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. The course also includes self-evaluation and discussion about your capacity and ambition to succeed as a student at Angelo State University.

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

Consideration, discussion, self-evaluation, and conversation of the following statement will be central to the class and to your academic success at ASU:

All students at Angelo State University must have the capacity and ambition to undertake, with reasonable accommodation from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degrees or certification programs they are pursuing.

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.

Attendance and Grading
Your grade will be based on:

• attendance
• class participation, which includes attentiveness and engagement in all class sessions
• the quality and thoroughness of your efforts with YouScience
• the quality of your self-evaluation of your capacity and ambition

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.
• Guests/children are allowed in class only with prior approval of the instructor.
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 website at 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/. 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).

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:
Ms. Dallas A. Swafford
Director of Student Disability Services
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center 112

Title IX
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 Boone, J.D. You may submit reports in the following manner:

- **Online:** [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
- **Face to Face:** Mayer Administration Building, Room 210
- **Phone:** 325-942-2022
- **E-Mail:** michelle.boone@angelo.edu

**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: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

**Please 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.

**Student Conduct**

**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 of disciplinary action and possible expulsion from ASU.

**Plagiarism**
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Copyright Policy**
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

In addition, all students are required to follow the policies and procedures presented in the Angelo State University Student Handbook an the Angelo State University Catalog.

**Guests/Children in class**
Guests and children may visit class only with my permission.

**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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Incomplete Grades**
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 for more information.