GS 1181.F07: Career Exploration Fall 2018
Classroom: MCS 115  Meeting Time: TR 3:30-4:20 pm

Instructor

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Office Hours: M, W: 2-4; T, R: 1-3; Other times by appointment.

Course Description/Overview

In this class, you will learn about the facilities available to you at ASU and about yourself. You will begin to find ways to match your interests to a career and how to craft your studies at ASU to match that career. In this way, you will begin to find your path as an adult.

Course Technology
Students should be familiar with the use of Microsoft Office Word and PowerPoint (or other acceptable presentation) software and have access to Angelo State University Blackboard.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911, 1-866-942-2911; or by email at helpdesk@angelo.edu

Course Objectives

Core Student Learning Outcomes
The objectives of this course are for you to develop applicable knowledge regarding:

- Critical Thinking (CT1): Gather, analyze, and evaluate information relevant to your studies at ASU and preparation for a career.
- Communication Skills (CS1, CS2): Develop and express ideas related to matching interests, studies, and work through effective written and oral communication.
- Personal Responsibility (PR1): Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision-making.
- Social Responsibility (SR3): Demonstrate the ability to engage effectively in the campus community.

Course Objectives
Upon completion of this course, you should:

- Have further developed your skill in expressing yourself orally and in writing
- Learned how to find and use resources for answering questions or solving problems
- Learned to analyze and critically evaluate ideas, arguments, and points of view
Method of Assessing Learning Outcomes
Core student learning outcomes will be assessed through course assignments.

Course Requirements
Two writing assignments
Information Literacy
Participation in group assignments
Blackboard Training
You Science
Individual Assignments

Required Materials
- The base textbook is an open book you can download from the web. http://open.lib.umn.edu/collegesuccess/ There are also articles posted to the class Blackboard page about success in college and a career.
- Email/Internet/Computers: You have access to these as ASU students. Activate your email account and be sure to check your email frequently to receive notices/information from professors regarding your courses.
- Blackboard Account: This tool is a course management system used to track all courses. Professors will update grades, assignments, and post information to assist you in your classes. Be sure you know how to navigate Blackboard.

Grading Policies
Your grade will be determined according to this grading rubric. This is a total points course. You add up your total points earned to see which letter grade applies.

<table>
<thead>
<tr>
<th>Writing assignment #1</th>
<th>100</th>
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<tbody>
<tr>
<td>Writing Assignment #2</td>
<td>100</td>
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<tr>
<td>Information Literacy Quizzes</td>
<td>25</td>
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<tr>
<td>Blackboard Training Quiz</td>
<td>25</td>
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<tr>
<td>Participation in group assignments</td>
<td>50</td>
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<tr>
<td>Completion of You Science</td>
<td>50</td>
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<td>Advising appointment</td>
<td>25</td>
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<tr>
<td>Meeting with Dr. Norton</td>
<td>25</td>
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<tr>
<td>Attendance</td>
<td>100</td>
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<td>Total Points</td>
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<table>
<thead>
<tr>
<th>Grading scale</th>
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<tbody>
<tr>
<td>450-500  A</td>
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<tr>
<td>400-449  B</td>
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<tr>
<td>350-399  C</td>
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<tr>
<td>300-349  D</td>
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<tr>
<td>299-below  F</td>
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Extra credit: Proof of participation in an approved university or college wide event 10
Course Policies

**Academic Honesty and Integrity** Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the University Academic Honor Code and the ASU Student Handbook.

The professor intends to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

**Courtesy and Respect**

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, lifestyle, race (ethnicity), religion, etc.; violations of these rules will result in immediate dismissal from the course.

**Accommodations for Disability**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office at (325) 942-2191 or (325) 942-2126; (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

**Attendance**

This course only lasts eight weeks, so excused absences are limited. You may take up to two excused absences. You MUST provide written proof of the excuse for being absent and I alone determine if the proof is sufficient. You MUST complete assignments missed due to the absence within 24 hours of the end of the excuse. For example, if you have a doctor’s note to miss class for September 1 only, you must complete the makeup work by the end of the day (11:59 pm) September 2. Makeup work will be identified on Blackboard.

Unexcused absences will result in a grade penalty. For one unexcused absence, you will receive a penalty of twenty points. A second unexcused absence will result in an additional twenty point penalty. A third unexcused absence will result in a zero (0) for your attendance grade. You will not be allowed to makeup work missed during unexcused absences.
If you are late to class or leave early, you may be counted absent for the day. You must attend the entire period to be counted present. If for some reason you will be late or need to leave early, you must receive permission to do so prior to the start of class for that day.

**Religious Holy Day Observance**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor before the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Cell Phone Use/Disruption of Class**
*Use of a cell phone in class is prohibited.* If you have an emergency situation in which you feel you need to access your cell phone during class, you must first receive permission from me. If you have a cell phone out of your pocket/backpack/purse during class time or reach into your pocket or purse without permission, you will be considered as making use of a cell phone. If such an event occurs, you may receive an unexcused absence for the day and/or be asked to leave the classroom. *Two cell phone penalties will result in a zero (0) for your attendance grade.*

Other disruptions of class lecture, including but not limited to talking or sleeping, will be dealt with in the same manner as cell phones.

**Course Drop**
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

**Incomplete as a Course Grade**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. This course is an 8-week one so the I should be removed BEFORE the end of the semester in which the course is taken. Talk to me ASAP if you think you will need to use an I for this course. An I that is not removed before the end of the next long semester automatically becomes an F. To graduate from ASU; a student must complete all I’s.

**Grade Appeal Process**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged first to discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for
completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

**Academic Support Services**
- ASU Tutor Center (https://www.angelo.edu/dept/freshman-college/academic-tutoring.php)
- Writing Center (www.angelo.edu/dept/writing_center)
- Math Lab (www.angelo.edu/dept/mathematics/lab_hours)
- Supplemental Instruction (www.angelo.edu/dept/si)
- Upswing 24/7 online tutoring (https://angelo.upswing.io/)

The ASU Tutor Center, Writing Center, Math Lab and SI also offer online tutoring.
Course Schedule

August 28: Introduction. Read and do exercises for Chapter 1 College Success

August 30: Presentation by representatives of E-learning and Career Development Center. **Deadline: BB training quiz**

September 4: BEFORE THIS CLASS: Read Chapter 2 of College Success. **Bring the syllabi for all your classes and your organizer to class; Presentation by a representative of the Tutoring Center**

September 6: BEFORE THIS CLASS: Read chapters 9 and 10 of College Success. Presentation by a representative of the Counseling Center. Finish exercise started on September 4.

September 11: Surprise. **Wear good walking shoes. Group Exercise # 1**

September 13: BEFORE THIS CLASS READ AND REVIEW INFORMATION LITERACY VIDEOS LINKED TO CLASS BLACKBOARD PAGE UNDER LIBRARY MODULE. Presentation by representatives of the Writing Center and Library. **Deadline: Information Literacy quizzes**

September 18: Attend Major Fair. **Deadline: Post Scavenger Hunt Power Point to BB.**

September 20: Begin You Science evaluation.


September 27: BEFORE THIS CLASS: Read chapters 11 and 12 of College Success. **Deadline:** Writing assignment # 1.

October 2: BEFORE THIS CLASS: Read chapters 3 and 4 of College Success

October 4: BEFORE THIS CLASS: Read chapters 5 and 6 of College Success

October 9: BEFORE THIS CLASS: Read chapters 7 and 8 of College Success

October 11: Group Exercise # 2. **Deadline:** Writing Assignment # 2

October 16: OPEN

October 18: Last day to provide proof of Advising appointment and participation in University event.