

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>9/11/2023</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department _____ College _____	
Current Course Prefix and Number		Current Course Title
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: To: Change course number From: To: Change credits* From: To: Change grading From: To: Change WAC/Gordon Rule status** Add Remove Change General Education Requirements*** Add Remove <small>*See Definition of a Credit Hour.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>		Change description to: Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).
Effective Term/Year for Changes:		Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone		
Approved by Department Chair <u>N/A</u> College Curric. Chair <u>N/A</u> College Dean <u>Dan Meeroff</u> UUPC Chair <u>Korey Sorge</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____		Date _____ _____ <u>8-29-23</u> <u>9/11/2023</u> <u>9/11/2023</u> _____ _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

SLS 1301-001 13038
Career and Life Planning
Monday, Wednesday 9:00 AM - 9:50 AM
1 Credit(s)
Fall 2023 - 2 First Half Term

Instructor Information

Chelsea Saka

Email: ckaplan4@fau.edu

Office: SU-80, Room 220 (Career Center)

Office Hours: By Appointment

Phone: 561-297-3533

Course Description

Career and Life Planning

Offered by the FAU Career Center and taught by nationally certified career counselors, this course provides an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career paths and developing an action plan to help achieve career goals. The course also provides strong emphasis on the development of presentation, oral and written communication skills as essential skills for any future major/career.

All freshmen, as well as transfer students, entering without an A.A. degree who have not declared a major or pre-major by the end of their first semester at FAU (excluding summer terms) will be required to enroll in this course in their second semester.

This 1-credit elective course provides an overview of career development theories and decision-making skills for career/life planning. It focuses on self-assessment, choosing a major, exploring career options and developing an action plan to help achieve career goals. The course engages

students in the use of critical thinking skills in evaluating their interests, values, and skills in order to understand how personal characteristics influence career choices. There will be a strong emphasis on the development of oral and written communication skills as essential competencies for any future career. Prerequisite: Must be a student with less than 60 credits.

Instructional Method

In-Person

Traditional concept of in person. Mandatory attendance is at the discretion of the instructor.

Required Texts/Materials

Career Development & Planning (Access Code)

ISBN: 9798765707678

Publisher: Kendall Hunt Publishing Company

Edition: 7th

Career Development & Planning

ISBN: 9781792487026

Publisher: Kendall Hunt Publishing Company

Edition: 7th

Course Objectives/Student Learning Outcomes

Course Learning Objectives: As a result of successful participation in this course, students will:

1. Learn and understand how personal characteristics (values, interests, and skills) influence career choices.
2. Understand career development theories and use decision-making skills for life/career planning and management.
3. Identify appropriate academic major and/or occupational alternatives in relation to personal characteristics.
4. Use various informational resources to learn about different academic majors and career options.
5. Take initiative in exploring options by formulating an action plan and strategy to achieve ones career goals.

Course Evaluation Method

Assignment	Due Date	Points
CDMSES, Pre-Assessment	8/21	15 (5%)
Chapter 1 Quiz	8/28	10 (3%)
Skills Assessment InterviewPrep	9/11	30 (10%)
Guide to Good Decision Making	9/25	35 (11%)
Career Center Liaison Panel Discussion Post	9/25	10 (3%)
Employer Guest Speaker Discussion Post	10/2	10 (3%)
Instructor Appointment	10/4	35 (11%)
Major Career Analysis (MCA)	10/9	75 (25%)
CDMSES, Post-Assessment	10/9	15 (5%)
Final Exam	10/11	30 (10%)
Attendance/Participation (Roll Call)	10/11	35 (11%)
Total Points		300

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Course Grading Scale

Letter Grade	Percentage	Points
A	94 - 100%	279-300
A-	90 - 93%	270-278
B+	87 - 89%	261-269
B	83 - 86%	249-260
B-	80 - 82%	240-248
C+	77 - 79%	231-239
C	73 - 76%	219-230
C-	70 - 72%	210-218
D+	67 - 69%	201-209
D	63 - 66%	189-200
D-	60 - 62%	180-188
F	Below 60	000-179

Also, please note that grades of Incomplete ("I") are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances.

Course Topical Outline

Date	Chapter/Topic for Today	Due Today/Announcements
Aug. 21	Course Overview / Canvas / CDMSE (Pre) / Intake Exercise / Schedule Instructor Appointments	DUE: CDMSES Pre-Assessment
Aug. 23	Kick Off Your Future Lab	HW: Sign up for Instructor Appointment (appointments will take place between 9/13-10/4) HW: Read Ch. 1 (pgs. 1-13)
Aug. 28	Ch. 1 Intro to Career Planning <ul style="list-style-type: none">• <i>Careers Over The Years</i>	HW: Chapter 1 Quiz (Due Sunday 11:59 p.m.) HW: Read Ch. 2 Interests (pgs. 19-23)
Aug. 30	Ch. 2 Exploring Interests <ul style="list-style-type: none">• <i>Zombie Apocalypse</i>	HW: Read Ch. 2 Skills (pgs. 23-27)
Sept. 4	No Class- Labor Day	
Sept. 6	Ch. 2 Skills Identification <ul style="list-style-type: none">• <i>Dream Job Activity</i>• <i>Introduce Major Career Analysis (MCA)</i>	
Sept. 11	Interviewing Skills Workshop	HW: Skills Assessment Interview Stream HW: Read Ch. 2 Values (pgs. 16-18)

Sept. 13	Ch. 2 Values Clarification • <i>Values Auction</i>	DUE: MCA Discussion Post 1 HW: Vision Board HW: Read Ch. 3 (pgs. 31-46)
Sept. 18	Ch. 3 Options Knowledge • <i>Bring laptop/tablet to class**</i>	DUE: Skills Assessment Interview Prep HW: Read Ch. 4 (pgs. 47-58) Begin Instructor appointments - Must complete Major Knowledge Work Interest Assessment prior to appointment
Sept. 20	Ch. 4 Decision-Making Skills	DUE: MCA Discussion Post 2 HW: Guide to Good Decision Making HW: Read Ch. 5 (pgs. 59-71)
Sept. 25	Virtual Class- Watch Career Center Liaison Panel Video and write discussion post • <i>Class will not meet in person this day**</i>	DUE: Guide to Good Decision Making HW: Liaison Panel Discussion Post
Sept. 27	Ch. 5 Exploring Metacognition	
Oct. 2	Professionalism/Networking Workshop – Employer Guest Speaker	HW: Employer Speaker Discussion Post
Oct. 4	MCA Lab- In-class working session	DUE: Employer Speaker Discussion Post DUE: MCA Discussion Post 3 DUE: Instructor Appointments should be completed by Oct. 4
Oct. 9	Final Exam Review/ CDMSE Post-	DUE: Major Career Analysis (MCA)

Oct. 11 Final Exam

DUE: Final Exam

Assignment Descriptions

Career Decision Making Self Efficacy, CDMSE (Pre and Post) (15 Points Each) Points: 30

The CDMSE Pre and Post assessment will be complete online during the first and last week of class. This tool is designed to measure an individual's degree of belief that they can successfully complete tasks necessary to making career decisions. There are no right or wrong answers, the grade is based on completion.

Chapter 1 Quiz Points: 10

The Chapter 1 Quiz is a multiple-choice quiz provided on Canvas. You will be assessed on definitions and theories from Chapter 1.

Skills Assessment: Interview Stream Points: 30

This project is designed to help you evaluate your transferable skills, as well as to help you learn about interviewing and receive practical interviewing skills. You will need to create an account on Interview Stream using your FAU email address and follow the instructions on Canvas to complete your assignment. You will need to use a computer with webcam capabilities or you may use any Android or iOS device, as your interview responses will be video recorded.

Instructor Appointments Points: 35

There will be time during the semester that you will individually meet with your instructor. This appointment is structured to review Major KnOWLedge. In order to receive full credit for this assignment you must complete Major KnOWLedge prior to the instructor appointment. Failure to do so will result with a "0" for this assignment.

Guide to Good Decision-Making Points: 35

Making a wise and informed decision is not always an easy process. When making a decision about careers, taking intentional steps to reach a decision can be beneficial. This assignment will walk you through this process using an experience where you had to make a decision with multiple options to choose from. The purpose of this assignment is to help you identify how you have previously used the CASVE Cycle while making an important decision, as well as how you can improve upon your decision-making strategy in the future.

Major Career Analysis (MCA) Points: 75

This project is designed to help you learn about sources for educational information and give you an opportunity to explore several majors. You are to choose two different majors to learn about by completing the list of procedures below and presenting them to the class. By completing this assignment, you will become more informed about two majors, as well as improve and demonstrate personal research and communication skills.

Final Exam Points: 30

There will be one cumulative multiple-choice exam at the end of the semester. More information provided on Canvas.

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

Classroom Etiquette, Assignments, and Attendance Policy:

1. Students are expected to attend all the classes and arrive on-time. Participation makes up 35 points of your grade. Each class will have participation points based on if you are present and active in the class. Students who are considerably late will lose points each time. Students that are sleeping

or not paying attention in class will lose points each time. If you are not in class, you will not be able to receive the participation points for that day and will not be able to earn make up missed points. If you are sick, you are encouraged to stay home. To earn credit for class, you must schedule an appointment to meet with your instructor to discuss the topic of the class missed. Details provided in Canvas. Missing class more than 2 times (unexcused) may result in dismissal/failure of this class.

2. If you have an emergency and won't make it to class, email the instructor. Always provide documentation of the emergency to the next scheduled class or meet with your instructor during the next available office hours. You will be held responsible for all assignments missed during that class.

3. If you are contending a grade or have questions, please schedule an appointment to meet with your instructor. Grades/concerns will not be discussed via email. To set up a time to meet, email your instructor directly.

4. Students are required to actively participate in class exercises and assignments including class discussions, group projects, activities, and presentations. Your active participation is valued, and it will make this course more interesting and meaningful for all; at times, this class will deal with controversial issues. You are asked to express your thoughts and opinions with sensitivity and respect for your classmates. Be open-minded and willing to share your input and experiences. This class is about you; the more you put into it the more you will get out of it.

5. In the event a class is held via a live virtual session, you are expected to be on camera in a professional manner. Helpful tips: If you are sharing a space, headphones can be useful. Stay focused, close other tabs and turn your phone on silent. Any inappropriate activities may result in being sent to the Dean of Students office.

6. Be prepared for class by reading and doing, chapter exercises and activities prior to coming to class.

7. Check Canvas weekly; textbook, assignments, announcements, grades, and course material will be posted through Canvas; it is essential for you to check this regularly in order to be successful.

8. If you miss an in-class assignment due to an absence, it will be your responsibility to contact the instructor and receive the missed assignment.

9. Assignments are due on the date located on the course calendar. Assignments will only be accepted up to ONE week after the due date with a reduction of 10 percent of the grade per week.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair

advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.

- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Student Support Services and Online Resources

- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Office of International Programs and Study Abroad](#)
- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Science Learning Center](#)

- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing \(UCEW\)](#)
- [Writing Across the Curriculum \(WAC\)](#)