <ul style="list-style-type: none"> • Client notes due • Complete chapter readings

	<p>Session 3</p>	<p>THEME: Ethics</p> <p>Topics:</p> <ul style="list-style-type: none"> • Review • Values & Ethics • Career Counselor’s Role • Resume & Cover Letter Writing • Career Article Discussion • Chapters 4 and 5 • Journal Article <p>Assignments for Session 4:</p> <ul style="list-style-type: none"> • Client notes due • Complete chapter readings
	<p>Session 4</p>	<p>THEME: Theories</p> <p>Topics:</p> <ul style="list-style-type: none"> • Review • Theories • Career Assessment Interpretation • Career article discussion • Resume & Cover Letter Draft due • Chapters 6 and 7 • Journal Article <p>Assignments for Session 5:</p> <ul style="list-style-type: none"> • Client notes due • Complete chapter readings • Preparation for midterm
	<p>Session 5</p>	<p>THEME: Review</p> <p>Topics:</p> <ul style="list-style-type: none"> • Review • Midterm • Theories • Career article discussion • Vocational Autobiography/Genogram Draft due • Career Assessment Summary Draft due • Chapters 8 and 9 • Journal Article <p>Assignments for Session 5:</p> <ul style="list-style-type: none"> • Client notes due • Complete chapter readings

	Session 6	THEME: Development Topics: <ul style="list-style-type: none"> • Chapters 10 and 11 • Journal Article Assignments for Session 7: <ul style="list-style-type: none"> • Client notes due • Complete assigned readings • Vocational autobiographies due
	Session 7	THEME: Presenting Your Best Topics: <ul style="list-style-type: none"> • Review • Career article discussion • Presentations and discussions of Vocational Autobiographies • Epilogue • Journal Article Assignments for Session 8: <ul style="list-style-type: none"> • Client notes due • Completed assigned readings
	Session 8	THEME: Putting It All Together Topics: <ul style="list-style-type: none"> • Review for final exam • Career article discussion • Presentations and discussion of Vocational Autobiographies • Final Copy of Resume, Cover Letter, Career Assessment Summary, • and Vocational Autobiography/Genogram due Assignments for Session 9: <ul style="list-style-type: none"> • Review and prepare for final exam
	Session 9	THEME: Final Exam Topics: <ul style="list-style-type: none"> • Final Exam

<p>Additional Information</p>	<p>Course Attendance: The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.</p> <p>Conduct: Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories:</p> <ol style="list-style-type: none"> 1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University. 2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises. 3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University. 4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. 5. Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws. 6. Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook. <p>Course Contact Hours: Unless a course has enrolled fewer than four students, faculty have a contractual obligation to meet the full complement of contact/meeting hours (36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The Higher Learning Commission, a commission of the North Central Association of</p>
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Colleges and Schools, and its licensure by the State of Florida. Finally, course meetings which are missed for any reason must be made up.

Make-Up Requirements

- For each class hour missed, a one (1) page, double-spaced, typed paper, with one (1) reference will be submitted by the end of the term. The instructor will assign the topic. A four (4) hour class will require four (4) pages supported with (4) references from popular or academic press.
- This paper will be graded and incorporated in the class participation grade. If the make-up work is not submitted, the student's final grade will be reduced one (1) letter grade.
- Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.

Disclaimer

- This syllabus is intended to provide a basic structure to this course. Adherence to this syllabus is subject to change at the discretion of the instructor without the prior notification or consent of the student.

Assignment Papers Retention:

- All papers will be held for one term and then discarded. Students are asked to pick these up after their class ends.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook. If you have a documented disability as described in Section 504 of the 1973 Rehabilitation Act of the Americans with Disability Act (ADA), you can contact our Academic Resource Center (ARC) at www.webster.edu/acadaffairs/asp/arc.htm, or call 800-981-9801 ext 7620, to make arrangements for services. Also, please notify your site administrator if you are attending an extended campus.

Reviewed by: Dr. Stephanie Varilala

Job Title: Counseling Coordinator

Date: 07/13/09