

# **CSD 5920: Career Counseling**

## **Fall, 2005**

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<b>Office Hours:</b>	Before class and by appointment
<b>Class:</b>	Mondays, 4-6:30pm / Buzzard 2441

### **COURSE THEME:**

Educators as Creators of Effective Educational Environments: Integrating Students, Subjects, Strategies, and Societies.

### **COURSE DESCRIPTION:**

This course will introduce current informational materials, counseling techniques, and theories in the field of career counseling. Special emphasis will be placed on interpersonal processes designed to assess and counsel individuals from a variety of backgrounds with career development issues and job procurement.

**INSTRUCTIONAL METHOD:** This course uses a problem solving approach to teaching. Instructional techniques will include dialogue with and among class members, assigned readings, individual and group activities, research, counseling demonstrations and peer practice, presentations utilizing available classroom technology, problem finding, and problem solving.

### **COURSE OBJECTIVES:**

1. To become knowledgeable of major career development theories and relate these to career counseling.
2. To identify career counseling tools and resources.
3. To learn, practice, and evaluate the Short-Term Decision-Making Model to assist peers in determining and moving on opportunities of career development.
4. To practice writing a career counseling treatment plan.
5. To develop an understanding of career counseling for a wide variety of populations.
6. To learn the components of successful job searching and practice crafting and evaluating an effective cover letter and resume.

### **TEXTS:**

Zunker, V. (2002). 6th edition, Career Counseling: Applied Concepts of Life Planning.

Bolles, R. (2004). What Color Is Your Parachute?

### **ACADEMIC INTEGRITY:**

As members of the Counseling and Student Development program, we must practice and model for others the highest possible ethical standards. The work you present to me should be your own. Any attempt to cheat or plagiarize will result in failure of the assignment and of the course, in addition to any action the University may take against you. Work completed in this class is expected to remain in your personal possession and not be used to assist any future student who enrolls in this class.

### **STUDENTS WITH DISABILITIES:**

If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of Disability Services at 581-6583 as soon as possible.

## **COURSE REQUIREMENTS, EXPECTATIONS, AND EVALUATION:**

### **1. Weekly Readings:**

You will be required to have read assigned chapters of the texts and be prepared to contribute to class discussion.

**Due: see dates on Course Calendar at end of syllabus.**

### **2. Online Tool Reports:**

In our third class, you will report on your experience using 2 online career tests of your choice and finding. These tools can include things such as: personality inventories, career search readiness inventories, career interests inventories, career change questionnaires, etc. You will verbally summarize to class peers the following five areas: 1) the name of each tool; 2) where you found each tool online; 3) each tool's strengths; 4) each tool's weaknesses; and 5) your learnings using each tool. You will turn in one typed sheet, APA style, with the preceding information (one half page per tool).

**Due: September 12.**

### **3. Group Research and Presentation of Career Counseling for Specific Populations:**

In the first class meeting, you will choose a particular career counseling population for which you must research and develop a group presentation. This research and presentation must address:

- 1) Career counseling issues specific to this population (what problems/concerns/goals they present with at the career counselor's office);
- 2) Career counseling assessment tools appropriate for this population (exercises, homework, tests, inventories, etc.....bring in any you can SHOW us); and
- 3) Career counseling techniques/interventions appropriate for this population (what tools you'll use in sessions to help this population achieve their career counseling goals).

Your group will have 45 minutes to present your findings utilizing PowerPoint and demonstrating professional presentation skills. Your group will also provide a professional-looking typed handout for classmates summarizing the three components above for their future professional reference. You will use our texts as resources, but you must also draw from at least 3 other printed resources (internet resources are permitted in addition to these resources). Your handout should include a bibliography of all these resources in APA style. Otherwise, the handout need not be in APA style.

NOTE: This is a SHARED project, SHARED grade, and thus, the workload must be SHARED. If any group member feels the work distribution on the project is unequal at any point and for any reason, talk to the group to resolve it immediately.

**Due: on class date assigned to your group between October 3 and October 31 (see Course Calendar).**

### **4. Career Counseling Practice and Summary Paper:**

By our fourth class, we will have covered career counseling intake, assessment, treatment planning, and the Short-Term Decision-Making Model. At that point, you will be paired with a classmate for in-class practice counseling over the course of the ensuing 5 consecutive classes. In each of the following classes, you will counsel your partner, and your partner will counsel you.

After each practice counseling session in which you are the counselor, you will take brief notes concerning each session's contents and your immediate reactions (see description below of content). Then the following week, you will turn in a one-page maximum, APA style Summary and Reactions of the preceding week's session (e.g. Summary and Reactions, CC Session #1). The content should cover the following:

**Summary:** a summary of the main points of the session (e.g. your client's reported issues, goals, and progress, and the counseling skills / interventions you used);

**Reactions:** your here-and-now internal reactions (emotional and cognitive) to the session as it unfolded (e.g. "I felt so unprepared when she started going into such personal issues." "What a thrill it was to hear his progress since last week!" "I couldn't help but think he was skirting the issue, but I wasn't sure enough to confront him." "I was having a hard time internally with my biases against that profession, and I feared she was picking up on that.")

You will do this 5 weeks in a row. Then after the sessions are complete, you will submit one paper, which includes the five graded Summaries and Reactions followed by a 2-page max. Reflection as detailed below. Therefore, your complete paper should be no more than 7 pages.

**Reflection:** an after-the-whole-counseling-process reflection of what you believe was effective and how you know, what you would do differently if you could do it over, what you would do in future sessions if you could continue to work with this client on this issue, and what you feel you and the client each learned from this experience.

**Summaries and Reactions Due: See Course Outline for 5 due dates.**

**Complete paper due: at our 11/8 class after verbally processing your experience/learnings with classmates.**

(NOTE: If you or your partner have an excused absence during these 5 peer counseling classes, you will be required to make up the session outside of class time prior to the next class date. If one partner has an unexcused absence, that partner's points will be penalized, and you will still have to make up the session outside of class. Participation in this exercise is part of the grade, and it is important to the development of your partner's skills that you present a genuine career issue to work with. If anyone feels his/her partner is not fully participating in this practice, inform me immediately.)

### **5. Final Exam:**

You will complete a take-home final exam, which will consist of two parts. The first part is a case study I will provide for which you will write a career counseling treatment plan utilizing the format shown in class. The second part will have you pair up with a class peer, submit a cover letter and resume to each other for peer review, and evaluate your peer's cover letter and resume as you would a client's.

**Due: Both parts are due at our final class on December 6.**

### **6. Class Attendance and Participation:**

Attendance and participation in class is crucial to your learning and is required. You are expected to attend class having completed required readings and ready to demonstrate knowledge of text concepts and engage in class discussion of related issues. You are expected to engage in class participation activities for the benefit of your own skills growth and that of your classmates. For excused absences (illness or personal emergencies only), inform me by phone if possible prior to the absence, or contact me as soon after the absence as possible. For each unexcused absence, you will lose 2% toward your semester grade, and you will not be permitted to earn points for any assignments due on the day of an unexcused absence. Work related absences are not excused. You have made a commitment to this program, and in registering for this class, it is assumed you have worked with your employer to be present at all classes. We all choose our priorities at times, and should you choose to miss a class for personal or work related reasons, that is your choice, but do not request to be excused. For unexcused absences, you are also responsible for gathering any class notes or materials on your own.

### **7. All Written Materials:**

All papers and bibliographies submitted will be in APA style, stapled if multiple pages, and will show great attention to correct use of grammar, spelling, punctuation, and career counseling terminology.

### 8. Due dates:

All materials due must be ready to turn in at the beginning of class time on the due date. Materials turned in later in class on the due date or on another date will be reviewed for feedback but will not be eligible for points. If an extension is desired, see 9. below. Treat due dates like professional deadlines: be sure to carefully back-up computer work, be certain your printer is in good operating condition, complete your printing of materials prior to the due date, etc., so that should technology fail you, you will have time to compensate.

### 9. Extensions:

Because personal emergencies occur, extensions may be given at the discretion of the instructor if requested before the assignment's due date. However, no work will be accepted more than 7 days after the due date unless the emergency is one of long duration. Should a pattern of lateness emerge, you may not be granted extensions. Such lateness will result in lost points as indicated under 8. above. Extensions will not be granted for problems with technology (e.g. "My printer is acting up." "My computer crashed.").

### 10. Grading Breakdown:

Your semester grade will be calculated based upon the following (please refer back to the preceding information to fully understand what criteria are expected of you in the assessment of the following points -- *feel free to ask for clarification at any time during the semester*):

Assigned Readings / Class Participation		<b>Expected</b>
2 Online Tool Reports / Verbal Summary		<b>50</b>
Career Counseling Practice:		<b>100</b>
5 In Class Counseling Sessions	25	
5 Summaries and Reactions	50 (10 each)	
Verbal Summary in Class	10	
Reflection / Complete Paper	15	
Group Research Presentation:		<b>100</b>
Presentation Content	50	
Professional Presentation	25	
Hand-Out / Bibliography	25	
Take-Home Final Exam		<b>150</b>
Treatment Plan	50	
Cover Letter	50	
Resume	50	
Unexcused Absence		<b>-8 pts. (2%) per absence</b>
		<b><u>Total Possible 400 pts.</u></b>

### 11. Grading Scale:

A = 360-400    B = 320-359    C = 280-319    D = 240-279

**ALL assignments must be submitted to earn an A or a B. Failure to complete any of the assignments will automatically result in a C or below.**

### COURSE CALENDAR, Fall, 2005

<u>Class Date</u>	<u>Topics / Assignments Due</u>	<u>Readings Due</u>
August 22	Intro to Career Counseling History of Career Counseling Occupational Outlook Distribute Syllabus Theories of Career Development, part I	
<u>Class Date</u>	<u>Topics / Assignments Due</u>	<u>Readings Due</u>

August 29	Theories of Career Development, part II Intake Interviewing (demo & practice) Meet with research group	Zunker, Ch.s 2 & 3 Zunker, Ch.s 5 & 6
September 5	NO CLASS: Labor Day	
September 12	Career Counseling Assessment Tools Use of Computers in Career Counseling <b>On-line Tool Reports due (in-class verbal summaries)</b>	Zunker, Ch.s 7 & 8 Bolles, ch. 8 & 9
September 19	Career Counseling Treatment Planning Short-Term Decisional Model	Zunker, pp. 152-153 Flower exercise, Appendix A, Bolles
September 26	Specific Populations: Adults in Transition CC Practice Session #1	Zunker, Ch. 20 Epilogue, Bolles
October 3	Specific Populations: Women / <b>Group #1 Presents</b> CC Practice Session #2 <b>Session #1 Summary and Reactions due</b>	Zunker, Ch. 1
October 10	Specific Populations: Men / <b>Group #2 Presents</b> CC Practice Session #3 <b>Session #2 Summary and Reactions due</b>	Zunker, Ch. 1
October 17	Specific Populations: Multicultural Groups / <b>Group #3 Presents</b> CC Practice Session #4 <b>Session #3 Summary and Reactions due</b>	Zunker, Ch. 10
October 24	Specific Populations: Teens / <b>Group #4 Presents</b> CC Practice Session #5 <b>Session #5 Summary and Reactions due</b>	Zunker, Ch. 13
October 31	Specific Populations: Individuals with Disabilities / <b>Group #5 Presents</b> Specific Populations: Gay, Lesbian, and Bisexual Clients Specific Populations: Dual Career Couples <b>Session #5 Summary and Reactions due</b>	Zunker, Ch. 14 Zunker, Ch. 15
November 7	<b>CC Practice Sessions Paper due / In-class verbal summaries</b> Job Hunting	Bolles, Ch.s 2, 3 & 5
November 14	Cover Letter and Resume Writing and Evaluation Distribute Final Exam	
November 21	NO CLASS: Thanksgiving Break	
November 28	Portfolio Development Interviewing	Bolles, Ch.s 10, 11 & 12
December 5	Resigning Course Closure <b>Final Exam due</b>	
Week of December 12	<b>No class -- HAPPY HOLIDAYS!</b>	