

SYLLABUS SLS 1301

COURSE TITLE

CAREER AND LIFE PLANNING (3 Credit Hours)

COURSE DESCRIPTION

A. Course Description:

This course assists students in identifying aptitudes, interests, and values as related to career decision-making and is individualized to personal lifestyles. Employment and future trends in careers will be explored. 47 contact hours.

Course within a Course:

Your Career and Life Planning course contains a course within the course. This special feature is called the MyCareerSuccessLab. Your course includes assignments and resources from both MyCourses and MyCareerSuccessLab. Read each assignment carefully. Instructions will tell you how to access the assignment or resource. All assignments are to be submitted in your MyCourses drop box.

TEXTBOOK REQUIRED:

The Career Fitness Program (10th Edition)
Author: Sukiennik, Bendat, & Raufman, Pearson [Prentice Hall
Library of Congress Catalogue Identification:
ISBN 0-276233-1

ABOUT YOUR INSTRUCTOR ([Larry Goldsmith](#))

CONTACT INFORMATION

Larry Goldsmith, Adjunct Instructor
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Mobile: 727.480.5931

OFFICE SCHEDULE – SEMINOLE CAMPUS

OFFICE HOURS – By Appointment [I do not have an assigned campus office as an Adjunct Instructor. Student meetings are by appointment. Please call or email for an appointment.]

[OFFICE HOURS SUBJECT TO CHANGE]

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

ONLINE OFFICE SCHEDULE:

I am an adjunct instructor. I am reachable by telephone, email, Skype or Google Hangouts. You will find me online most days, evenings and weekends. You are welcome to reach out to me weekdays, weekends and evening seven days a week. [No calls after 9 p.m.] Feedback will be within a couple of hours or less most of the time. Do not hesitate to email me. My mobile telephone # is 727.480.5931.

COURSE GOALS AND OBJECTIVES

B. Major Learning Outcomes:

1. The student will understand the importance of career and life planning.
2. The student will understand the importance of evaluating interests, abilities, values and life-style in relation to career choice.
3. The student will use the career resources available in the Career Center.
4. The student will understand the current job market and systematic approaches to finding a job.
5. The student will understand the process of career and life planning which can be used at any point in one's life.

C. Course Objectives Stated in Performance Terms:

1. The student will understand the importance of career and life planning by:
 - a. reviewing basic concepts of career development.
 - b. summarizing the benefits of the career and life planning process.
2. The student will understand the importance of evaluating interests, abilities, values and life-style in relation to career choice by examining the relationship among vocational/education interests, abilities, values, personality and life-style to career selection through texts, worksheets, questionnaires, class exercises and vocational tests interpreted for the student by the instructor.
3. The student will use the career resources available in the Career Center by:
 - a. researching career information
 - b. researching possible career choices and gaining more knowledge for making effective career decisions.
4. The student will understand the current job market and systematic approaches to finding a job by:
 - a. interpreting career center and library sources to identify current local, state and national job market data.
 - b. determining the relationship between career choice and job market data.
 - c. demonstrating the systematic-approach to finding a job including resume writing and job interview.
5. The student will understand the process of career and life planning which can be used at any point in one's life by:
 - a. demonstrating through a personal plan, the process of career choice.
 - b. summarizing through the career choice paper, the process of career choice.

D. Criteria Performance Standard:

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

Note: Your instructor has the right to withhold a grade of "A" if the student fails to submit all assignments.

GRADING SCALE*

Grades will be determined on an accumulative 1,000 points based on the following scale

GRADING SCALE
A = 900 – 1,000 Points
B = 800 – 899 Points
C = 700 - 799 Points
F = 699 or less Points

*Subject to Change: See MyCourses course content for most current and up-to-date schedule

ASSIGNMENTS AND DUE DATES*

**Subject to Change: See your MyCourses for most current and up-to-date schedule*

1. Assignments are due on the due date. Assignments submitted beyond the due date are subject to a penalty of a reduction of a minimum of one grade.
2. All assignments must be submitted in order to be considered for a grade of “A” regardless of accumulative point total.
3. Active classroom participation and attendance is a determinate towards final grades in a face2face course

LATE SUBMISSION POLICY

It is the expectation that students, in order to experience optimum academic success, must complete all assignments. All assignments including due dates are posted in your MyCourses. The cut-off time is 11:30 pm on the posted due date.

- **Late assignments are accepted [Excluding Exams, Quizzes, Forums and Extra Credit Assignments]**
- **Assignments submitted after the due dates are subject to a penalty of a reduced grade.**

COURSE ASSIGNMENT SCHEDULE [Subject to Change]

See posted assignments schedule for most up-to-date assignment details including assignment titles and due dates located in your MyCourses class)

- MyCareerSuccessLab
- Career Development
- Self-Knowledge for Career Exploration
- Research Careers & Programs of Study
- Build an Academic Plan
- Develop a Brand
- Build Skills for any Career
- Career Portfolio-Résumé/Cover Letter
- Consider Your Opportunities
- Interviewing
- Networking/Job Search

Subject to Change: See MyCourses course content for most current and up-to-date schedule

METHODOLOGY OF INSTRUCTION [Teaching Style]

The effective way to learn is through depth of thought (critical thinking). Students are taught how to think at a higher level and make more educated decisions. Critical thinking is becoming aware of your thinking

and how you arrive at your decisions. This is called metacognition. Assignments are designed to develop your critical thinking skills through Analyzing, Synthesizing and Evaluating options as the basis of arriving at informed planning and problem solving.

RUBRIC SCORING STANDARDS

Some assignments are scored by a Rubric. A Rubric is used for scoring your submissions and to measure your performance on papers, reports, projects and other assignments. Submissions are scored by the following criteria:

Did your submission:

1. Provokes new thinking, causes the reader to think
2. Develops new thoughts and expand upon ideas with originality
3. Discusses and interprets ideas, demonstrates sophisticated understanding of topic
4. Simply repeats the ideas of the text, offers no originality
5. Form limited conclusions based on light commitments to assignment
6. Fail to synthesize the assignment with the assigned questions

CLASS POLICIES (Some rules may apply only to an online or a face-to-face course)

- Assignments are submitted online.
- Plagiarism is not acceptable. Students who plagiarize will receive an automatic "F" for the assignment in which the student plagiarized.
- Electronic devices (cell phones, iPods, etc.) shall be turned off in face2face classes/No texting
- Missed submissions and/or poor or failing grades (D or below) require a conference with the Instructor.
- Civility and common courtesy to your classmates and to your professor is expected at all times.

SPC Withdrawal Polices [[Academic Calendar](#)]

The last day to withdraw with a “W” for this class is Thursday October 22, 2015. Speak your Instructor. Talk with your advisor. Don’t automatically withdraw. You may have other choices.

*** FINANCIAL AID RECIPIENTS:**

If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of financial Assistance funds. [See financial aid withdraw deadlines.](#)

SPC Attendance Policy

- St. Petersburg College's Attendance Policy: Official Attendance will be taken for *week one* and *week two* (first two weeks) of the class to determine if you have been actively participating in the class. *Active participation* is demonstrated by the **completion of actual assignments**. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a “W”. You will also be denied access to the course on MyCourses.
- At the 60% point of the class, attendance will be taken for the third time to determine that you been actively participating. Again this is measured by completed assignments including your exams. If you are considered NOT actively participating in the course at the 60% point, you will be withdrawn with a “WF”. [*You are responsible for your withdrawal from the class. Students withdrawing after the 60% point will receive a “WF” grade.*]

Addendum to SPC Attendance Policy [For In-Person Face – to – Face Courses]

Students striving to achieve course success are expected to attend classes regularly, with a minimum of absences. Active participation in classroom discussions and attendance will be taken into consideration when issuing your final grade.

TARDY POLICY (For In-Person Face – to – Face Courses)

Academic success is directly correlated to attendance and tardies. Students must understand that it does matter if they are on time to each class of the day. For face-to-face classes, in order for students to be considered on time for class, they must be in the room. Students who are not on time will receive a tardy.

The following policy applies to the number of tardies per class.

Students arriving late to class will adhere to the following progressive tardy policy.

1. 1st and 2nd tardy – Instructor warning (documented)
2. 3rd tardy – Equates to one unexcused absence
3. 4th and 5th tardy – Impending drop of one grade
4. 6 or more tardy – Potential removal from course

Student Survey of Instruction (SSI) online process

The student Survey of Instruction is your opportunity to offer insightful comments on how to improve the process. Be sure to take advantage of this anonymous opportunity to make inform comments.

CULTURAL DIVERSITY

This course represents positive values and promotes the study of cultural diversity - an awareness and affirmation of the importance of similarities and differences among people.

OTHER SUPPORT SERVICES:

Academic Advising:

<http://www.spcollege.edu/advising/>

Automated System Check Tool for MyCourses:

<https://mycourses.spcollege.edu/d2l/systemCheck>

GUIDE TO ONLINE LEARNING:

<http://www.spcollege.edu/ecampus/help/tips.htm>

INTERNATIONAL STUDENT SERVICES

<http://www.spcollege.edu/internationalstudents/>

NEW INITIATIVE CENTER (NIP)

<http://www.spcollege.edu/nip/>

TECHNICAL SUPPORT HELP DESK: 727-341-4357

<http://webapps.spcollege.edu/helpdesk/>

UNIVERSITY PARTNERSHIP CENTER:

<http://www.upcspc.com/>

ADDENDUM TO THE SYLLABUS

<http://www.spcollege.edu/addendum/>

In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.

The Instructor reserves the right to make changes to the syllabus as needed.
