

GS 1181-F12 (12332) Fall 2021

Career Exploration

Instructor: Paul K. Swets

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Office Hours: Mondays and Wednesdays 1:00 - 2:00 PM (immediately after class), or
by appointment

Course Information

Course Description

This GS 1181 signature course creates a classroom environment where first-year students can interact with faculty and other students regarding topics of shared interest. Signature courses focus on contemporary or interdisciplinary issues while covering an array of topics related to success at the university level.

This class will center around helping students discover, or more completely understand, their major and career goals. Using software that identifies students' values, aptitudes, and aspirations, students will learn what majors and careers are the best "fit," and they will have a better understanding about the course work and education required to succeed. This course is a great option for students unsure of their major or future career goals. Emphasis will be placed on advancing communication and information literacy skills, along with the transition to success at Angelo State University.

Prerequisite and Corequisite Courses - none

Prerequisite Skills

Students will be expected to be able to access the [Blackboard Learning Management System](#),¹ the [Youscience website](#),² and other internet websites, including [ASU library resources](#)³ and other ASU access sites.

Student Learning Outcomes

Upon completion of this course, students will be able to

- locate campus resources to solve problems and answer questions;
- gather, analyze, evaluate, and synthesize information relevant to a topic (Critical Thinking);
- develop, interpret, and express ideas through effective written and oral communication (Communication Skills); and
- better understand their major and career goals.

Course Delivery

This class meets face-to-face on Mondays and Wednesdays from noon until 12:50 PM in MCS 210. The Blackboard Learning Management System will be used extensively for assignments and other course work.

Required Materials

Students will need to access materials on the Youscience website - I will provide access codes. Students will also need to access Blackboard for additional course materials.

Communication

Please feel welcomed to contact me in person (at class time or during office hours), by phone (942-2470), through Blackboard, or by [email](#)⁴. For asynchronous communication - Blackboard, email or phone messages - I will make every effort to respond within one business day.

¹ <https://blackboard.angelo.edu/>

² <https://app.youscience.com/login>

³ <https://www.angelo.edu/services/library/>

⁴ <mailto:Paul.Swets@angelo.edu>

Course Grade

Evaluation and Grades

Course grades will be determined as indicated below.

- Mock interview and its preparation - 20%
- Summaries - 20%
- Reflections - 15%
- Information literacy tutorials - 15%
- Student organization research and summary - 10%
- Resume - 10%
- Homework and minor grades - 10%

Grading System

Course grades will be dependent upon completing course requirements by the assigned deadlines and satisfying the student learning outcomes.

The following grading scale will be used

- A - 90% and above
- B - 80% or above but less than 90%
- C - 70% or above but less than 80%
- D - 60% or above but less than 70%
- F - less than 60%

I reserve the right to adjust grades upwards from the indicated ranges.

Assignment and Activity Descriptions

Mock interview

Students will identify and research a potential career, based on the results of class discussions and the YouScience software. Then students will prepare interview questions relevant to that career, and participate in a brief mock interview. The mock interview and its preparation will account for 20% of the course grade.

Summaries

Students will complete a written guided summary. They will also research and prepare a written summary of a potential career, based on the

feedback from the YouScience software and informed by class discussions. These summaries will account for 20% of the course grade.

Reflections

Students will submit three reflections based on course activities. These reflections will account for 15% of the course grade.

Information literacy tutorials

Students will watch a series of twelve brief (about three minutes each, just under 38 minutes in total) information literacy video tutorials produced by the library. Each tutorial is followed by a brief quiz over the material. The quizzes from these tutorials will collectively account for 15% of the course grade.

Student organization research and summary

Each student will research student organizations in which they might be interested. Students will attend at least one meeting of a student organization, and briefly summarize the meeting. The research into and summary of student organizations will account for 10% of the course grade.

Resume

Each student will produce a resume and post it to ASU's career development site [Handshake](#)⁵. This will account for 10% of the course grade.

Homework and minor grades

We will also have occasional homework and other minor assignments. Homework and minor grades will together account for 10% of the course grade.

General Policies Related to this Course

All students are required to follow the policies and procedures presented in these documents.

- [Angelo State University Student Handbook](#)⁶
- [Angelo State University Catalog](#)⁷

⁵ <https://www.angelo.edu/life-on-campus/work/handshake/>

⁶ <https://www.angelo.edu/current-students/student-handbook/>

⁷ <https://www.angelo.edu/academics/catalog/>

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university's [Statement of Academic Integrity](#),⁸ Part II, section B in the Student Handbook.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#).⁹ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

⁸ <https://www.angelo.edu/current-students/student-handbook/>

⁹ <https://www.angelo.edu/current-students/disability-services/>

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#)¹⁰ for more information.

Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 [Student Absence for Observance of Religious Holy Day](#)¹¹ for more information.

Title IX Statement

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

- Online: [Incident Reporting Form](#)¹²
- Face to Face: Mayer Administration Building, Room 210

¹⁰ <http://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

¹¹ <http://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

¹² <https://www.angelo.edu/incident-form>

- Phone: 325-942-2022
- Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the [Title IX website](#)¹³.

Information About COVID-19

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)¹⁴ web page for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic

Modifications to the Syllabus

This syllabus, including grade evaluation and course schedule, is subject to modification on potentially short notice based on developing circumstances.

Course Schedule

This is a tentative course schedule overview, subject to change. Current activities, assignments, and due dates will always be available on the class Blackboard site.

- 23 August Intro, syllabus, orientation, YouScience
- 25 August Blackboard and YouScience
- 30 August Career Development and Handshake
- 1 September Student Support with technology
- 8 September YouScience Results
- 13 September YouScience Results
- 15 September Summarization
- 20 September Summarization
- 22 September Student Support with technology
- 27 September Advising and degree planning
- 29 September YouScience Results

¹³ <https://www.angelo.edu/current-students/title-ix/>

¹⁴ <https://www.angelo.edu/covid-19/>

- 4 October Resumes and resume workshop
- 6 October Mock interview workshop
- 11 October Mock Interviews
- 13 October Mock Interviews