UNIV 1010: Focus on Majors

This course focuses on students making effective career decisions regarding academic and career goals. The course assists students with developing a systemic plan for increasing self-awareness, exploring career options, choosing a college major, and evaluating career options. Students learn about the process of career decision-making and gain personal insight through numerous hands-on activities, in-class exercises, career assessments, informational interviewing and job shadowing.
UNIV 1010: Focus on Majors
SYLLABUS | Semester
Days | Time | Building and Room

COURSE INFORMATION:
Instructor: Instructor
Office: Office Address
Office Hours: List day and time - One hour per credit hour per week required
Phone: Phone
Email: username@auburn.edu

REQUIRED TEXTS AND MATERIALS:


COURSE DESCRIPTION:
This course focuses on students making effective career decisions regarding academic and career goals. The course assists students with developing a systemic plan for increasing self-awareness, exploring career options, choosing a college major, and evaluating career options. Students learn about the process of career decision-making and gain personal insight through numerous hands-on activities, in-class exercises, career assessments, informational interviewing and job shadowing.

LEARNING OUTCOMES:
• To be able to describe and understand the process of career development
• To understand how personal characteristics (i.e., family of origin influences, interests, values, personality, and skills) influence career development
• To become oriented in the socioeconomic world of work and its impacts on individual and family career systems
• To identify appropriate academic major(s) and/or occupational alternatives in relation to personal characteristics
• To use a variety of informational resources to explore academic major or career options
• To learn decision-making skills for life/career planning
• To participate in experiential activities designed to increase self-knowledge and necessary skills for use in the world of work
• To develop skills necessary for successful job placement
• To learn about multiculturalism in careers

Updated 3/13/2008
COURSE REQUIREMENTS:
- Readings as assigned
- Exams
- Career Autobiography
- Informational Interviews
- Job Shadow
- e-Journal (Blackboard)

ATTENDANCE POLICY:
Attendance is taken at the beginning of each class period. The student is expected to attend all classes, except in the case of a University-approved excused absence (e.g. medical cause, or other emergency as detailed in the Tiger Cub). In the case of a University-excused absence, all assignments will be due at the beginning of the next class attended. **ONE UNEXCUSED ABSENCE WILL BE ALLOWED. EACH ADDITIONAL ABSENCE MAY RESULT IN A LETTER GRADE REDUCTION (from the final grade) PER ABSENCE. Each instance of tardiness may count as one-half of an unexcused absence.**

STUDENTS WITH DISABILITIES:
Any student needing special accommodations should inform the instructors and/or The Program for Students with Disabilities (1244 Haley Center - phone: 334.844.2096) as soon as possible.

ACADEMIC HONESTY:
Auburn University expects students to pursue their academic work with honesty and integrity. The Academic Honesty Code is outlined in the Tiger Cub and contains a list of those actions that are considered cheating and the possible consequences they carry. Violations of the Academic Honesty Code will NOT be tolerated in this course.

GRADING POLICY:
<table>
<thead>
<tr>
<th>Activity</th>
<th>Points Each</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Journal</td>
<td>10 entries @ 20 pts. ea.</td>
<td>50</td>
</tr>
<tr>
<td>Exam #1</td>
<td>100 pts.</td>
<td>25</td>
</tr>
<tr>
<td>Exam #2</td>
<td>100 pts.</td>
<td>25</td>
</tr>
</tbody>
</table>

Final Grade
A 89.5% to 100% of total points
B 79.5% to 89.4% of total points
C 69.5% to 79.4% of total points
D 59.5% to 69.4% of total points
F 59.4% or fewer of total points

E-JOURNAL POLICIES:
You will complete 10 (ten) e-Journal entries. **Each entry must be submitted BEFORE 12:00pm on its respective date due.** E-Journal submissions are to be posted online in Blackboard, and are electronically time-stamped upon receipt. No late submissions will be accepted.
Each submission must be no shorter than 500 words in length, and must fully address the assigned topic and/or question(s). There are no specific formatting requirements for the e-Journal submissions. Quoting or borrowing from other sources is strongly discouraged; if you do, however, do so sparingly and cite the source appropriately. Submissions will receive full credit provided that they meet the criteria above. Failure to meet any one or more of the above criteria will result in a grade of 0 (zero) for the assignment.

You are encouraged to be candid in your e-Journal entries, but it is requested that you refrain from the use of inappropriate or offensive content or language in your submissions. A warning will be issued for the first offense, and subsequent offenses will result in a grade of 0 (zero) for each offending submission.

CLASS PARTICIPATION POLICIES:
Learning cannot take place if the learner is not present. Therefore, the student must come to class on time and be prepared to contribute to the classroom learning experience. It is important to recognize that one should share his/her thoughts and ideas in a thoughtful and respectful way. In order for this to be a positive learning experience for everyone, it is imperative that everyone arrives with an open mind and prepared to engage in classroom discussions and group activities.

Reading assignments may occasionally be made from the course textbook or other ancillary media. If such an assignment is made, it is expected that the student will be prepared to discuss the reading assignment in class.

EXAMS:
Two exams will be given in this class, and they will be administered on Blackboard. Exams will cover assigned readings, class discussions, and guest presentations, and are cumulative in nature.

LATE ASSIGNMENTS, MAKE-UP ASSIGNMENTS AND EXAMS, AND EXTRA CREDIT POLICIES:
Late work will be evaluated according to the policies established in this syllabus for the particular assignment. Arrangements for make-up assignments and exams must be made in advance unless due to emergency, and will be subject to the policies as outlined in the Tiger Cub and this syllabus. No make-up work will be accepted for unexcused absences.

The instructor reserves the right to modify the syllabus at any time during the course of the semester. If a change is made, appropriate notice will be given in class.
### SCHEDULE

**Days | Time | Building and Room**

Revised 13 March 2008

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Class Topics/Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Month Day</td>
<td>Introductions, Syllabus, Blackboard, e-Journal Policies</td>
</tr>
</tbody>
</table>
| 2      | Month Day | Overview of Career Theories and Primary Life Tasks Wheel  
DUE TODAY: e-Journal 1; Read Chapter 1 in What Color is Your Parachute? |
| 3      | Month Day | Beliefs and Societal Values in Career Choices  
DUE TODAY: e-Journal 2; Read pp. 289 - 360 in What Color is Your Parachute? |
| 4      | Month Day | Transferable Skills and Work Values  
DUE TODAY: e-Journal 3; Read Chapter 7 in What Color is Your Parachute? |
| 5      | Month Day | Interests and Introduction to Career Assessments  
DUE TODAY: Read Chapter 9 in What Color is Your Parachute |
| 6      | Month Day | Personality and Its Effects on Career Decisions  
DUE IN CLASS: e-Journal 4 |
| 7      | Month Day | Interests, Skills, Personality and Values Connection  
DUE TODAY: e-Journal 5 |
| 8      | Month Day | Exam # 1 |
| 9      | Month Day | Networking  
DUE IN CLASS: e-Journal 6; Read Chapter 11 in What Color is Your Parachute? |
| 10     | Month Day | Career Library Tour |
| 11     | Month Day | Internet Career Resources  
DUE IN CLASS: e-Journal 7 |
| 12     | Month Day | Decision Making in the Career Process  
DUE IN CLASS: e-Journal 8 |
| 13     | Month Day | Resumes  
DUE IN CLASS: e-Journal 9 |
| 14     | Month Day | Informational Interviewing Strategies  
DUE IN CLASS: e-Journal 10; Read Chapter 12 in What Color is Your Parachute? |
| 15     | Month Day | Exam # 2 |

*The instructor reserves the right to modify the schedule at any time during the course of the semester. If a change is made, appropriate notice will be given in class.*