GS 1181
Career Explorations
Fall 2018

Professor: Dr. Sonja Varbelow
Telephone: 325.486.6946
Email: sonja.varbelow@angelo.edu
Office (physical): Carr 126
Office (virtual): FaceTime: sonja.varbelow@angelo.edu
Skype: Dr.Varbelow
Office Hours: MW 11:00 – 12:00 & 1:00 – 2:00
TR 11:00 – 2:00
Additional office hours, physically & virtually, by appointment

Please communicate with me.
Visit or call me in my office, via FaceTime or Skype. Email me.
Let me know how you are doing or if you have any questions or concerns, and
I’ll help however I can.

Course Description
In this class, you will learn about yourself and the facilities available to you at ASU. You will
begin to find ways to match your interests to a career and align your studies at ASU to match that
career. The immediate goal of this course is to gain clarity about your choice of major.

Required Materials
- Instructor-provided readings
- Blackboard
- ASU RamPort email (must be checked daily)
Learning Outcomes

By the end of the semester, students are able to:

- Develop a clearer understanding of choice of major and carrier
- Learning to analyze and critically evaluate ideas, arguments, and points of view
- Developing skill in expressing oneself orally or in writing
- Learning how to find, evaluate, and use resources to explore a topic in depth
- Identify personally meaningful campus resources such as University lectures, performances and organizations
- Design short- and long-term goals for yourself and plans to accomplish those

Methods of Instruction

- Conversations, interactive activities
- Independent studies e.g., assigned readings & writings

Bb is utilized for all communication, course content, and class assignments. You must be able to access Blackboard on a regular basis and check your ASU email daily for communication.

Course Products & Evaluation

Attendance (includes personal meetings with professor & Punctuality) 20%
YouScience Test Completion 20%
Summary Assignments 20%
Information Literacy Assignment 20%
Campus Involvement Projects 20%

You should always be aware of your current course grade, which is shown as your Weighted Total on Bb/Grades. Please note that your grades are weighted, which means that your final course grade is different from the arithmetic mean.
### Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Meeting Topic</th>
<th>To Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intros, goals &amp; expectations Test Part 1* 08.29.18</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Test Part 2* 09.05.18</td>
<td>Students meet with professor individually Class meets Mondays only Test results</td>
</tr>
<tr>
<td>3</td>
<td>Counseling Center 09.10.18 Kristie Walton</td>
<td>Scavenger hunt photo story</td>
</tr>
<tr>
<td>4</td>
<td>Majors &amp; Minors Fair</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tutoring Center 09.24.18 Jazmin Hernandez</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Carrier Service Center 10.01.18 Julie Ruthenbeck (Summary) Writing Skills</td>
<td>Submit completed YouScience Workbook</td>
</tr>
<tr>
<td>7</td>
<td>Academic Advisors 10.18 Meagan Word</td>
<td>Composition (Writing Assignment)</td>
</tr>
<tr>
<td>8</td>
<td>Reflections</td>
<td>Reflection on campus community engagement event</td>
</tr>
</tbody>
</table>

* Library - C304 CMMT Computer Lab

### Methods of Assessment

A list of class assignment categories is given above. Specific instructions, requirements, expectations and a rubric for each assignment are posted on Bb. Other non-graded assignments may be given. All written assignments, presentations, media presentations, etc. must follow the writing style found in the most current edition of the American Psychological Association Publication Manual (APA Manual) which is available at the ASU library, at the bookstore, or on-line at [www.apa.org](http://www.apa.org). Hence, all work has to be typed.

### Attendance & Punctuality

You snooze, you lose. If you are absent or late, you miss the leaving train. In other words, your presence is essential both for yourself and for us because it will make our meetings better. See Course Policies below to understand the effect of absences and tardies on your final grade.

### Summary Assignments

Throughout your courses in higher ed, you will have to write many analytical and reflective pieces, which always start with a simple summary. We will read an article together, and you will review whatever summarization skills you acquired in high school by writing a two-part summary of that text.

### Information Literacy Assignment
The university library is a place of endless resources but can be quite intimidating if you don’t know how to navigate it. The Library’s Information Literacy tutorial includes both videos and quizzes, which you will complete online as a homework assignment.

**Campus Involvement Assignments**

A fundamental purpose of (higher) education is to step out of your comfort zone while a common challenge for all first-year students is to get involved with the campus community. We will kill two birds with one stone: you will identify 10 campus organizations and pick a minimum of two to experience. You will then give a brief informative presentation to your peers for the purpose of letting them decide whether this is something they might be interested in.

**Course Policies**

**Attendance**

Each student is allowed one absence without penalty. Use it for an emergency situation only and inform me by e-mail before our meeting. Any absence after the first will result in the deduction of a letter grade at the end of the semester, as does leaving early. There are three types of excused absences: competing in an ASU athletics event, participating in a religious holy day, or fulfilling military service. If you must be absent due to illness or work, that is unfortunate but not excused.

If you miss a class meeting, it is your responsibility to contact a fellow student to obtain notes and explanation of class discussions and homework. Tardies are absolutely unacceptable and will be reflected in your final grade.

**Cell Phones & Laptops**

You may take all notes electronically. I trust that you do not waste what hard-earned cash you spent on this course by using our class time to catch up on social media and such. And I am certain that your good manners will prevent you from texting during class.

**Late Work**

One letter grade will be deducted for all late work. Late work is considered only if turned in within one day from the date it was due.
ASU Policies

Academic Honesty

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Plagiarism and cheating are grounds for dismissal from this class. Teacher education candidates are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook. https://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php

Student Disability Services

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 at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

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

Syllabus Disclaimer:
While the provisions of this syllabus are as accurate and complete as possible, the instructor reserves the right to change any provisions herein, with the exception of Course Description and Course Objectives with notice if circumstances so warrant. Every effort will be made to keep students advised of such changes, and information about such changes will be available at all times from the instructor. It is the responsibility of each student to know what changes, if any, have been made to the provisions of this syllabus to successfully complete the requirements of this course. Questions regarding information on the syllabus and course requirements need to be addressed by the students when the syllabus is received.