



**GS1181
Career Exploration
Fall 2021**

Professor: Dr. Carlos A. Flores, Jr.
Telephone: 325-486-6956
Email: carlos.flores@angelo.edu
Office: CARR 125

Office Hours:

M/W:

10:00 – 12:00
1:00 – 2:00

T/TH

11:00 – 12:00
1:00 – 2:00

Fri

By appointment only

Class Times:

M/W 12:00 – 12:50 in Carr 124. This is a Hybrid course. The class will meet face to face.

Course Description: All incoming college students must adjust to the increased academic expectations and the newfound freedom associated with a university setting. Our goal is to help each of you prepare for those demands by giving you specific skill sets which will help you prepare for success.

In this class, you will learn about yourself and the facilities available to you at ASU. You will begin to find ways to match your interests to a career and align your studies at ASU to match that career. The immediate goal of this course is to gain clarity about your best fit major.

Course Objectives:

- Developing skills in expressing oneself in writing
- Learning to *analyze* and *critically evaluate* ideas, arguments, and points of view
- Learning how to find and use resources for answering questions or solving problems.

Student Learning Outcomes:

Upon completion of GS 1181, students will

- Understand their best fit major
- Know the importance of developing a resume
- Recognize how skills learned in class integrate with future career goals

Required Materials:

- Computer with working internet access/web-cam
- Instructor provided readings
- Blackboard
- Angelo State University email address (must be checked daily)
- Microsoft Word
- PowerPoint

Method of instruction:

HYBRID: Some Face to face and synchronous classroom instruction and assignments

Online assignments and discussions

Assigned readings and independent work

Course Requirements

Two article summaries

Information Literacy

Blackboard Tools You Will Use

Resume Writing

Course Schedule: (Tentative)

Week 1 – Introduction/Blackboard Tools

Week 2 – Information Literacy/ YouScience

Week 3 – YouScience Workbook/YouScience

Week 4 – Resume Writing/Interviews/Student Conferences

Week 5 – Article Summary I/Student Conferences

Week 6 – Advising/Student Conferences

Week 7 –Article Summary 2/Student Conferences

Week 8 – Student Conferences

Grades:

Grades will be based on the following:

Assignments – 30%

Tests – 50%

Quizzes/Attendance – 20%

All grades will be posted as quickly as possible. Keep in mind this is not my only class and I will grade assignments as quickly as possible. You should always be aware of your current grade, which is shown as your Weighted Total on Bb/Grades. Please note that your grades are weighted, which means that your final course grade is different from the average of all the grades.

All written assignments, presentations, media presentations, etc. must follow the writing style found in the most current edition of the American Psychological Association Publication Manual (APA Manual) which is available at the ASU library, at the bookstore, or on-line at www.apa.org

Plagiarism

Specific conditions for courses taught in the Department for Teacher Education: At the first incident of plagiarism, the student will receive a zero (0) for the plagiarized assignment and this infraction will be noted on the student's records. Should there be a second occurrence of plagiarism, the student will receive a final grade of F for the course and another infraction report will be added to the student's permanent records.

Late Work: Late work is not accepted. All work will be due at the end of the module, which will close at 11:59 PM on the date listed in Blackboard.

Information Literacy Assignment: The university library is a place of endless resources but can be quite intimidating if you don't know how to navigate it. The Library's Information Literacy tutorial includes both videos and quizzes, which you will complete online as a homework assignment.

Attendance: Attendance and punctuality are mandatory for this course. You are allowed one absence without it affecting your grade. Every absence thereafter will result in the loss of a letter grade. You are allowed two tardies without penalty. Every tardy thereafter will result in the loss of a letter grade. A tardy is more than five minutes late. If you are ten or more minutes late, you will be considered absent. Leaving early will also affect your grade. The class meets from 12:00 – 12:50 on Monday and Wednesday and you are expected to be here the whole time.

Course Communication: It is my goal for you to be successful in this class. Please communicate with me if you have personal questions or concerns via email or telephone. If I don't answer, please leave a message with your phone number and I will call you back. In most cases, I will answer or respond to your email and voice mail questions within 48 hours but don't expect a response to answer questions over the weekend or official university holidays. Email is always the best way to get in touch with me both during and outside of office hours.

Student absence for observance of Religious Holy Day:

Students can find information on the observance of religious holy days in the [ASU Operating Policy 10.19](#). Students should also review the information related to course attendance.

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

ACADEMIC HONESTY: 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.

Students are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all students as part of their orientation to the program. Each course requires that the student complete an Academic Integrity Statement of Understanding acknowledging that the student 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 Turnitin. 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

Title IX policy at Angelo State University:

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. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU's Office of Title IX Compliance and the Title IX Coordinator. You may do so by contacting:

Michelle Miller J.D.

Special Assistant to the President and Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.miller@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.

PLEASE DO NOT TEXT OR USE YOUR PHONE DURING CLASS.

It distracts other students and is disrespectful!

Disclaimer: The information in this syllabus is as accurate as possible. However, the professor reserves the right to make any changes as needed to this syllabus.