

**GS 1181.F01: Career Exploration Spring 2021 January 25, 2021-March 17, 2021  
Classroom: Rassman 239 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](mailto:Brenda.Norton@Angelo.edu)  
Office Hours: TR 1-4; Other times by appointment.

**COURSE DESCRIPTION/OVERVIEW**

In this class, you will learn about the facilities available to you at ASU and 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](mailto: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  
Blackboard (BB) Tools Assignments  
Semester Planner  
You Science

Individual Assignments: Attendance, 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	<b>Grading scale</b> 325-292 A 291-260 B 259-227 C 226-195 D 194-below F Extra credit: Create Resume 10
Semester Planner Assignment	50	
Information Literacy Quizzes	65	
BB Tools Assignments	35	
Completion of You Science	50	
Meeting with Dr. Norton	25	
<u>Attendance</u>	<u>50</u>	
Total	325	

### Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

## Course Policies

### **Courtesy and Respect**

Courtesy and Respect are essential ingredients for 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, life style, race (ethnicity), religion, etc.; violations of these rules will result in immediate dismissal from the course.

### **Attendance**

ASU now requires a seating chart, so I will count attendance based on your being in your assigned seat at the beginning of the class session. **You MUST notify me no later than February 1, if you plan to attend online ONLY. You must notify me ASAP if an emergency occurs, which requires you to switch to online-only attendance at any time during the semester.**

I expect you to be attending online through Blackboard Collaborate. I can see if you were signed into Blackboard so I will count this time toward your attendance grade.

This course only lasts seven weeks, so excused absences are limited. You may take one (1) excused absence. 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.

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.

### **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 lectures, including but not limited to talking or sleeping, will be dealt with in the same manner as cell phones.

## Course Schedule

M January 25: Introduction.

W January 27: BEFORE THIS CLASS: Read Chapter 7 College Success; . Semester Planning Exercise

M February 1: BEFORE THIS CLASS: Read Chapter 1 and 2 College Success; Library presentation

W February 3: *Live Speaker from Title IX office.*

M February 8: You Science Introduction; You may want to bring your laptop to class:  
BEFORE THIS CLASS: Read Chapters 11 and 12 of College Success

W February 10: *Live Speaker from Career Development.* **Deadline: Submit Semester Planner Assignment to Blackboard.**

M February 15: *Live Speaker from Counselign Center;* BEFORE THIS CLASS: Read Chapters 9 and 10;

W February 17: BEFORE THIS CLASS: Read Chapter 8; Note taking, studying, test taking continued

M February 22: BEFORE THIS CLASS: Read Chapters 3 and 4 of College Success. Note taking, studying, test taking

W February 24: Meetings with Dr. Norton

M March 1: Meetings with Dr. Norton

W March 3: Meetings with Dr. Norton

M March 8: Meetings with Dr. Norton

W March 10: Meetings with Dr. Norton

M March 15: No class **Deadline: All online work completed; Last day to submit resume for extra credit**

### **PART 3: ASU POLICIES AND ASSISTANCE**

#### ***Required Use of Masks/Facial Coverings by Students in Class At Angelo State University***

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Policy may result in disciplinary action through the Office of Student Conduct.

***General Policies related to this course:***

All students are required to follow the policies and procedures presented in these documents:

[Angelo State University Student Handbook](#)

[Angelo State University Catalog](#)

*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/registrars\\_office/course\\_drop\\_provisions.php](http://www.angelo.edu/services/registrars_office/course_drop_provisions.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](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is: [Ms. Dallas Swafford](mailto:dallas.swafford@angelo.edu) Director of Student Disability Services 325-942-2047 [dallas.swafford@angelo.edu](mailto: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

Email: [michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

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. 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).

### ***Religious Holidays:***

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. 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.

### ***Student Conduct Policies:***

#### **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 College of Science and Engineering adheres to the Statement of [Academic Integrity](#)

#### **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.

### ***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.

### ***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>.