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COURSE INFORMATION

COURSE NUMBER
EDG 6324

COURSE TITLE
Career and Occupational Counseling

COURSE DELIVERY
This is a distance course utilizing the Blackboard course management tool with course requirements, learning activities, assignments, and due dates specified in the course calendar and modules in Blackboard. The course site can be accessed at http://blackboard.angelo.edu. The course begins on March 16, 2020 and ends on May 8, 2020.

COURSE DESCRIPTION
A study of the basic principles related to educational-vocational planning, including practical experiences in administering, reviewing, and evaluating occupational and career standardized data profiles.

INSTRUCTOR INFORMATION

LEAD INSTRUCTOR
Kristen Lyons, Ph.D.
Email: kristen.lyons@angelo.edu

INSTRUCTOR TEAM
Graduate courses in the Department of Curriculum and Instruction may utilize an instructor team to support the Lead Instructor. All members of the instructor team are highly qualified with educational and practical experiences related to the subject-matter of the course.

OFFICE HOURS
Email is the most accessible way to contact all instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours.

STUDENT LEARNING OUTCOMES

- Understand and integrate career development theories and practices.

- Understand career opportunities, labor market trends and global economics and use various career assessment techniques to help students understand their abilities and career interests.
• Use technology in career assessment, career exploration, and career counseling.

• Promotes and supports academic achievement, career planning, and personal/social development for every student.

• Ensure equitable access and exposure to postsecondary opportunities and college and career readiness information and resources for students and parents/guardians.

• Use varied sources of information, resources, and practices to inform students about postsecondary opportunities and college and career readiness.

• Develop practices to promote learners' knowledge about college and career readiness processes necessary to pursue postsecondary opportunities.

• Facilitate access to and use of school and community information and resources related to postsecondary opportunities and college and career readiness by learners, parents/guardians, teachers, administrators, and community members.

REQUIRED TEXTS AND MATERIALS

REQUIRED TEXTS

RECOMMENDED READINGS
Course materials and readings are located in Blackboard. Candidates are expected to locate peer-reviewed, research-based resources for research on individual topics and learning activities.

TECHNOLOGY REQUIREMENTS
A complete list of technology requirements for online education at Angelo State University is available at [https://www.angelo.edu/online-education/technology_requirements.php](https://www.angelo.edu/online-education/technology_requirements.php). Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

GRADING SYSTEM
Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

The following grading scale is in use for this course:
- **A** = 90.00-100%
- **B** = 80.00-89%
C = 70.00-79%
F = below 70%

METHODS OF INSTRUCTION

• Since this course is delivered online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.
• Course design includes a combination of learning activities to strengthen the academic and professional competence of candidate’s writing skills, presentation skills, collaboration, analysis, and practical application/experience.
• Learning activities may include, but are not limited to critical analysis submissions incorporating research, writing, and reflection; digital presentations with multimedia and/or interactive elements; collaboration opportunities through online discussion boards, wikis, or blogs; practical case studies requiring research, writing, and collaboration; and other projects and activities such as interviews, field visits, modeling, and videos.

COMMUNICATION
The course is designed to offer regular and substantive interaction between candidates and instructors. Both candidates and instructors are responsible for effective, appropriate, and timely communications and interactions in the course.

CANDIDATE COMMUNICATIONS: Candidates should initiate communications with instructors through Class Café or the ASU email system. Check frequently for announcements and reminders. Scoring rubrics and module information outline the specific interaction and communication requirements for each learning activity.

Course content and subject-specific questions should be posted to Class Café for interactions with other candidates and instructors about the content. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

WRITTEN SUBMISSIONS: It is an expectation of this department that you use academic and professional writing skills. Candidates should follow APA guidelines for formatting and citations in all learning activities unless otherwise specified. Failure to utilize accurate APA citations and references constitutes plagiarism.

USE GOOD “NETIQUETTE”:
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else's messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(From “The Net User Guidelines and Netiquette” by A.H. Rinald, 1994, Florida Atlantic University. Adapted with permission.)

INSTRUCTOR COMMUNICATIONS: Instructors will provide communications relevant to the course and subject matter through weekly emails, Blackboard announcements, Class Café, interactions during learning activities such as moderating discussion boards, and feedback on submitted assignments. These course activities help build a sense of community among learners.

Instructors will typically respond to email within 24 hours. Class Café discussions will include both peer and instructor responses as appropriate to assist with candidate mastery of the subject. Instructors will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by instructors in Grade Center, Turn It In Feedback Center, or on scoring rubrics in Blackboard as appropriate for each assignment.

CANDIDATE PARTICIPATION
• Candidates are expected to be active learners. It is a basic assumption of the instructor that candidates will be involved discovering, processing, and applying the course information using peer-review journal articles and researching additional information through the ASU Online Library and Internet.
• Candidates are expected to engage with the material, their peers, and their instructors. Ensure that you are reading all of the materials provided in the Blackboard modules. Participate in discussions with your peers about the content through Class Cafe.
• If you have questions, it is important to ask immediately since many of the tasks build on one another.

ATTENDANCE
Courses in the Department of Curriculum & Instruction are distance courses. Distance courses are different than correspondence courses; they require regular and timely participation, interaction, and engagement from the candidate and instructor(s). Candidates are required to
follow the course calendar and the expectations related to candidate participation. Candidates are expected to engage in course activities and submit assignments by due dates and times identified in the course calendar.

Faculty are required to confirm attendance of candidates in a course at the beginning of each term to the ASU Registrar Office as part of complying with regulations regarding the administration of federal financial aid. In accordance with ASU processes and federal regulations, academic attendance in a course is considered active engagement which includes but is not limited to submitting an academic assignment or participating in an online discussion in the course about academic matters. Logging into an online course without active participation does not meet academic attendance requirements. The last date of course attendance for reporting to the Registrar will be the last date of active engagement in the course.

LIBRARY RESOURCES
Candidates should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at www.angelo.edu/services/library/. Information on library resources is available in the Orientation tab of each course. All candidate can also use the Ask A Librarian research support feature.

ASSIGNMENT SUBMISSION
In this class, all assignments need to be submitted through the posted Blackboard or TurnItIn link in the Blackboard course site. You should record the confirmation number received when you submit your work. Assignments are not accepted via email.

If a technology issue does occur regarding an assignment submission, email your instructor along with documentation that you notified the help desk. This process will document the problem and establish a timeline for submission.

LATE WORK OR MISSED ASSIGNMENTS
All learning activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Documented medical or personal emergencies will be reviewed on a case-by-case basis with the appropriate documentation and in accordance with department policy.

RESUBMISSION OF ASSIGNMENTS
During their studies at Angelo State University, students may find themselves writing on the same or similar topics; regardless, their writing is expected to reflect new approaches and insights into that topic to demonstrate their intellectual growth.

ASU recognizes that there may be some overlap between the requirements, assignments, and inquiry for different courses. In general, students may use only small portions of documents as
background or foundational material for additional development in a subsequent assignment or research project. Students may not merely copy and paste substantial sections from one paper to another. Any use of prior work is at the discretion of the instructor: students must receive prior approval from their instructor, who may request a copy of the previous work. When using their own scholarly work in subsequent assignments, students should cite themselves as a primary author and their previous coursework as unpublished papers, as shown in The Publication Manual of the American Psychological Association, 6th Edition.

INCOMPLETE GRADE POLICY
It is the policy that incomplete grades be reserved for student illness or personal misfortune. Please contact your 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.

POLICIES RELATED TO THIS COURSE
All candidates are required to follow the policies and procedures presented in the following documents:
- Angelo State University Student Handbook
  http://www.angelo.edu/student-handbook/
- ASU Undergraduate and Graduate Catalog
  http://www.angelo.edu/catalogs/
- Academic Calendar
  https://www.angelo.edu/services/registrars_office/academic_calendar.php

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.

The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

Candidates are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete an Academic
Integrity Statement of Understanding acknowledging that the candidate has read and agrees to
the Academic Integrity Standards, has passed the Academic Integrity Quiz with a score of 90%
or higher, and understands the penalties associated with violations of the academic integrity
standards.

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, ideas, 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 Turn It In. Resources to help you
understand this policy better are available at the ASU Writing Center.

Academic Penalties for Academic Misconduct
The consequences for academic misconduct include, but are not limited to,

- Reduced score for the original assignment
- Zero (0) or no credit for the original assignment
- Make-up assignment different than the original assignment
- Failing grade for the course resulting in (F) on transcript and transcript notation
- Removal from internships or practicums
- Permanent or time-limited dismissal from the academic program and/or department
  and transcript notation
- Loss of departmental/graduate eligibility for financial aid and other awards,
  endorsements.
- Notification of certification board
- Documentation of professional disposition concerns
- Referral to Student Affairs for violations of the Angelo State University Student
  Handbook

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.

STUDENTS WITH DISABILITIES
Angelo State University 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 Act 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

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS  
Candidates can find information on the observance of religious holy days in ASU Operating Policy 10.19. Candidates should also review the information related to course attendance.

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. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.  
Director of Title IX Compliance/Title IX Coordinator  
Mayer Administration Building, Room 210  
325-942-2022  
michelle.boone@angelo.edu
You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

**BASIC NEEDS**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Multicultural and Student Activities Programs Center (multicultural@angelo.edu; 325-942-2729).

The Multicultural and Student Activities Program Center has a food pantry and other resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that they may possess.

**SYLLABUS CHANGES**

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

**ASSIGNMENT OBJECTIVES & DUE DATES**

All activities should be submitted by 11:59 pm (CST) on the date as scheduled. A 10% grade reduction may occur for each day the assignment is late. Extensions will be administered on a case-by-case basis with the appropriate documentation according to the departmental policy.

<table>
<thead>
<tr>
<th>Module</th>
<th>Objectives</th>
<th>Assignments</th>
<th>Points</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td></td>
<td>By the end of the course, candidate will:</td>
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<td>(by 11:59pm CST on date listed)</td>
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<tr>
<td>Module 1</td>
<td>Introduction to Career Counseling</td>
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<tr>
<td>1.1</td>
<td>Demonstrate advanced oral and</td>
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<td></td>
<td>written communication skills</td>
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<td>appropriate to their chosen</td>
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<td>discipline (GSLG).</td>
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<td>1.2</td>
<td>Understand professional</td>
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<td>competencies for career</td>
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<td>counseling and how they relate to</td>
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<td>educational practice.</td>
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<td>1.3</td>
<td>Describe elements of Frank</td>
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<td>Parson’s trait-factor approach</td>
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<td>and its application in career</td>
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<td>counseling.</td>
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<td>1.4</td>
<td>Explain the differences and</td>
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<td>similarities between terms</td>
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<td>commonly used to describe work</td>
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<td>and leisure (work, job, occupation, vocation, career).</td>
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<td></td>
<td>Academic Integrity Statement</td>
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<td>Wednesday, March 25th</td>
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<td>Discussion Board: Introduction to</td>
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<td>Career Counseling</td>
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<td>Initial Post:</td>
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<td>Thursday, March 26th</td>
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<td>Responses:</td>
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<td></td>
<td>Sunday, March 29th</td>
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<table>
<thead>
<tr>
<th>Module 2</th>
<th>Career Assessments</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Understand career opportunities, labor market trends and global economics and uses various career assessment techniques to help students understand their abilities and career interests (IV-B-2d)</td>
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<tr>
<td>2.2</td>
<td>Prepare for the culminating assignment in Module 6 of the course involving creating a career counseling website.</td>
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<td>Career Assessment Reflection &amp; Analysis</td>
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<td></td>
<td>Sunday, March 29th</td>
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<td></td>
<td>Career Website Link</td>
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| Module 3 | Career Centers & Technology | 3.1 Describe elements and best practices of comprehensive career development programs and centers.  
3.2 Understand the resources available to students in career centers and how to incorporate in career programs.  
3.3 Use technology in career assessment, career exploration, and career counseling. | Career Center Profile (includes visit and interview) | 20 | Sunday, April 5th |
|---|---|---|---|---|
| Module 4 | Occupations & Work | 4.1 Promotes and supports academic achievement, career planning, and personal/social development for every student (II-C-3).  
4.2 Identify the potential conflicts between interest and aptitude.  
4.3 Review how to find, organize, and use occupational information. | O*NET/ Texas Career Clusters / NCDA | 10 | Sunday, April 12th |
| Module 5 | Career Development Programs | 5.1 Articulate and demonstrate an understanding of individual counseling, group counseling, and classroom instruction ensuring equitable access to resources promoting academic achievement, career development, and personal/social development for every student (I-A-5)  
5.2 Discuss post-secondary options available for students. | Job Specific Program Development | 10 | Sunday, April 19th |
<p>| Module 6 | Online Career Centers | 6.1 Demonstrate the ability to be creative critical thinkers and to apply new technologies appropriate to their chosen discipline (GSLG). | Online Career Center Website | 25 | Sunday, April 26th |
| | | | IDEA Survey | 0 | Monday, April 13th to Friday, May 1st |
| | | | IDEA Survey | 0 | Monday, April 13th |</p>
<table>
<thead>
<tr>
<th><strong>Module 7</strong> Research &amp; Current Trends</th>
<th><strong>Module 8</strong> Journal Review Reflections &amp; Course Closure</th>
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<tbody>
<tr>
<td>7.1 Be required to demonstrate advanced oral and written communication skills appropriate to their chosen discipline (GSLG). 7.2 Present and discuss trends in career information.</td>
<td>8.1 Discuss topics related to career and occupational counseling.</td>
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<td><strong>Journal Review-Podcast</strong></td>
<td><strong>Podcast Discussion Board</strong></td>
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<tr>
<td><strong>IDEA Survey</strong></td>
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**Version Date:** Approved for Spring B 2020