

SYLLABUS

SLS 1301 – Career Decision Making - Section 17476

Instructor Information

Name: Celeste Fenton

Email: cfenton@hccfl.edu

NOTE: Use this email only if the course email in BlackBoard is not working. All email correspondence should be sent via the course email in BlackBoard.

Office: TBA

Office Hours: M-R, 7:30-8 am or by appointment

Virtual Online Hours: Saturday and Sunday, 10 am - noon or by appointment

Phone: 813-253-7338

Course Description

Emphasizes the development of decision-making skills needed to make realistic career choices in terms of values, interests, and educational goals. Use of HCC campus Career Centers is recommended.

Prerequisites

None required.

Textbooks



The Career Fitness Program: Exercising Your Options, Sukiennik, Bendat & Raufman, Prentice Hall, 9th Edition (ISBN13: 978-0-13-502980-0)

Course Goals and Objectives

Goals:

- This course provides students the opportunity to develop a stronger awareness of their interests, strengths, values and belief systems and to integrate that knowledge with the dynamics of existing occupations.
- Students will also be able to identify necessary steps for effective goal setting and decision making, explore personal and occupational interests, and select a personal career plan.
- Additionally, students will learn how to explore and evaluate labor market options and trends, utilize a variety of resources for gathering and interpreting career

information, develop employability skills, and utilize the internet for career research and job searching.

Objectives:

- 1.) Identify characteristics necessary for effective decision making.
- 2.) Evaluate value and belief systems, determining what role they play in decisions.
- 3.) Identify personal strengths and weaknesses.
- 4.) Understand the importance of a positive attitude.
- 5.) Explore personal and occupational interests; identify matching occupations.
- 6.) Evaluate several methods of goal setting and decision making.
- 7.) Select and implement a personal career/educational plan.
- 8.) Explore prospective career options and trends.
- 9.) Utilize methods for gathering and interpreting career information.
- 10.) Recognize the power of the transferability of individual skills.
- 11.) Explore societal and cultural norms and biases that may affect career choice.

Course Meeting Dates

This is an online course so there will be no face-to-face class meetings. All of your coursework will be accessed Online@HCC via HCC's online learning management system Blackboard/WebCT. You will submit your assignments online within the online course.

Online Orientation

Access the Online Orientation – Part I from my faculty webpage located at <http://www.hccfl.edu/faculty-info/cfenton.aspx>

Follow these steps to access and begin the course:

- 1. After completing the orientation, log into the online learning management system <https://hccfl.blackboard.com/>**
- 2. Type in your user name and password (instructions provided in Online Orientation – Part 1) and access the course.**
- 3. Click START HERE (from the left navigation panel), take the Online Orientation – Part II**
- 4. Take the Attendance Survey/Quiz (click on START HERE from the left navigation panel and click on Attendance Survey) – once you have earned a score of at least 8 on the Attendance Survey, the Weekly Learning Modules will open for you.**

This Course is delivered online

The online course log-in is accessed at <https://hccfl.blackboard.com/> utilizes the Blackboard Learning Management System as the platform to deliver the course in a distance learning format. All coursework is accessed and submitted through your online course. This is a totally paperless class. You will not need to print any assignments. To receive credit for an assignment, it must be turned in through your online course Assignments feature. Assignments submitted through e-mail will not be accepted.

If you have a computer and internet connection at home, you will be able to access your grades and other data. This site is password protected. Your instructor will demonstrate how to access and navigate the course in the online orientation. If you do not have a computer with internet access at home, you will need to utilize computers in one of the computer labs.

Technical Help with Online@HCC

Technical support for Blackboard is available Monday through Sunday, between 9:00 AM and 6:00 PM. Information on how to access a variety of help such as online, live chat, and phone support can be found at: <http://hcclive.hccfl.edu> or dial toll-free **1-877-736-2575**.

Course Work

There are a variety of GRADED assignments; and in addition to the graded assignments, you will be responsible for reading chapters in the textbook and supplemental articles and activities online. Detailed information about each assignment can be found on the course homepage under Learning Modules.

- **Assignment Due Dates:**

All assignments are submitted online. **Weekly assignments are due on Saturdays, at 11:30 pm.** IF YOU MISS THE DUE DATE AND TIME YOU ARE LOCKED OUT OF THE DROPBOX FOR SUBMITTING THAT ASSIGNMENTS. NO LATE ASSIGNMENT WILL BE ACCEPTED.

- **Test/Quiz/Exam**

Quizzes will be administered on chapters; final exam at end of semester. Quizzes and final exam will be administered online through the Blackboard Course.

List of Graded Assignments

MODULE	Assignment	Points
Module One	Discussion 1.1	5 points
	Discussion 1.2	5 points
	Attendance Survey	10 points
Module Two	Discussion 2	5 points
	Journal Entry 1-2	10 points
Module Three	Discussion 3	5 points
	This I Believe Essay	10 points
	Journal Entry 2-3	10 points
Module Four	Journal Entry 3-4	5 points
	Quiz 1	10 points

Module Five	Skills Chart	30 points
	Discussion 5	5 points
Module Six	W6: Occupations Wiki	30 points
	Lifestyle & Budget Worksheet	10 points
Module Seven	W7: Career Websites Wiki	30 points
	Discussion 8	5 points
Module Eight	Goal Setting Group Therapy Blog	30 points
	Journal Entry 4-8	10 points
	Quiz 2	10 points
Week Nine	Resume and Cover Letter	30 points
	Discussion 9	5 points
Week Ten	Interview Experience Blog	10 points
Week Eleven	Job Search Article Review Blog	10 points
	Journal Entry 5-11	10 points
Week Twelve	Journal Entry 6-12	10 points
	Discussion 12	5 points
Week Thirteen	WebQuest	30 points
	Journal Entry 7-13	10 points
Final Exam	Final Exam	50 points
Course Survey	10 extra credit points	Course Survey

Grading Scale

Discussions (8 @ 5 pts ea)	40
Journal entries (7 @ 10 pts ea)	70
Other Assignments	210
Attendance Survey	10
Quizzes (2 @ 10 pts ea)	20
Final Exam	50
TOTAL	400
Extra Credit (Course Survey, Week Thirteen)	10

Grading Scale: A = 360-400; B = 320-359, C = 280-319, D = 240-279, F = 0-239

Course Withdrawal

You must take the Attendance Survey (click on [START HERE](#) and click on [Attendance Survey](#)) by the due date indicated to avoid being withdrawn by the instructor for non-attendance.

Check the College schedule for the last day to withdraw from class and receive a full refund is, or to receive a withdrawal grade of W is.

It is your responsibility to turn drop forms in to the Admissions, Registration, and Records (AR&R) Office by the deadline date. A withdrawal from a course may affect your athletic eligibility, financial aid, veterans' benefits, as well as benefits received from other federal agencies.

If you do not officially withdraw by the deadline date, a letter grade other than a "W" must be assigned to the grade report by the instructor. This will affect your grade point average (GPA). If you decide to stop attending class, do yourself a favor and officially withdraw from the course.

Request for Accommodations

If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. Contact information is provided below:

Brandon/South Shore
813-253-7914 or 813-253-7858 TDD
Fax: 813-253-7903

Dale Mabry
813-259-2209 or 813-253-7035 TDD
Fax: 813-253-7336

Plant City & MacDill
813-757-2209 or 813-757-2166 TDD
Fax: 813-757-2200

Ybor City
813-253-7757 or 813-253-7788 TDD
Fax: 813-253-7784