Purpose
The purpose of Career Exploration is to help you learn what interests and skills you have and match them to careers in which those interests and skills are relevant.

Materials
There is no required textbook. However, you will be required to take the YouScience study. The YouScience study is an integral part of this class.

Communication
I will contact you as needed via your ASU email account. The best way to contact me is by email (Kevin.Lambert@angelo.edu). You can call me at my office and if I am not there leave a voice message, which is then sent to me via my email. My office phone number is (325) 486-6021.

Note Bene: Please consider all communication between you and me to be professional communication. Particularly in emails be sure to practice correct spelling, grammar, usage, and structure. That is both appropriate for now and great practice for when you enter your professions.

Attendance and Grading
Your grade will be based on three things:
- the quizzes for the Information Literacy videos
- the thoughtfulness and quality of your responses to YouScience found in the workbook
- class participation, which includes attentiveness and engagement in all class sessions

Attendance is mandatory. Role will be taken at every class session. There are no excused absences (except for sanctioned school trips or extraordinary, compelling reason).

You are given one free absences. Every absence after that lowers your grade by 5% (half a grade level). If you have perfect attendance 5% will be added to your final grade.

If you disagree with your final grade you have the right to appeal your grade. The ASU grade grievance policy can be found at http://www.angelo.edu/content/files/17600-grade-grievance-op.

Classroom Behavior
- Do not use a cell phone during class. If you need to make or receive a call or text step outside.
- If you are unwilling or unable to stay involved with the class material while in class get a drop slip.
- Inattentiveness, falling asleep, or distracting behavior will cause you to be dismissed from the class session and an absence recorded in the attendance role.
- If you want to use a laptop or pad during class sit in the front row. The content of your laptop/pad will be monitored occasionally.
- Sit up front.
Help
There is lots of help for you in this class.

- If you need help understanding the course content contact me. I will be happy to explain anything about the course content that you don’t get. That’s what I am here for, first and foremost. Email me at Kevin.Lambert@angelo.edu.

- If you need help with your academic skills, like studying and note taking, contact the ASU Tutor Center. You can call them at (325) 486-6469, go to their web site at [http://www.angelo.edu/dept/tutoring/index.html](http://www.angelo.edu/dept/tutoring/index.html), or visit them in Library C301, on the third floor of the library right across from the elevator doors.

- If you are having problems accessing any part of the course please see the section below about accessibility.

- For a wide range of non-academic student help and services go to the Student Affairs and Enrollment Management site at [http://www.angelo.edu/services/saem/](http://www.angelo.edu/services/saem/). Among other things, you will find information about or links to counseling services, student government, university recreation, financial aid, veterans affairs, registrar, and career development.

If at anytime you cannot find the help you need contact me (Kevin.Lambert@angelo.edu).

Accessibility
Persons with disabilities which may warrant academic accommodations must contact the Student Life office, room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

For information regarding ASU website accessibility see [http://www.angelo.edu/welcome/accessibility.php](http://www.angelo.edu/welcome/accessibility.php).

For information about disability accommodations see [https://www.angelo.edu/services/student_services/](https://www.angelo.edu/services/student_services/).

Academic Integrity
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code. The ASU Academic Honor Code can be found at [http://www.angelo.edu/content/files/17358-university-honor-code](http://www.angelo.edu/content/files/17358-university-honor-code).

Please read the Honor Code to fully understand the importance of academic honesty and the range of sanctions for academic dishonesty.

Guests/Children in class
Guests may visit class only with my permission. In the event of a last minute child care problem, children may come to class. Please sit towards the back so they don’t disrupt the class.

Religious Holy Day
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to 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.

A student who is excused for a religious holy day may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.