

**ANGELO STATE UNIVERSITY**  
**Career Clarity: Exploration and Development**  
**FALL 2021 GS 1181 SECTION F08**  
**MW 12:00 P.M. – 12:50 P.M. Academic Building 225**  
**Brook R. Dickison, Ed.D.**

**COURSE INFORMATION**

GS 1181                      Section F08                      CRN 12756

**COURSE TITLE**

Career Clarity: Exploration and Development

**COURSE DELIVERY**

This is a face-to-face 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 August 23, 2021 and ends on October 15, 2021.*

**COURSE DESCRIPTION**

The purpose of this class is to provide tools and experiences to help students make progress in their personal career development. This is a hands-on class. Students will be required to complete assessments, attend career development programs and speak to professionals in the career field of the student's choice.

**INSTRUCTOR INFORMATION**

Brook R. Dickison, Ed.D.                      bdickison@angelo.edu

**OFFICE HOURS**

Email is the most accessible way to contact your instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours. You can schedule an in-person meeting via email and the instructor(s) will work with you and your schedule for day/time.

**STUDENT LEARNING OUTCOMES**

Upon completion of this course students will be able to:

- Understand the internship and job search process
- Recognize the qualities, skills, and abilities that employers are seeking in job candidates
- Create a professional resume, cover letter, and other resources that will lead to a successful job search
- Demonstrate professionalism in all interaction with future employers
- Locate all online job search resources available through the Career Development Center
- Discuss and prepare for the transition from the college environment to the working world

**Grading Scale:**

**Assignments: 40%**

In an effort to better prepare students for courses overall there are several writing assignments addressing professionalism, etiquette, and decorum addressing various elements of critical thinking/information literacy.

**Participation: 20%**

Participation incorporates attendance, participating in course activities, working with classmates in class on projects, and engaging in class.

**Reflections: 10%**

Each week students will strengthen writing skills through weekly reflections. There are a total of 8 reflections (one each week and one comprehensive course reflection).

**Group Project: 30%**

Students will be divided into small groups to work on topic-based projects. The group project details are outlined within the assignment in Blackboard.

**Course Calendar- subject to change for potential employer speakers**

<u>Week</u>	<u>Objective Overview</u>	<u>Assignments and Activities</u>
<u>Week 1</u> <u>Aug. 23-25</u>	<ul style="list-style-type: none"><li>• Course Overview</li><li>• Introduction to Career Development</li></ul>	<ul style="list-style-type: none"><li>• Introduce course materials</li><li>• Autobiography</li><li>• Weekly Reflection</li></ul>
<u>Week 2</u> <u>Aug. 30-Sept. 1</u>	<ul style="list-style-type: none"><li>• Review Career Assessments</li><li>• Discussion Skill Sets and Job Search</li></ul>	<ul style="list-style-type: none"><li>• Career Development Scavenger Hunt</li><li>• Assessment review and personal statement of purpose</li><li>• Professional development associations and connections</li><li>• Weekly Reflection</li></ul>
<u>Week 3</u> <u>Sept. 6- Sept 8</u>	<ul style="list-style-type: none"><li>• NO SCHOOL Sept. 6- LABOR DAY</li></ul> Sept. 8: <ul style="list-style-type: none"><li>• Job Development and Job Targeting</li><li>• Job Search Strategy</li></ul>	<ul style="list-style-type: none"><li>• Job Search Strategy Activity- Big Picture assignment (<i>group work</i>)</li><li>• Informational Interview Paper (<i>due Sept. 13</i>)</li><li>• Weekly Reflection</li></ul>
<u>Week 4</u> <u>Sept. 13-15</u>	<ul style="list-style-type: none"><li>• Discuss Format of Professional Documents</li></ul>	<ul style="list-style-type: none"><li>• Create drafts of professional documents</li><li>• Mr. Chris Galban- speaker (Sept. 15)</li><li>• Weekly Reflection</li></ul>

<u>Week 5</u> <u>Sept. 20-22</u>	<ul style="list-style-type: none"> <li>• Industry Leader Presentations and Visitation</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewing discussions</li> <li>• Transferable skills review</li> <li>• Advice and interaction with experts</li> <li>• Financial discussions of salary and negotiations</li> <li>• Weekly Reflection</li> </ul>
<u>Week 6</u> <u>Sept. 27- Oct. 1</u>	<ul style="list-style-type: none"> <li>• Interview Preparation</li> <li>• Professional Etiquette</li> </ul>	<ul style="list-style-type: none"> <li>• Professional dispositions, discussion of proper protocol and etiquette review</li> <li>• Social media presence</li> <li>• Professional dress</li> <li>• Weekly Reflection</li> </ul>
<u>Week 7</u> <u>Oct. 4-6</u>	<ul style="list-style-type: none"> <li>• Career Exploration</li> <li>• Final Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. MeKelee LaFoy- speaker (Oct. 4)</li> <li>• Final portfolio projects</li> <li>• Weekly Reflections</li> </ul>

### Course Policies

#### **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.

#### **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.

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

### **Policies Related to this Course**

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

- Angelo State University Student Handbook  
<https://www.angelo.edu/student-handbook/>
- Academic Calendar  
[https://www.angelo.edu/services/registrar\\_office/academic\\_calendar.php](https://www.angelo.edu/services/registrar_office/academic_calendar.php)

### **Methods of Instruction**

This course is a face-to-face course and students are expected to attend each course in person.

### **Student Responsibilities:**

The quality of your education depends on your behavior. Be present, be aware, and be responsible in all your courses. Each course you take matters, and your job is to perform the tasks to the best of your ability. If you are going to be a successful college student, you must respect the process and take responsibility for your performance. However, you must also recognize when you need help and make use of the academic support that exists all over campus.

### **Attendance**

Attendance is an important component contributing to success in college. You are responsible for all the material covered in class. Students are expected to attend each course in person. If a student experiences an emergency he/she should contact the instructor(s) prior to missing the course and you must contact a class member to get a course update.

### **Communication**

The course is designed to offer regular and substantive interaction between candidates and instructors. Both students and instructors are responsible for effective, appropriate, and timely

communications and interactions in the course. We realize many topics within the course may lead to passionate discussions and we expect instructors and students to demonstrate professionalism, consideration, compassion, and kindness in discussions - while we may not agree on everything, we can contribute multiple perspectives to enhance learning and strengthen individual understanding. In short - be kind, compassionate, professional, and extend grace when communicating in class.

You can email either instructor at [brook.dickison@angelo.edu](mailto:brook.dickison@angelo.edu). Instructors typically respond to emails within 24 hours during Monday-Friday business hours. If you are going to miss class you should communicate with the instructor before missing the class.

## **Institutional Policies**

### **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.

### **Library Resources**

Students should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at [www.angelo.edu/services/library/](http://www.angelo.edu/services/library/). Information on library resources is available in the Orientation tab of each course. All students can use the [Ask A Librarian](#) research support feature.

### **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 his or her performance in the course, is urged to contact the Multicultural and Student Activities Programs center ([multicultural@angelo.edu](mailto: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.

### **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](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:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
(325) 942-2047  
[dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)

### **Title IX 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](mailto:michelle.miller@angelo.edu)

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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](http://www.angelo.edu/title-ix).

### **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.