

(HD 140 -Online) Career Exploration

Course Information

Instructor Information

Instructor: Rob Camp

Office: Takena Hall (Albany Campus) Rm. 101

Office Telephone: 541-917-4805

E-mail: campr@linnbenton.edu (best way to contact me)

Course Description

This online course focuses on how students explore educational, extra-curricular and career possibilities to develop an understanding of their major/career decision-making process. There is an emphasis on self-exploration using career and personality assessments, print and computer resources.

Textbook & Course Materials:

No text from the bookstore is required. Class materials will be provided as required.

Course Requirements

- Internet connection
- Access to Moodle

Learning Outcomes

Through taking this class a student should:

- Know how the career/life decision-making model can be used to make exciting career choices.
- Have identified values, interests, and personality and use this information to consider college majors and careers.

- Know how and where to gather information in the present and future, about college majors, careers, and the job market.
- Know how to effectively explore occupational possibilities and obtain the information for informed decision-making.
- Have developed effective written and oral communication skills for the world of work.

Expectations

Student

Your Responsibilities:

- Critically read/analyze assigned information
- Use your LBCC email account to communicate with me
- Effectively participate in class assignments, activities, quizzes, and evaluations

You are taking an online course. Our online courses are just as rigorous and time-intensive as face-to-face courses. We want to be sure that you, our students, are prepared for the rigor and work involved in being successful in online education. For that reason, we encourage you to prepare yourself just as you would for any new task. **Here are some tips:** Familiarize yourself with Moodle and your student email. Set aside regular class times (at least 9 hours/week for a 3-credit course) for yourself. Stay in close communication with your teacher. Create a workspace for yourself. Take the initiative to figure out what you need to know.

To ensure your continued enrollment and success in our courses, **you must enter the course by midnight on the Third day (Oct. 2nd) of the course.** You will have one assignment to complete prior to 11:00 pm on the first Friday of the term (October 4th) and two more assignments to complete prior to 9:00 am on the second Monday of the term (Oct. 7th). This will give you (and me) a sense of whether the class is a good fit for you.

I make use of the Institutional Drop policy. This means that I will drop you from the course if you have not completed the three mandatory assignments by 9 am on the second Monday of the term (October 7, 2019).

If you determine that you will struggle with the rigor of this course, I urge you to drop before October 7th, so you may receive a full refund for the class. Refunds are not granted to students that are not officially withdrawn from a course by the specified date (please consult the college academic calendar for specific dates). Stay in close touch with me. I am glad to have you in my course and I want you to be successful.

Instructor Responsibilities:

The current week's content and assignments will be posted on Moodle by noon each Monday. I will be available to support your learning when requested. I will hold you accountable by following through with course objectives and syllabus content. My aim is to facilitate an online classroom environment that encourages active, effective and respectful activities, discussion and learning.

Important Note: All students who are on the class roster will be enrolled in the Moodle site for this course during the 1st week of classes. You will take all your quizzes and submit all your assignments on Moodle in addition to accessing the syllabus, your grades, study guides, internet links and handouts. You must be able to upload assignments and take exams on Moodle. **It is an expectation for this course that you will use Moodle independently and seek help from the eLearning center if you have questions related to using Moodle. If you are not prepared to work independently with Moodle, drop this course immediately.**

Course Requirements

Note: Weekly quizzes, Discussion Forum Activity, and instructions for assignments/ as well as assignment submittal will all take place on Moodle. Your final grade in this class will be determined by your performance on the following:

Schedule: By Wednesday at 11:00 pm during the first week, submit details regarding the 9+ hours per week that you will schedule to complete your HD 140 requirements.

Final Paper: 3 page double-spaced, 12 pt. font. You will write a final paper outlining you Career/Major Exploration learning and journey. The paper is due at the conclusion of Week 10.

Discussion Forum Activity: In addition to assignments, assessments, and online activities, you will participate in 10 forums about topics related to the course. You will be instructed to watch a brief video, listen to a podcast or do a reading and then post your reaction. Your post should reflect an integration of content and your perspective. You will also respond to at least 2 other classmates' post. Forum activities are posted by noon on Monday and are open until 9am the following Monday. I will only include your 8 highest scores in the determination of your final grade.

Please treat the discussion topics and your classmates with respect. We all have unique values and beliefs and life experiences relating to the subject matter. It is important that you bring your unique perspective to share in a way that is non-dogmatic so that others can "listen" and understand you. I encourage you to ask questions, agree, and disagree with others as much as possible, as long as you do so respectfully. Participating in this class gives

you an opportunity to not only learn the course content, but also to develop your personal understanding about career exploration. In order to receive full credit, your forum posts should reflect an integration of the podcast, video or reading assigned for the activity. I will enter the forums to “observe” your progress and sometimes join the discussion. The forum is a good way for you to interact with others in the class, share your perspective and questions, and learn about class members. This kind of sharing has the potential to move your experience and thinking to a higher level. Make good use of it! **REGARDING CONFIDENTIALITY:** In your online discussions you may choose to share personal anecdotes about people you know. Remember to speak from your own perspective. In addition, please protect the confidentiality of others in your life. Refer to them by first initial only (e.g. “T” rather than Thomas). You may also refer to *my sister, my uncle, my neighbor* or *my friend*.

Late Work

It is expected that you will turn in your work in on time (as shown in the assignment schedule). Late work is not accepted as part of this course so plan your schedule accordingly.

Criteria for Grading:

Papers should be **typed, double-spaced, 12 pt. Times New Roman font, one-inch margins and meet the page requirements specified by the assignment.** Additionally, the Writing Center is available to you in the learning center. Plagiarism and other forms of cheating will result in serious repercussions. In this class, you will be referring to other resources to get information, and if you use that information in a paper or assignment, it is important to acknowledge the original source.

Course Requirements				
Requirement	Summary	Possible Points per Unit	Units	Possible Points per Requirement
Schedule Assignment	By Friday at 11:00 pm during the first week, submit details regarding the 9+ hours per week that you will schedule to complete your HD-140 requirements.	20	1	20
Forum Discussion Activity	Each week, post (1) your thoughts around the forum topic and (2) two additional comments regarding other class members' posts. For full credit, each post must contain relevant information in addition to your personal reaction. [Of the 9 forum participation scores, 8 scores will affect your grade. The lowest score will be dropped.]	9	X 8 Graded Posts	80
Syllabus Quiz	Quiz of the syllabus to ensure expectations of the course	15	1	15
Strong II Assessment	During week 2 you will take the Strong Interest Inventory.	20	1	20
Assessment Reflection paper	After receiving your Strong Interest Inventory Results, and using the materials provided you will write a paper of how you can personally use the results from the SII assessment.	25	1	25
RoadTrip Nation Modules	Completion of each RTN Module (x12) This will include downloading your completed Manifesto and submitting it.	10	12	120
Interview proposal Submission	Submit your Interview proposal choice by the end of week 5.	20	1	20
Interview Summary Submission	Submit your paper outline by the end of week 8.	40	1	40
Final Paper	4 page double-spaced, 12 pt. Font. The paper is due at the conclusion of Week 10.	90	1	90

Total Possible Points	400		

GETTING STARTED

- Enter the course by midnight on Wed April 3, 2019.
- Read the syllabus and all other course documents.
- Put all due dates for assignments in your calendar.
- Have questions? Post them on the Question and Answer Forum. This is the fastest and most efficient way for you to get an answer. If you have the question, it is likely someone else does too.
- Read information that comes to you via the Announcements.

To avoid getting dropped, prior to 9am on Monday, October 7, 2019:

1. **Enter the course by midnight on Wednesday, October 2, 2019.**
2. **Complete the "Schedule" Assignment by 9:00 AM on Monday, October 7, 2019.**
3. **Complete the first Discussion Forum Activity (after completing your assigned reading).**

WORKLOAD

This online course takes the place of three hours of lectures and outside class assignments required in a traditional face-to-face class. You should expect to devote at least 9 hours per week on the online interactions and other class assignments. Set aside specific time each week to work on this class.

Overall Class Grading Scale:

447-500 = A	397-446 = B	347-396 = C	297-346 = D	296 or below = F
-------------	-------------	-------------	-------------	------------------

Date	Week	Topic	Tasks due by 9:00 am (unless otherwise noted)
9/30	1	Introduction to Class Syllabus Explanation of the Career Wheel	10/7 (by 9:00 am) Schedule Assignment 10/7 Discussion Forum Activity 1
10/7	2	Career Assessments and how they work. Introduction to the Strong Interest Inventory	10/14 Discussion Forum Activity 2 Strong Interest Inventory Submitted
10/14	3	Introduction to RoadTrip Nation Looking at Goals, Values, and how Noise affects us.	10/21 Discussion Forum Activity 3 Roadtrip Nation Sec. 1-4
10/21	4	How do we manage fear of things we are not sure about? Introduction to asking others for information and how that information can benefit us.	10/28 Discussion Forum Activity 4 Roadtrip Nation Sec. 5-6 Assessment Reflection Paper
10/28	5	The concept of questions. Preparing for the informational Interview	11/4 Discussion Forum Activity 5 Informational interview proposal
11/4	6	What do I want from my future?	11/11 Discussion Forum Activity 6 Conduct your interviews
11/11	7	Where to now?	11/18 Discussion Forum Activity 7 RoadTrip Nation section 7
11/18	8	How does education fit into my future?	11/25 Discussion Forum Activity 8 Roadtrip Nation Sec. 8-12
11/25	9	Putting it all together	12/2 Discussion Forum Activity 9 Interview Summary paper
12/2	10	Final paper writing	12/9(by 9:00 am) Final paper due.

TOOLS FOR SUCCESS IN THIS COURSE

In a web course, the teacher is a **resource** in the learning process, while the student takes a more active role in the process. If you are new to online learning, be aware that you will need to take the initiative to read all documents and materials thoroughly for your own understanding. Self-direction and self-discipline are critical. It is up to you to keep track of deadlines and complete and upload your assignments. The assignments, exams and weekly forums are ways for me to gauge your understanding of the teaching/learning process in which you are participating. I am here to help. I will respond to your assignments with feedback. If you have carefully read course materials and still have a question, post your question to the Question and Answer forum right away! Don't delay.

All coursework is submitted/conducted online via Moodle or a material site. Do not send any homework by email.

POLICIES

Preparedness: Begin each week by reading the information provided via Moodle. Complete all activities before the due time and date.

Cheating/Plagiarism: Using someone else's work as your own or using information or ideas without proper citation (which is called plagiarism) can lead to your failing the assignment, or class. Bibliographies and in text citations are required whenever you use outside sources, including internet sources (unless otherwise indicated by me).

RESOURCES

Help for Writing Your Term Paper

Many resources, such as the Learning Center and the Writing Desk, are available to you as a student. These resources are described in the student services section of the schedule of classes.

College Policies

Disability services and emergency planning:

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need

special arrangements in an emergency, should speak with the instructor during the first week of class. If you think you may need accommodation services, please contact Center for Accessibility Resources, 541-917-4789.

Non-discrimination and Non-harassment:

Linn-Benton Community College is committed to providing an atmosphere that encourages individuals to realize their potential. We embrace diversity and inclusion of all persons. The college prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, or age in any area, activity or operation of the college. In addition, the college complies with related federal, state, and local laws (Civil Rights, Disability & Rehabilitation Acts, Veterans Acts).

Know your rights (and responsibilities):

LBCC students have rights: the right to free speech, the right to assemble, the right of a free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and communications, and the responsibility to follow staff directions, local, state, and federal laws. Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts.

Please review your rights and responsibilities
(<http://linnbenton.edu/go/studentrights>)