

GS 1181.F07: Career Exploration Fall 2019

Classroom: Rassman 110 Meeting Time: MW 12-12:50 p.m.

Instructor

Brenda Norton, J.D., Ph.D.

Office: Rassman 222

Phone: 325-486-6106

Email: Brenda.Norton@ Angelo.edu

Office Hours: M-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 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

One writing assignment

Information Literacy Quizzes

Participation in group assignments

Semester Planner

You Science

Individual Assignments: Attendance, Advising Appointment, Meeting with Dr. Norton

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.
- YouScience

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.

Writing assignment	50	Grading scale
Semester Planner Assignment	50	324-360 A
Information Literacy Quizzes	60	288-323 B
Participation in group assignments	50	252-287 C
Completion of You Science	50	216-251 D
Advising appointment	25	250-below F
Meeting with Dr. Norton	25	Extra credit: Proof of participation in
<u>Attendance</u>	<u>50</u>	an approved university or college wide
Total Points	360	event 10

Course Policies

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: 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. The Student Affairs Office 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 the Student Affairs Office, Suite 112 of the Houston Harte University Center, at 325-942-2047 (phone) or 325-942-2211 (fax) or by e-mail at studentservices@angelo.edu to begin the process. The Student Affairs Office will establish the particular documentation requirements necessary for the various types of disabilities.

Academic Honesty: 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, which contained in both print and web versions of the ASU Student Handbook. See the Current Student page on the ASU homepage (URL address <http://www.angelo.edu/currentstudent/>) and click on Academic Honor Code. Acts of academic dishonesty and misconduct as referenced in Angelo State University's Student Handbook will be referred to the Dean of Students.

Assistance at ASU

If you need immediate help: Contact the University Police Department at 325-942-2047.

Title IX Office – If you or someone you know would like help related to an experience of sexual violence including sexual assault, harassment, domestic violence, dating violence, stalking or another type of non-consensual sexual conduct, please contact Michelle Boone at 325-486-6357 or michelle.boone@angelo.edu. The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing and other forms of assistance. Staff members at the office will also explain your rights and the judicial process options if you choose to file a complaint with the University. You will not be required to share your experience, and the Title IX Office will keep any information private. The Title IX Office exists to support and empower students while allowing them to remain in control. For further information see, <http://www.angelo.edu/services/title-ix/>.

Stress Issues: If you are feeling overwhelmed by something, ASU has a Counseling Center: https://www.angelo.edu/services/health_clinic_counseling/counseling_services.php

Academic assistance: ASU Tutoring Center information is available at <https://www.angelo.edu/dept/freshman-college/academic-tutoring.php>.

Writing Center: ASU has a Writing Center to assist students in completing writing assignments. http://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.

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 Observances: Every effort will be made to accommodate all forms of religious observance in compliance with ASU OP 10.19. Students who require additional arrangements to be made should make these known in good time so that arrangements can be made.

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/registrar_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>.

Course Schedule

August 26: Introduction.

August 28: BEFORE THIS CLASS: Read Chapter 1 College Success. Presentation by representatives of E-learning.

September 4: BEFORE THIS CLASS: Read Chapter 2 of College Success. Wear good walking shoes to class. Group Exercise # 1 **Deadline:** Submit Semester Planner Assignment to Blackboard.

September 9: **Majors and Minors Fair in UC. Go directly to the fair on the first floor of the UC and record your attendance at the desk there.**

September 11: **CLASS MEETING IN MCS 111A.** See map posted to Blackboard. Begin You Science evaluation. **Deadline:** Post Scavenger Hunt Power Point to BB.

September 16: **CLASS MEETING IN LIBRARY LITERACY CORNER.** See map posted to Blackboard. BEFORE THIS CLASS: Watch Information Literacy Videos posted to Blackboard and take embedded quizzes.

September 18: **IN REGULAR CLASSROOM.** BEFORE THIS CLASS: Read chapters 11 and 12. Presentation in class by the Career Development Center.

September 23: **CLASS MEETING IN MCS 111A.** Complete You Science evaluation.

September 25: Title IX Speaker

September 30: BEFORE THIS CLASS: Read chapters 5 and 8 of College Success.

October 2: BEFORE THIS CLASS: Read chapters 3 and 4 of College Success; Presentation in class by Academic Advising; **Deadline:** Last day to retake Information Literacy quizzes

October 7: BEFORE THIS CLASS: Read chapters 6 and 7 of College Success. **Deadline:** Draft of Writing Assignment to Blackboard

October 9: Counseling Center Speaker: Thriving through self-care

October 14: Counseling Center Speaker: Getting the grades you studied for

October 16: Group Exercise # 2; **Deadline:** Final Writing Assignment submitted to Blackboard;
Last day to provide proof of Advising appointment and participation in University event.