

Northern Kentucky University
College of Health & Human Services
School of Kinesiology, Counseling, & Rehabilitative Science
Graduate Program in Counselor Education

COU 630: Career Counseling

Educational and career planning; career development theories; decision-making models; assessment inventories for career and educational counseling; resources for career and educational planning; computer-assisted career development.

Semester: Summer 2019

Dates: 5/26/2020 to 6/29/2020

Meeting Times: Online (Asynchronous)

Instructor: Greg Hatchett, Ph.D., LPCC-S, NCC

Office Location: MEP 203G

Office Hours: Virtual because of COVID-19 restrictions

Phone #: 859-572-6195

Email: hatchettg@nku.edu (easiest way to reach me). If I do not respond to your email within 24 hours during the regular workweek (Monday-Friday), please email me again.

Required Textbook:

Niles, S. G., & Harris-Bowlsbey, J. (2017). *Career development interventions* (5th ed.). Pearson.

Student Learning Outcomes Connected to CACREP 2016 Standards	Assessment & Assignments
Develop an understanding of career development and related life factors and the effects on an individual's mental health and lifestyle and its application within counseling.	Readings, Quizzes & Exams
Theories and models of career development, counseling, and decision making	Readings, Quizzes & Exams
Approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors	Readings, Quizzes & Exams
Processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems	Readings, Quizzes & Exams
Approaches for assessing the conditions of the work environment on clients' life experiences	Readings, Quizzes, & Exams

Strategies for assessing abilities, interests, values, personality and other factors that contribute to career development	Readings, Quizzes, Career Assessments & Exams
Strategies for career development program planning, organization, implementation, administration, and evaluation	Readings, Quizzes, & Exams
Strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy	Readings, Quizzes, & Exams
Strategies for facilitating client skill development for career, educational, and life-work planning and management	Readings, Quizzes & Exams
Methods of identifying and using assessment tools and techniques relevant to career planning and decision making	Readings, Quizzes, Career Assessments & Exams
Ethical and culturally relevant strategies for addressing career development	Readings, Quizzes & Exams
Models of P-12 comprehensive career development	Readings, Quizzes & Exams
School counselor roles in relation to college and career readiness	Readings, Quizzes & Exams
Use of developmentally appropriate career counseling interventions and assessments	Readings, Quizzes & Exams
Interventions to promote college and career readiness	Readings, Quizzes & Exams

Planned Course Outline:

Content:	Assignments:	Due Dates:
<ul style="list-style-type: none"> • Introduction to Career & Lifestyle Counseling • Traditional Theories 	<ul style="list-style-type: none"> • Quiz on Chapter 1-2 • Writing Assignment 	May 29 th at 11:59pm
<ul style="list-style-type: none"> • Theory Application & Intervention Strategies • Assessment 	<ul style="list-style-type: none"> • Quiz on Chapters 3, 5, & 8 • Writing Assignment 	June 5 th at 11:59pm
<ul style="list-style-type: none"> • Ethical & Multicultural Issues in Career Counseling • Career Resources 	<ul style="list-style-type: none"> • Quiz on Chapters 4, 6, & 15 • Writing Assignment 	June 12 th at 11:59pm
<ul style="list-style-type: none"> • Evaluation of Unit 1 Competencies 	Mid-Term Examination	June 16 th at 11:59 pm
<ul style="list-style-type: none"> • Career Technology • Career Development Programs • Career Development in Elementary Schools 	<ul style="list-style-type: none"> • Quiz on Chapters 7, 9, & 10 • Writing Assignment 	June 19 th at 11:59pm
<ul style="list-style-type: none"> • Career Development in Middle School, High School, 	<ul style="list-style-type: none"> • Quiz on Chapters 11-14 • Writing Assignment 	June 26 th at 11:59pm

Higher Education, & Community Settings		
Final Course Evaluation	Comprehensive Final Exam	June 29 th at 11:59pm

Evaluation Procedures:

In-Class Examinations. Students will complete two in-class examinations: a mid-term and comprehensive final examination. Nearly all exam items will be constructed-response (e.g., short-answer, application, calculations, interpretations, short essay), but I may also include a few forced-choice items (e.g., true-false, multiple choice, matching). Responses to the constructed-response items will be scored using criterion- and norm-referenced grading procedures. The in-class examinations are quite lengthy and typically take students 90 to 180 minutes to complete.

Policy on Missed Exams. A student will be permitted to complete a missed examination only as a result of extraordinary circumstances (severe illness, death in the family, etc.). The student **must** contact the instructor in advance of the exam to explain his or her absence and secure permission to take the exam at a later date. The student may be required to provide official documentation to account for his or her absence. If a student receives permission to complete a make-up examination, it must be completed within one week of the original exam date and the content of the exam may be different from the exam given to the rest of the class.

Canvas Quizzes. Students will be required to complete 7 quizzes over the assigned readings via the Canvas software system. Each quiz must be completed by 6:15pm before the respective class meeting. Each quiz will contain approximately 20-40 items. The quizzes will be timed; time limits will be established by multiplying the number of questions by 3 minutes. Though the quizzes are “open book,” it is imperative that you carefully complete the assigned readings before logging on to Canvas. You will not likely do well on the quizzes without completing the readings first. Furthermore, you may not receive assistance from another classmate in completing any of the quizzes; this action is considered to be cheating and subject to disciplinary action.

Online Assessments. Students will be required to complete all of the online career assessments listed below and bring copies of their reports to the respective class meetings as identified in the course schedule. Students who miss class on any of these nights, thereby precluding participation in the discussion of the assessment results, will not get credit for having completed the respective assessment(s).

- ***o*net Interest Profiler*** (<https://www.mynextmove.org/explore/ip>)
- ***Skills Matcher*** (<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>)
- ***Interest Assessment*** (<https://www.careeronestop.org/getmyfuture/toolkit/interest-assessment.aspx>)
- ***Keirsey Temperament Sorter*** (<https://profile.keirsey.com/#/b2c/assessment/start>)
- ***Sokanu*** (<https://www.sokanu.com/career-test/>)
- ***Values Assessment*** (<https://www.myplan.com/assess/values.php>)

- **Career Cluster Interest Survey**
(<https://careerwise.minnstate.edu/careers/clusterSurvey>)
- **Self-Directed Search** (<http://www.self-directed-search.com/How-much-is-it>)
- **Strong Interest Inventory** (details to follow)

Professional Resume. On August 12th, Jennifer Richmond, M.S., from NKU’s Career Services Center, will meet with our class to discuss the results of your SII’s and provide feedback on your resume. You will be responsible for bringing an updated copy of your resume to this class meeting. A final copy of your resume, informed by Ms. Richmond’s feedback, must be submitted to my email address by August 14th at 6:15pm.

Weights assigned to the course requirements:

Average of all Canvas Quizzes:	20%
Mid-Term Exam	25%
Comprehensive Final Exam:	35%
Career Assessments:	15%
Professional Resume:	5%

Grading Scale:

Graduate Plus – Minus Scale		
Letter Grade	% Equal to or Greater than	Grade Point
A	93-100	4.00
A-	90-92.99	3.67
B+	87-89.99	3.33
B	83-86.99	3.00
B-	80-82.99	2.67
C+	77-79.99	2.33
C	70-76.99	2.00
F	0-69.99	0

Expectations for Students:

- Read the assigned materials before the scheduled class meeting.
- Attend every class meeting and be on time.
- Complete assignments on time; **late work will not be accepted.**
- Be willing to share your ideas and ask difficult questions. The academic classroom should serve as an environment where diverse, and sometimes controversial, ideas can be discussed and evaluated. *The classroom will serve as a free-speech zone in which*

students will not be penalized for their viewpoints or opinions. [NKU’s Code of Student Rights and Responsibilities states the following: “The professor has an obligation to encourage free discussion, inquiry, and expression. He/she may not evaluate student performance based on opinions (such as religious belief or political views) or conduct in matters unrelated to academic standards. Should students feel their performance has not been judged on solely academic grounds or that their grade does not reflect the quality of their work, they may appeal the professor’s decision using the Academic Appeals Procedure outlined subsequently.”]

- Please turn off or place on silent mode all potentially disruptive electronic devices, such as cell phones and pagers.
- Students are expected to adhere to the NKU Student Honor Code. Specifically, the honor code states that students “will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic regulations.” Academic dishonesty includes, but is not limited to, cheating or helping other students cheat on examinations/assignments and plagiarism (i.e., presenting another’s work or ideas as one’s own). **Any student who is found guilty of cheating or plagiarism will receive an F in this course.** Violations of the Honor Code may also lead to additional consequences, including up to expulsion from the program or NKU. More detailed information about the Honor Code can be found on one of the university’s web pages at the following location: www.nku.edu/~deanstudents/Rights-Contents.htm.

Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

In-Class Meetings: 9 Meetings x 2.75 hours	=	25 Hours
Readings: 17 chapters x 2 hours each	=	40 Hours
BB Quizzes: 7 Quizzes x 2 hours each	=	14 Hours
Resume Preparation	=	2 Hours
Meeting with Career Counselor:	=	1 Hour
Completion if Career Assessments:	=	12 Hours
Mid-Term Exam	=	20 Hours

Comprehensive Final Exam	= 25 Hours
Total	= 139 Hours
Average Time Commitment Each Week: 28 Hours	

Accommodations Due to Disability

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

Student Evaluation of Instructor and Course: Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU

students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Flexibility Clause

This syllabus should be regarded as a tentative document and subject to change. Any changes to the syllabus or course structure will be announced in class. Because students will be held accountable for any changes in the syllabus, it is incumbent upon students to attend class meetings on a regular basis.