INDIVSTU 4186/5186 Studies in Career Development

INSTRUCTOR CONTACT INFORMATION

Instructor	Donna Vinton, Ph.D.
Email Address	donna.vinton@uni.edu
Class Delivery	Online/Blackboard Learn
Preferred Communication	To contact me, please send me an e-mail, using the e-mail address above or the e-mail function from your eLearning page. My goal is to respond to e-mails within 24 hours.

COURSE INFORMATION

Course Description

This course guides students through self-assessment, reflection, and exploration of career information resources to enhance their ability to verbalize and pursue career-related goals throughout their lifetime. Prerequisite: Junior level or above or enrollment in a BAS degree program.

INDIVSTU 4186/5186 Studies in Career Development is not a career decision making course or a course designed specifically for job seekers. Career development involves more than deciding on a major or degree or locating and landing a job. It is an ongoing process of learning about our interests, values, and skills and about the world of work and then applying that knowledge to decisions that affect our lives. As a result of what you learn in this course, you *may* decide on a major or degree to pursue, and you may use what you learn in this course to find your next job. But the *overall goal* of this course is to provide you with knowledge that will help you—and others that you may train, supervise, or lead—in all areas of career/life planning. This course focuses on **YOU**—who you are, what you want, what you can be.

LEARNING OBJECTIVES

University Level Objectives

- **Critical Thinking**
  Graduates will demonstrate critical thinking through the ability to evaluate, analyze, and integrate information from a variety of sources in order to develop reasoned positions and solutions to problems.

- **Communication**
  Graduates will display competence in oral, written, and visual communication, as appropriate for their discipline.

- **Program Content Knowledge**
    Graduates will demonstrate discipline-specific knowledge and skills in their major fields of study

Program Level Objectives

This course is not part of a major or degree-granting program at UNI. It is an **elective course** that can count toward required hours for graduation and may or may not serve as eligible elective credit for fulfillment of a degree program. Check with your academic advisor to see how credit from this course fits into your degree plan.

Course Level Objectives

Through assignments and activities in this course, students will

- Develop a definition of "career development", including descriptions of factors involved in and impacting an individual's career development;
- Use formal and informal assessment exercises to identify interests, abilities, values, personality, and desired lifestyle and determine how these factors impact career decisions;
- Develop skills to locate, evaluate, interpret, and use career and occupational information;
- Practice skills for future self-development and goals related to thoughtful academic, co-curricular, professional, career, and/or life-work planning.

More detailed explanations of these objectives will be found in the section entitled *Course Content/Resources for Working Your Way through the Course* folder of the Blackboard eLearning page for this course, in the document entitled *The Learning Outcomes for This Course and How They Will Be Assessed.* Learning outcomes are also included in the unit and module overviews.

REQUIRED TEXT, READINGS, AND OTHER CONTENT

Kaiden, S. (Ed.). (2016) *Find your fit; A practical guide to landing a job you'll love.* Alexandria, VA: ATD Press.

This book can be purchased online. Here are the links for *Find your fit*: https://www.amazon.com/Find-Your-Fit-Practical-Landing/dp/1562869469

https://www.td.org/books/find-your-fit

Additional readings and resources—e.g., brief videos, handouts, links to Internet resources—are included with course modules and are considered a required source of your learning in the course. You will be able to access these resources online from a list provided with the overview for each module.

Each module of this course will provide you with information from your text, outside readings or other resources, including videos and handouts, which you will put to use in exercises and assignments that ask you to apply and reflection upon what you learned.   It will be important to **make use of all of the readings and resources, as well as the documents offering directions for assignments.** While most are readings and resources are fairly brief and "user-friendly", so to speak, they were selected to provide you with the tools and concepts you will need to complete assigned work for the course.

RESOURCES TO SUPPORT YOU THROUGH THE COURSE

- **Unit and module overviews** offer the "what and why" for each section of the course—what will I learn, how will it be useful, how does it connect to the purposes of the course as a whole?
- **Readings and other resources** are intended not only to provide information on course concepts but also to "put a face" on them by providing specific examples as well as the voices of people who have applied or illustrate the concepts.
- **Directions for assignments** will provide resources, action steps, and sometimes even examples of how a completed assignment might look.
- **Assignment worksheets and/or files** are provided so that you do not need to set up and label documents before you can begin work on an assignment.
- **Feedback for assignments** will be provided through instructor comments and rubrics explaining how points for assignments are awarded.
- **Communication with your instructor** is also means of support for the course. You may also contact your instructor by email, using her UNI e-mail address, donna.vinton@uni.edu, or using the e-mail tool available from the eLearning page for the course. When you e-mail, make use of a clear subject line, e.g., *A Question Related to INDIVSTU 4186/5186* or *Assistance With (name of assignment or topic).* Be sure to identify yourself and be specific in describing your questions, request or other purpose for emailing. That will save both of us from having to
  e-mail back and forth till we are "on the same page" and can get to the issue to be handled. I'll try to respond to e-mails within 24 hours. Please do not text from your cell phone, unless requested to do so; I do not always carry my phone with me, so responses could be delayed unless I am expecting a text from you. Submit assignments through the Assignment portion of the Blackboard eLearning page, rather than by e-mail.

HOW ASSIGNMENTS ARE GRADED

Six of the modules include a brief quiz on information from reading and resources. Most of the final grade for this course, however, will come from the work you have done to apply and reflect on what you have learned.   At first glance, the course

may seem like lots of work, since there are a number of assignments, but most of the assignments are fairly quick to complete. So what will you do and how will you be graded?

Quizzes, of course, have right and wrong answers (but you will be allowed to take each quiz a second time, if you want to improve on a quiz grade). Application and reflection assignments involved written responses that do not have right/wrong answers. These assignments involved written work, but not what one would think of as a "paper" and definitely not a "research paper". Much of what you will be asked to write will be around a paragraph or two in length. Written assignments generally involve applying concepts from the readings and resources to your life and experiences and/or on thinking about how you can put to use what you learned. They are awarded points based on 1) attention to assignment directions, 2) connections that you make with course concepts, and 3) clear and organized communication of your ideas. Rubrics for assignments will provide more information on what these qualities would look like in submitted assignments and how point values were determined for each submitted assignment.

Point values for each assignment are listed in the document entitled *The Learning Outcomes for INDIVSTU4186/5186 and How They Will Be Assessed.* You'll find this document in the *Course Content/Resources for Working Your Way through the Course* section of the eLearning page for this course. You should have feedback on submitted assignments within 48 hours after they have been submitted.

HOW THE FINAL COURSE GRADE IS DETERMINED

You must complete all modules and the pre- and post-course surveys to receive a final grade for the course. You will know the points you received for submitting an assignment because the point value will be provided with the feedback for the assignment. Points will also be entered into the My Grades section of your eLearning page for the course. If you are taking this course as INDIVSTU 4186, a total of 640 points is possible for the entire course. If you are taking the course for graduate credit, INDIVSTU 5186, a total of 700 points is possible for the entire course. Points are converted into letter grades, using the following schedules:

How Grades are Calculated for INDIVSTU 4186/5186			
90% or above = A (567- 640)/(700-630)	A (640-595)/ (700-665)	→	A- (594-576)/ (664-630)
80% to 89% = B (504- 566)/(629-560)	B+ (575-557)/ (629-609)	B (556-531)/ (608-581)	B- (530-512)/ (580-560)
70% to 79% = C (441- 503)/(559-490)	C+ (511-493)/ (559-539)	C (492-467)/ (538-511)	C- (466-448)/ (510-490)

60% to 69% = D (378-440)/(378-440)	D+ (447-429)/ (489-469)	D (428-403)/ (468-441)	D- (402-384)/ (440-420)

Below 60%, 383 or fewer points = F **(INDVISTU 4186)**/Below 60%, 419 or fewer points = F (**INDVISTU5186)**

ACADEMIC INTEGRITY

To ensure academic integrity and to follow UNI policies on Student Academic Ethics, students are not to plagiarize, misrepresent, fabricate, or cheat. Quizzes for this course are open book, but should be done individually, without collaboration with other parties. Similarly, students will submit work that is their own work. (in regard to violations of these ethics policies, see: (see: IV. Academic Ethics Violations),V. Academic Ethics Sanctions).

THE USE OF TECHNOLOGY IN THIS COURSE

- **This course is completely online**, utilizing eLearning for instruction, materials, and communication. This online component can be accessed through the UNI Blackboard Learn website: http://elearning.uni.edu/

- You are required to have **access to and ability to use the following**: UNI Gmail account, Microsoft Office, a high speed internet connection, and Firefox or Chrome browser. (Internet Explorer and Safari do not support eLearning and users can experience difficulty opening files.)

- **All of the handouts and information for this course will be available in eLearning**. If you are not familiar with Blackboard, the tutorials available on the Blackboard Learn Help website may answer questions relating to how to make use of the course tools.

- This course will make use of PDF documents as part of your required reading, so you will need **Adobe Acrobat Reader** installed on the computer you will be using for your coursework. (You can install it for free by going to https://get.adobe.com/reader/.)

- For some assignments you will need to **save a web page as a PDF document** that you can submit to show your work from an internet-based activity. Check the printer you will be using for assignments to make sure you have the option of saving an Internet-based document/web page as a PDF.

- **You will be provided with Word documents to use for doing assignments and submitting your work.** Since you may want to work on an assignment at more than one sitting, it will be helpful to have a flash drive with a folder designated for your work for the course or a designated folder on your computer

to archive work in progress, so that you can easily find and return to it for completion or further work.

- You will **submit your completed assignments to Blackboard eLearning page**. Feedback and grades/rubrics for assignments will also be provided through the assignment section.

Online Netiquette

Because this is a fully online class, you will mostly be communicating with me and others through email, discussion forums, and other online communication. It is important to think of this communication as a formal dialogue. Be sure that in all communication you create an appropriate subject line, identify yourself, and craft professionally worded content. For example, shorthand messages from your cell phone are generally inappropriate. Always submit assignments through eLearning and never via email.

Finally, read the Netiquette rules located at http://albion.com/netiquette/corerules.html and always remember to address your professor and other students in a respectful manner.

TECHNICAL SUPPORT

If you experience any technical problems, please do **not** contact the instructor. Please contact the **Office of Continuing and Distance Education** at 319-273-7740 (local), 800-772-1746 (toll-free) or cesp-consult@uni.edu, Monday through Friday, from 8 a.m. - 4:30 p.m.