

CPSY 1113
CAREER: JOURNEY OF A LIFETIME
CRN: 23754
Online Short-Course
Spring 2020

Instructor: Christopher Dabbs, M.A.

Office: Willard 425

Office Hours: Fridays, 1-2PM (online). By appointment.

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University Supervisor: Dr. Julie Koch, Ph.D.

Office: Willard 434

Contact Information: julie.koch@okstate.edu, 405-744-6040

Note: Contact course instructor first before contacting university supervisor, if I cannot address your questions or concerns I will then refer you to Dr. Koch.

Course Description (from OSU Catalog): Assists students in exploring career options through increased understanding of self and expanded knowledge of occupational information. Includes a study of the decision-making process and a look at the present and future changing world of work.

Course Objectives

1. Learn that the components of career choice include career, life-role, work, and educational awareness.
2. Recognize that career/life-planning is a lifelong process that involves continuous evaluation and re-prioritizing of values.
3. Learn how to identify personal interests, skills, and values and learn how to compare them with career options.
4. Learn the skills involved in researching and acquiring a job.
5. Learn how to make decisions and set short- and long-term goals.

Required Course Materials

Textbook:

Career Fitness Program: Exercising Your Options, by Diance Sukiennik & Lisa Raufman

Inventories: (All assessment results will be uploaded to Canvas as a PDF)

- **Kuder and Super Assessment** *free, through OKCAREERguide.org
- **TruTalent Assessment** *free, through HireOSUGrads
- **StrengthsQuest Assessment:** *\$15 via Bursar to Career Services; specific instructions will be given

Recommended Textbook (Not Required)

What Color Is Your Parachute? 2016: A Practical Manual for Job-Hunters and Career-Changers, by Richard N. Bolles

Online Link:

<http://argo.library.okstate.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=1102263>

IMPORTANT NOTE: To access this link you must be on campus. Only one person can access this PDF at a time. When you are done reading for the day, please remember to close the tab.

Course Requirements & Expectations

Technology:

You must have an OSU email account for this class and **you must check it regularly**. Class information may be sent via e-mail, and you are responsible for reading and/or responding to it in a timely manner. The email address I will use is your official OSU email, which is what is listed on Canvas (explained below).

This is an *online course*: You must have access to a computer, which has internet connectivity, and you must have an OSU email account for this class that you check regularly.

You must learn to use Canvas (<http://online.okstate.edu>). I will post discussions,

assignments, and other materials online, and it is necessary for you to access the information for the success of the class. If you are unfamiliar with Canvas, please contact the Helpdesk at **405-744-HELP (4357)**.

1. **Attendance/Participation:** You are expected to actively participate in course discussions. Attendance will be determined by participation in the discussion assignments (10 points each). You are required to post your own response and respond to one other person's post. This means you will post two times for each Discussion assignment (5 points for post, 5 points for response). There will be 2 discussion posts due per week, totaling 2 posts and 2 responses for a total of 20 points each week for weeks 1-7. The assignments are open at the beginning of the course and will remain open one week after each deadline. There will be firm due dates listed for each assignment. The late assignment policy for the course will be discussed later in the syllabus.
2. **Communication:** As an online course, much of our communication will take place via email. To ensure that I can get to your email in a timely manner, please include the course number (1113) in the subject line of your emails.
3. **Inventories:** The 3 career inventories are mandatory assignments and will be worth 30 points each. For each inventory you will upload of a PDF of your results in Canvas. Kuder and Super Career Inventory, StrengthsQuest inventory, and TruTalent Assessment.
4. **Projects:** You will be required to complete 3 projects.
 - A. Write a website evaluation for HIREOSUGRADS, worth 50 points. Provide a 1 paragraph response to each question found on the Website Evaluation Document on Canvas.
 - B. Write a 2-page Kuder-Super Paper, worth 50 points. If this paper is not completed on time, your grade for this assignment will drop one letter grade for each day the project is late. Reference Kuder-Super Paper Document uploaded to Canvas.

- C. Develop a cover letter and resume worth 40 points, to first be critiqued by a career counselor at the Career Center in the Union and then submitted the following week for credit. Assignment is worth 40 points (20 points each, 15 points for completed assignment, and 5 points for critique by a career counselor). If this assignment is not completed on time, your grade for this assignment will drop one letter grade for each day the project is late. Reference Cover Letter & Resume Documents are to be uploaded to Canvas.

Extra Credit: There may be opportunities to earn extra credit (up to 25 points) throughout the semester. Keep in mind that any extra credit is a *privilege* that can be revoked for behavior such as violating academic integrity and student code of conduct policies and inappropriate behavior toward other classmates. Students are responsible for completing extra credit activities in their own time and promptly reporting them to the instructor. Sona participation will automatically be reported to the instructor (no need for students to report that). To receive extra credit, you must submit the extra credit assignments by 10pm on Saturday, December 1st.

1. Research Skills (20 points)

For a maximum of 20 extra credit points, you can choose to strengthen your research skills and knowledge by writing a research paper **OR** participating in a SONA research experiment (you cannot do both).

Research Paper

Students may write a 2-page APA (6th Ed.), double spaced research article over a topic regarding career development with topic pre-approved by the instructor. This paper can be turned in at any time during the semester and is worth 20 points of extra credit. Students may only turn in 1 paper prior to the end of the course.

SONA Participation

COLLEGE OF EDUCATION SONA SYSTEM

Students can choose to participate in ongoing research projects to earn 2 SONA credits for a maximum of 20 extra credit points (1 Sona credit equals 10 extra credit points). In this role you will serve as a human participant for

two, one-hour sessions or one, two-hour session. A one-hour session is worth 10 extra credit points; a two-hour session is worth 20 extra credit points. These participation opportunities are posted on SONA, and are usually announced in class, and may be posted on the calendar on the course website. You may participate in online or face-to-face studies. The research projects have been reviewed by an independent ethical committee (University Institutional Review Board) whose members are drawn from across the entire academic community, and they are supervised by a faculty member. Instructions for signing up for an experiment are as follows:

1. Visit our COE Sona website: <http://okstate-coeosu.sona-systems.com>
2. Click on "Request Account".
3. Complete account information and choose course(s)
 - A log-in and password will be sent to the email address entered.
 - Once you have your log-in and password, you will go to the same website and complete a pre-screen, before signing up for experiments.
 - You would also go to this site to cancel.
 - An email confirmation will be sent to you whenever an appointment is established or cancelled.
 - An email reminder will be sent to you in the early evening prior to each appointment.

When you register for an experiment, the time and place for your appearance is designated. **If participating in a face-to-face session, make sure you write down this information and then attend the experiment.**

A brief description of each experiment will appear in the SONA system or in the course announcements section, as well as on the class calendar. Students who show up at their scheduled time and place will receive extra credit; students who fail to keep their appointment will not earn research extra credit.

2. Reading the Syllabus (5 points)

Email the instructor, Chris Dabbs, the best book you've read in the last year (or your favorite book), to prove you have read the syllabus.

Late Assignments: Discussion posts must be submitted on Canvas on Saturdays by 12:00pm (11:59:59pm or earlier). All assignments must be

submitted by 12:00pm the day they are required—please reference the tentative schedule for specific dates. Late work will not be accepted unless in rare circumstances that has been approved by your instructor in advance. The decision to accept late work is at the discretion of the instructor.

Educational Polices: Expectations and Procedures will be governed by the policies of Oklahoma State University.

***Disclaimer:** Information in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oklahoma State University and any student. The instructor reserves the right, acting within the policies and procedures of OSU, to make changes in course content or instructional technique without notice or obligation.*

Professionalism:

When you engage with professionals related to your class assignments (e.g., Career Resource Center Staff, people you interview or job-shadow, etc.), remember to present politely and respectfully.

Academic Honesty:

Students are encouraged and expected, with the assistance of faculty, to conduct themselves in conformance with the highest standards in regard to academic honesty. Any violation of university, state, or federal standards with regard to plagiarism, cheating or falsification of official records will not be tolerated. Students violating such standards will be advised and disciplined by the instructor, and should be advised that such violations may result in course failure, suspension, or dismissal from the professor. It is recommended that students seek the advice of faculty as to the proper procedures to avoid such violations. Specific academic honesty criteria to consider are the following:

- a. Comply with all OSU academic policies regarding academic honesty.
- b. Provide references and a bibliography for all resources used in homework assignments.
- c. DO NOT REMOVE ANY MATERIALS FROM THE CAREER RESOURCE CENTER without permission.

d. Work independently on all assignments and exams unless otherwise stated by your instructor.

e. Possible consequences of academic dishonesty: a failing grade on the assignment or test; a failing grade for the course; a grade of F! (see above); or other recommendations by the Office of Student Conduct

Plagiarism will not be tolerated in this course. The following acts are examples of plagiarism:

- 1) Handing in an assignment that someone else has written and claiming the work as your own.
- 2) Handing in an assignment that contains sections, paragraphs, sentences or key phrases that someone else has written without documenting the source(s) for each portion of the assignment not written by you.
- 3) Handing in an assignment that contains paraphrased ideas from another source, published or unpublished, without documenting the source for each paraphrase. (Changing around a few words in a sentence from the source is not sufficient to avoid plagiarism.)
 - o “Someone else” in the three statements above may refer to a published author, another student, an Internet source, or any person other than the student claiming credit for the assignment. Even if the work is by the same author the document being turned in, if the work was for a previous or other course, it should be documented as such.
 - o “Documenting” means providing the name of the author, the source you have used, and other relevant bibliographical information such as addresses for web sites used as sources. If you do not know how to document sources within your paper, please refer to the Publication Manual of the American Psychological Association (2001).

Civility in Academic Settings and the Online Classroom:

Civil behavior enhances the academic setting and is expected at all times. Respect for others and courtesy creates a pleasant environment and improves learning for all. Lack of civility can result in being excused from the class.

You are expected to maintain an environment that is conducive to learning. You must refrain from making offensive or discriminatory remarks during discussions, when giving feedback, and in all communications. In addition, threatening or violent behavior will not be tolerated. Inappropriate behavior will result, minimally, in a request to leave the forum for that particular discussion or assignment and result in a zero grade for that particular assignment. If inappropriate behavior continues, disciplinary action may ensue, in accordance with the *Code of Student Conduct*.

Policy on Incompletes:

As per University policy, a grade of incomplete will only be given in the case of definite extenuating circumstances (e.g., illness, death in the family, etc.). You will be asked to provide proof (e.g., doctor's note). Being overextended at home/work/school does not constitute a valid reason for a grade of incomplete. In addition, a grade of "I" can only be given to a student who satisfactorily completes the majority of the course work and whose work averaged "D" or better. The maximum time allowed for a student to complete a course and remove the "I" from a transcript is one calendar year.

Americans with Disabilities Act (ADA):

The University is committed to the principle that in no aspect of its program shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all. If you require special accommodations in order to participate, please contact me.

Ethical Conduct:

As students of Oklahoma State University, you are required to follow the *Student Code of Conduct*. If you are found to be in violation of these policies, including behaviors of cheating, plagiarism, or ethical misconduct, you might receive an F or F! for this course, or other penalties may be applied, as determined by the Office of Student Conduct.

Mental Health Services:

As a student of Oklahoma State University, you have free or low-cost mental health services available for you on both the Stillwater and Tulsa campuses.

Stillwater

- University Counseling Services
 - 320 Student Union
 - 405-744-5458
 - <https://ucs.okstate.edu/>
- Counseling and Counseling Psychology Clinic
 - Public Information Office (102 S. Monroe St.)
 - 405-744-6980
 - https://education.okstate.edu/ccp_clinic/index.html
- Psychological Services Center
 - 118 North Murray Hall
 - 405-744-5975
 - http://psychology.okstate.edu/index.php?option=com_content&view=article&id=89&Itemid=45
- Center for Family Services
 - 101 Human Sciences West
 - 405-744-5058
 - <https://humansciences.okstate.edu/hdfs/cfs/index.html>

Tulsa

- OSU-Tulsa Counseling Center
 - Main Hall 2403
 - 918-594-8568
 - <https://tulsa.okstate.edu/counselingcenter>

POINT DISTRIBUTION

12 Discussion Questions (10 pts. x12 disc.)	120
TruTalent Assessment	30
StrengthsQuest Assessment	30
Kuder and Super Assessment	30
Kuder-Super Paper	50
Resume & Cover Letter (20 pts ea.)	40
HIREOSUGRADs evaluation	50
Total points possible:	350 (+ 25 Bonus Points)

A = 90%-100%

B = 80%-90%

C = 70%-80%

D = 60%-70%

F = Below 60%

F! = This grade indicates you have failed the class because of a violation of academic integrity. A complete description of this grade can be found at <http://home.okstate.edu/policy/nsf/>

(Your Total Points ___ / Total Points Possible ___) x 100 = ___% Your Grade

Tentative Course Schedule

***This is a tentative course outline. Changes may be made by the instructor at any time. Students will be given advanced notice of any changes that will affect due dates for assignments. ***

Week	Readings/PowerPoint Lectures	Assignments Due Weekly on Saturday by midnight through Canvas
Week 1 03/09 – 03/15	Chapters 1 & 2	Discussions 1 & 2 Due HIREOSUGRAD website evaluation Due <i>Both Due Saturday, March 14th, by midnight</i>
Week 2 03/16 – 03/22	SPRING BREAK	
Week 3 03/23 – 03/29	Chapters 3 & 4	Discussions 3 & 4 Due TruTalent Results Due <i>Both Due Saturday, March 28th, by midnight</i>
Week 4 03/30 – 04/05	Chapters 5 & 6	Discussions 5 & 6 Due <i>Both Due Saturday, April 4th, by midnight</i>
Week 5 04/06 – 04/12	Chapters 7 & 8	Discussions 7 & 8 Due StrengthsQuest Results Due <i>Both Due Saturday, April 11th, by midnight</i>

<p>Week 6 04/13 – 04/19</p>	<p>Chapters 9 & 10</p>	<p>Discussions 9 &10 Due Kuder-Super Results Due</p> <p><i>Both Due Saturday, April 18th, by midnight</i></p>
<p>Week 7 04/20 – 04/26</p>	<p>Chapters 11 & 12 Work on Paper</p>	<p>Kuder-Super Paper Due</p> <p><i>Due Saturday, April 25th, by midnight</i></p>
<p>Week 8 04/27 – 05/03</p>	<p>Work on Resume and Cover Letter</p>	<p>Discussions 11 & 12 Due Resume and Cover Letter Due Extra Credit Due</p> <p><i>All Due Saturday, May 2nd, by midnight</i></p>
<p>Week 9 05/05 – 05/11</p>	<p>FINALS WEEK Instructor Evaluations</p>	<p>Course Evaluations Due</p> <p><i>Due Friday, May 8th, by midnight</i></p>