

Malone College
Career Development and Lifestyle Counseling
May 14, 2008to July 2, 2008
Summer II

Instructor: Karen Izzi Gallagher, M.Ed.
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Course Number:

COUN 570: 3 Semester hours

Prerequisite: COUN 544 or 545 or permission of Program Director. Spring II (Online), Summer II.

Courtesy: Please turn all cell phones to vibrate; computers may be used during class since our reading material and a variety of media presentations can be found in eCompanion. However, please be respectful and do not surf the net or chat online during class. If you have a USB mini drive or a “jump drive,” plan to bring it to class on days that we are in the computer lab.

Course Description:

Career Development and Lifestyle Counseling This course is designed to provide an introduction to the theoretical bases of career development and individual career decision making. Incorporation of career assessment instruments and techniques for evaluating individuals relevant to career development, planning, and placement are utilized. Additional knowledge regarding sources of career, educational, and labor market information including retrieval from computerized data banks will be examined. The course also addresses the special issues concerning legal and ethical standards in career counseling, multicultural issues and gender bias, as well as an appreciation for career trends in lifestyle across the lifespan. The career counseling process, from appraisal to placement, is explored through personal utilization and interpretation of appropriate career instruments. Literature and current research in the field are also included in this course.

Course Objectives:

This course focuses on the study and application of career development theories. Additionally, we discuss the use of educational, social, and occupational information in career counseling.

At the conclusion of this course, class members will be able to:

1. Understand careers from a developmental perspective.
2. Be familiar with and have a better understanding of key career terms.
3. Be able to discuss a variety of career theories.
4. Be able to identify developmentally appropriate strategies for addressing the career development needs of a specific population.
5. Understand, use and interpret results from a testing instrument to help uncover career choices for a student or client.
6. Locate Internet web sites that would be beneficial to the student or client's career needs.
7. Be able to use a variety of computer skills to help a student or client complete college applications, scholarship applications, utilize Microsoft Word to write reports, compose a professional cover letter and create a professional vita or résumé.
8. Identify three area agencies that would be beneficial to your student or client's career needs.

No Required Text:

A variety of print and electronic media will be used including the use of current research articles, excerpts from books and textbooks, and online exploration provided by the instructor and class members. **eCompanion will be used to supplement this course. All readings can be found in eCompanion-Doc Sharing. Please make sure that you have the correct credentials to log into eCompanion to submit projects via the Dropbox and Weblibliography, and to access Doc Sharing.**

Course Assignments:

1. Career Autobiography (100 points)
2. Create a résumé and cover letter (50 points each to total 100 points)
3. Three web site searches and reviews (50 points total)
4. Career Assessment (100 points)
5. Creation of a career activity-school counselors (100 points)
6. Area agencies -clinical counselors (100 points)
7. Attendance (Extra Credit: 5 points for each class session to total 40 points)

Description of Course Assignments:

1. Career Autobiography-

You will write a three-page (double-spaced) paper in which you describe why you want to be a counselor. You may find it useful to reflect upon important factors such as your work history, your family's work history including education and occupation of parents, your education, and your previous jobs. Be sure to identify your current career plans and WHY. Posting to Dropbox.

2. Build a résumé and cover letter

We will discuss the importance of the résumé and cover letter in the career process and the components behind creating an outstanding résumé and cover letter. We will look at four (4) different résumé types: chronological, functional, combinational, and electronic. Posting to the Dropbox.

3. Web site searches

You will search the Internet for at least three career web sites and briefly explain: 1. What you found on the site, and 2. Would it be a useful site for clinical and/or school counselors and why. Be prepared to present your findings online. Posting to Webliography.

4. Creation of a career activity (school counselors)

- Identify a target group (e.g. elementary, middle school/junior high, senior high school).
- Identify a career development issue/concern for your target group.
- Create a career education activity (be sure to discuss goals and objectives for your activity) that addresses your issue/concern.
- Explain how you will evaluate the effectiveness of your activities.
- Posting to Doc Sharing and Dropbox

5. Area agencies (clinical counselors)

It is possible that the agency/organization you will work for will not be able or equipped to assist your client(s) with career exploration/assistance. With this in mind:

- Identify three area agencies that provide career exploration/assistance.
- Visit each agency.
- Write a one page description for each agency to include:
 - All services available
 - Types of career services available to you client(s)
 - Referral process, if necessary
 - Collaboration between your agency and the identified agency, if possible.
- Posting to Doc Sharing and Dropbox

Participation:

Participation is required as per the Malone College Attendance Policy (see below). Each class member is required to participate in class discussions via postings in a thread. Each class member is required to turn in/post assignments and responses on the date that it is due. It is asked that class members not work ahead or post early as the assignment may be changed or dropped.

Graduate Attendance Policy:

Students are expected to be punctual and 100% in attendance because of the course's intensive format. In the event of an emergency or illness or other significant conflict, students are responsible for notifying the professor and for fulfilling all class requirements according to the professor's directions. Absence from one class may be excused provided only that the student: 1) Expresses in writing to the instructor (copy to the Counselor Education Program Director) an acceptable reason for the absence; 2) Receives permission from the professor; and 3) Agrees to do all make-up work required by the professor. Absence from two or more graduate classes in a course, if unexcused, will result in a failing grade.

Academic Integrity Policy:

The Malone College Academic Integrity Policy governs this course. Students are responsible for reviewing this policy which can be found on the campus website.

Grading:

A = 100% (400)-96% (360)

A- = 95% (359)-93% (319)

B+ = 92% (318)-89% (278)

B = 88% (277)-85% (237)

B = 84% (236)-83% (196)

C+ = 81% (195)-79% (155)

C = 78% (154)-75% (114)

F = 74% or lower (113)

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Class Schedule:

Week of May:

- Career Autobiographies will be discussed with guidelines.
 - Specifics will be posted online

Week of May:

- Sharing of SOT experience
- History of Career Counseling
 - We will look at the history of career counseling definitions, its roots and its evolution.

Week of May:

- Theories and Theorists
 - We will look at career counseling theories and theorists and their impact on career development.
- Career projects will be discussed with guidelines.
 - Career Activity (school counselors)
 - Area Agency Search (clinical counselors)
 - Specifics will be posted online

Week of June:

- Diverse Populations
- Counseling and Spirituality

Week of June:

- Assessment Tools
- Information, Resources and Computers

Week of June:

- Resumes and Cover Letters

Week of June:

- Completion of units and projects
- Wrap up of course