Course Syllabus

Jump to Today





College of Health Sciences

MA in Clinical Counseling

PSY6033: Career Development

3 Units

Fall 2023 Quad 2

October 23 - December 17, 2023

Meeting days/times:

Tuesday 2:00 p.m. - 4:45 p.m.

Thursday 2:00 p.m. - 4:45 p.m

Meeting location: Mission Valley Campus

Instructor: Dr. Kelsy Richardson

Email: KRichar1@pointloma.edu

(mailto:KRichar1@pointloma.edu)

Phone: 714.504.0960

PLNU MISSION

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

The University catalog describes this course as: A close look at career development theory, with emphasis on gender, family, and social/cultural issues that impact career choices. Techniques and assessment instruments that facilitate lifelong career development will be utilized.

The purpose of each class session is to highlight selected topics from the required readings and to supplement this material with related ideas. Students are responsible for all assigned readings, v

or not discussed in class. A "graduate style" discussion format will be used in the course. Each student is expected to have read the assigned reading for class discussion (course schedule below), and be prepared to think together about the reading in class.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

1. Learning, Informed by our Faith in Christ

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. Growing, In a Christ-Centered Faith Community

Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.

3. Serving, In a Context of Christian Faith

Students will serve locally and/or globally in vocational and social settings.

PROGRAM LEARNING OUTCOMES (PLO)

- 1. Students will articulate a clear, accurate understanding of their professional identity as either an LMFT or LPCC, or both.
- 2. Students will demonstrate knowledge of the fundamental domains in their selected area of specialization, in professional clinical counseling (i.e., foundations; counseling prevention, and intervention, diversity & advocacy; assessment; research & evaluation; and diagnosis) or marriage and family therapy (i.e., human development, family dynamics, systemic thinking, interactional theories, traditional and contemporary marriage and family theories, research and cultural context).
- Students will demonstrate ability to apply relevant research and evaluation models in practice of clinical counseling.
- 4. Students will demonstrate skills and practices of clinical counseling in the delivery of mental health services (e.g., assessment, diagnosis, treatment, termination, documentation, & ethical practice).
- 5. Students will deliver mental health services with multicultural competence and sensitivity.
- 6. Students will demonstrate ability to integrate faith with clinical counseling practice in clinically appropriate, culturally sensitive, and ethical manner.

COURSE LEARNING OUTCOMES

After completing this course, you should be able to:

- 1. Students will demonstrate a working knowledge of career development theories and decision-making models.
- 2. Students will develop an understanding of career development program planning, organization, implementation, administration, and evaluation.
- 3. Students will conceptualize the interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development.
- Students will develop an understanding of their interests and personality preference as it related post-graduate planning.

GROUND RULES OF THE COURSE

Together we will create a dynamic learning environment where:

- 1. Learning is challenging but safe
- 2. Learning is experiential and active
- 3. Communication is open . . . opposing viewpoints are welcomed
- 4. All are learners and all are teachers . . . we will learn from each other
- 5. Mistakes are okay . . . this is a no-guilt, no-blame zone
- 6. The point is to learn and grow ... grades are a by-product and not the goal
- 7. Integrity and honesty are expected

Please jot down some of your expectations for this course.

REQUIRED TEXTS AND RECOMMENDED RESOURCES

Savickas, M. L. (2011). *Career Counseling*. Part of the APA "Theories of Psychotherapy" Series. Washington, D.C.: American Psychological Association.

Additional academic articles will be provided in digital form.

ADDITIONAL READINGS

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

COURSE REQUIREMENTS

1. Participation and Attendance

I believe truth emerges through dialogue; learning happens when we converse and connect with each other. Therefore, I want class sessions to be a relational experience, characterized by personal conversation, rather than passive reception of a list of facts that you will have to regurgitate later. I expect you to take ownership of your learning process and to be intentional about reflecting on and talking about what matters to you. When I or others are talking, I encourage you to be thinking the following and to respond accordingly: Do I agree? Do I disagree? What else do I need to ask to better understand what they are saying? What else is important for me to know about this? And finally, since you can't talk if you aren't there, I expect you to come to class. The assessment of participation will be given based on the above criteria.

2. Online Assessment and Reflections

You will be asked to complete 11 online career assessment tools or articles and write thoughtful reflections on your outcomes. Full credit will be given to reflections which are completed on time and are characterized by thoughtful responses, questions that have personal importance, and high-rated engagement with the assessment. Due to the sequential nature of the course material, credit will not be given for late reading reflections.

3. CV & Cover Letter (Rough Draft and Final)

Using the recommendations and models presented in class, develop (or update) your CV so that it is ready for your job search process. In addition to your CV, find a current job listing in your desired field, and prepare a cover for that position. Keep in mind this letter will need to be modified in the future depending on the types of jobs you are applying to.

4. Mock Interview & Reflection

To be schedule with the Instructor, paper due within a week of interview

Designate a chosen career field and sign up for a 30-minute mock interview with your instructor. Write a 2 page, single-spaced, summary of what you learned from the interview experience. Focus on your strengths and weaknesses, what you might do differently in the future.

5. Therapist Interview & Write-Up

Research overwhelming shows that informal interviews in a chosen field, when given as a class assignment, lead to future job offers. Because of this, and for many more reasons, you will be required to interview a licensed therapist (*not associated with PLNU or CER). You will ask the three questions below and then choose at least three more questions of your own. You will then write a 4-page APA style paper, revealing the answers to your questions and what you most took away from each one. You will also write a hand-written or email thank you note to your interviewee and provide proof to the instructor (picture or bcc).

- What do you know now that you wish you would have known when you first graduated and started in the field of therapy?
- What is your chosen model of therapy and why do you like it?
- What is your favorite part about being a therapist? The hardest part?

6. Final Paper—Career Autobiography

For the final paper, you will apply information learned for your assessment results, combined with your theoretical understanding (referencing a theory of career counseling) of your own process of development to write your own career autobiography. You will consider your own development across your lifespan in terms of a chosen career theory.

Autobiography Content:

- Background: Include factors such as family constellation, socio-economic status, ethnicity, religion/spirituality, ability, sexual orientation, and other factors you deem pertinent to your own process of career development
- Present Life Situation: See above for examples
- Education/Training
- Work History
- Assessment Content: Interests, values, personality, etc.

Each of the sections should combine information from the test results & self-reflection.



This final paper will be your chance to consolidate material from the class into a single synthesis. It should be **8-10 pages** (excluding title page and references), formatted in **APA-style** (1" margins, double-spaced, 12-pt Times New Roman font, with title and reference pages, etc.), and should include a **minimum of 2 academic references**. A letter grade will be deducted from this assignment for each 24-hour period that the assignment is late. Grading assessment will be based on quality of writing, depth of engagement with the topic, adherence to APA-style, and thoroughness in addressing the outlines elements of the paper.

7. Final Career Autobiography Presentation

An 8-10 minute in-class presentation based on all previous class assignments. This is your chance to share with the class who you are, where you've been, and where you are wanting to go.

APA Papers

<u>All</u> papers written in the Graduate Counseling program should be in APA style. Here are some helpful websites to help you write and format your paper:

- <u>APA Style Essentials Prof. Degelman Vanguard University</u>
 (http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/)
- Psychology with Style: A Hypertext Writing Guide (http://www.uwsp.edu/psych/APA4b.htm)
- The OWL at Purdue: APA Style (https://owl.english.purdue.edu/owl/section/2/10/)

All papers should include the following sections unless indicated otherwise:

- 1. Title page
- 2. Abstract
- 3. Main body with headings
- 4. Reference page

Please check the APA Manual or the websites for further formatting helps.

This course meets PLNU and WASC credit hour policy requirements for contact hours as evidenced by the table below (3 credit units):

Distribution of Course Hours

ASSIGNMENTS	HOURS
Required Reading	30
Reflections and Assessments	22
Papers	30
Class Sessions	30
Total Hours	112

Distribution of Points

ASSIGNMENTS	POINTS
Attendance and Participation	60
Discussions	80
Video Reflections	80
Online Assessment Reflections	110 (10 each)
CV & Cover Letter	100 (50 each)
Mock Interview	75
Therapist Interview & Write-Up	100
Career Autobiography	125
Total	730

NOTE: It is your responsibility to maintain your class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.); you have the responsibility to first contact the professor. Then if no accommodations can be made, you are responsible to follow through (provided the drop date meets the stated calendar deadline established by the University).

Attendance and Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Graduate and Professional Studies Catalog for additional detail.

In the event of an officially excused absence on the due date of an assignment, the assignment will be due the next class time. All penalties for late assignments will then be assessed from that revised due date.

Class participation is necessary to demonstrate familiarity with the assignments and the ability to transfer theory into practice. The following criteria will be used to evaluate participation:

- Participation in discussions
- Appropriateness of comments
- Comments useful for clarification or meaningful contribution to the class
- Willingness to participate in exercises and simulations
- Sensitivity to participation of others in the class; avoid dominating discussions
- Class participation demonstrates understanding of learned theory



Assignments submitted up to 24 hours past the due date will be deducted 10% of the grade. Assignments submitted up to 48 hours past the due date will be deducted 20% of the grade. Assignments submitted up to 72 hours past the due date will be deducted 30% of the grade. Any assignment turned in after 72 hours past the due date will receive no credit.

Grade Scale

Standard Grade Scale Based on Percentage of Points Earned				
Α	В	С	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F ≤ 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Students must achieve a minimum grade of B- to pass this class. A minimum of 80% (320 points) is needed to pass the course. Assignments will be weighted in accordance with their total percentages.

COURSE POLICIES

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

1. Academic Honesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See Academic Policies in the current PLNU catalog. (<a href="https://catalog.pointloma.edu/) for further information.

2. Identity Fraud

Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Point Loma.

3. Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled da

final examination schedule is posted on the <u>Class Schedules</u>
(http://www.pointloma.edu/experience/academics/class-schedules) site. No requests for early examinations will be approved.

4. Attendance

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If a student anticipates a need to miss class for any reason, they should notify me during the first week of classes (or as far in advance as possible) to develop an appropriate plan for keeping up with the course requirements and learning process. Routine medical appointments are not considered excused absences and should be scheduled around course meeting times. If an illness prevents attendance a medical note documenting the need to miss class is expected. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. Given that we meet for 3 hours per class, this would occur with only 2 unexcused absences. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Graduate and Professional Studies Catalog for additional detail.

5. Participation

Your participation (think of this as 'contribution') in the course is monitored and graded. Your interaction with the course content, the instructor, fellow students, and the learning process directly influences your level of success in the course. You need to demonstrate that you have truly completed the assigned readings, shared what you learned from them, and demonstrate understanding and application of the concepts presented. Participation in the course will benefit your overall online experience as well as the experience of others in the course.

6. Classroom Etiquette

Students are expected to actively engage in an adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples include talking with other students during a presentation or when others are speaking, texting, gaming, internet browsing, or reading non-course related materials. All pagers, cellphones, and other electronic communication devices will be turned off at the beginning of class. Tablets and computers are allowed in class for note-taking purposes only, unless otherwise directed by the instructor. Arriving late and leaving early are strongly discouraged and disruptive to the class.

Respect each person's opinions. Be considerate while your peers are speaking and actively engage them only when they have completed their point. Discourteous comments and side conversations will not be tolerated and will be addressed openly and directly by the instructor. Should a student's behavior become disruptive to the productivity of the course they will be asked to leave the classicom

and not receive credit for attendance.

7. Withdrawal

If you need to withdraw from the class, please notify the instructor **and** your Point Loma advisor immediately. A student may withdraw by the end of the first week of class and receive a grade of W. If a student withdraws from the program, he/she must submit a letter for withdrawal. A last date to withdraw is posted in the Academic Calendar on the PLNU website. Students will be assigned a grade of W or WF consistent with Point Loma Nazarene University policy in the grading section of the catalog. Failure to attend class does not constitute a withdrawal and students will receive an "F" if not properly withdrawn. Withdrawing from a class may result in a graduated refund and may affect your financial aid. Be sure to contact your financial aid counselor.

8. Electronics Policy

I want electronics to be used to facilitate our dialogue and learning. Therefore, I ask you to consent to the following: "I will silence my cell phone before coming to class, and will refrain from using it during class time for anything other than the *direct support of my engagement with the class material*. In my use of computers or tablets, I will refrain from accessing my personal email, social media account, or any other material that does not directly support my engagement with the class material." If for some reason you cannot consent to these statements, please let me know.

9. Use of Technology

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the <u>Technology and System Requirements</u> (https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

10. University Catalog

For additional Point Loma policy items, review the latest <u>Point Loma Nazarene University Catalog</u> (https://catalog.pointloma.edu/index.php).

11. Confidentiality of Course Discussion and Assignments

Materials posted to the class discussion or to an assignment thread are for class use only. Students and faculty are to protect the confidentiality of all classroom materials and should never transmit any classroom materials without specific written permission of the person quoted and the instructor.



12. Academic Accommodations

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester. PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course. Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

13. Sexual Misconduct and Discrimination

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the <u>Title IX Office (https://www.pointloma.edu/title-ix)</u>. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu
(mailto:counselingservices@pointloma.edu) or find a list of campus pastors at the Title IX Office |

Get Help Now. (https://www.pointloma.edu/title-ix/get-help-now)

14. Spiritual Care

PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate and Adult Degree Completion students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request please email mvchaplain@pointloma.edu (mailto:mvchaplain@pointloma.edu). In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

15. Copyright Policy

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Weekly Schedule

DATE	TOPIC	воок	ASSIGNMENT
WEEK 1 Tues 10/24	Introduction to Career Development	Savickas Ch. 1	Outliers Reflection (10/25)
Thurs 10/26	Career Assessments. & Intakes		Life Role Assignment (10/28)
WEEK 2 Tues 10/31	Counseling Theories I	Savickas Ch. 2	Career Assessment: My Plan (11/1)
Thurs 11/2	Counseling Theories II		Counseling Theories Assignment CV & Cover Letter First Draft (11/4)
WEEK 3 Tues 11/7	Gender & Diversity	Savickas Ch. 3	Diversity Reflection (11/6)
Thurs 11/9	CV/Cover Letter		-Career Assessment: StrengthsFinder 2.0 (11/11)
WEEK 4 Tues 11/14	Branding/Marketing	Savickas Ch. 4	
Thurs 11/16	Branding/Marketing		Career Assessment: 16 Personalities (11/17)
WEEK 5	LIGHT WEEK	Savickas Ch. 5-6	Career Assessment: Holland Code

Tues 11/21			CV & Cover Letter Final Draft (11/22)
& Thurs 11/23			
WEEK 6 Tues 11/28	Strengths	Savickas Ch. 7	
Thurs 11/30	Self-Care		Career Assessment: Career Cluster (12/2) Therapist Interview Paper (12/3)
WEEK 7 Tues 12/5	Mock Interviews *no class- individual interviews	Savickas Ch. 8	
Thurs 12/7	Mock Interviews *no class- individual interviews		Mock Interview Write-Up (12/9)
WEEK 8 Tues 12/12	Final Presentations	Savickas Ch. 9	Final Paper: Career Autobiography (12/11) Career Autobiography Presentation (12/12)
Thurs 12/14	Final Presentations & Holiday Celebration		X

Course Summary:

Date	Details	Due
Mon Oct 23, 2023	Academic Honesty Verification Statement (https://canvas.pointloma.edu/courses/70360/assignments/	967362) by 11:59pm
Tue Oct 24, 2023	Session 1 Agenda	to do: 2pm
Wed Oct 25, 2023	Outliers Reflection (https://canvas.pointloma.edu/courses/70360/assignments/	<mark>96737</mark> ലe by 11:59pm
Thu Oct 26, 2023	Session 2 Agenda	to do: 2pm
Sat Oct 28, 2023	Life Role Assignment (https://canvas.pointloma.edu/courses/70360/assignments/	9673@€ e by 11:59pm
Tue Oct 31, 2023	Session 3 Agenda	to do: 2pm
Wed Nov 1, 2023	CV and Cover Letter First Draft - Peer Review (https://canvas.pointloma.edu/courses/70360/assignments/	967384)e by 11:59pm
Thu Nov 2, 2023	Session 4 Agenda	to do: 2pm
Sat Nov 4, 2023	Career Assessment: My Plan (https://canvas.pointloma.edu/courses/70360/assignments/	<mark>9673@</mark> e by 11:59pm
Mon Nov 6, 2023	Diversity Reflection (https://canvas.pointloma.edu/courses/70360/assignments/	<mark>9673@</mark> e by 11:59pm
Tue Nov 7, 2023	Session 5 Agenda	to

Date	Details	Due
Thu Nov 9, 2023	Session 6 Agenda	to do: 2pm
Sat Nov 11, 2023	Online Assessment - StrengthsFinder (https://canvas.pointloma.edu/courses/70360/assignments	<u>s/9673 dy</u> e by 11:59pm
Tue Nov 14, 2023	Session 7 Agenda	to do: 2pm
Thu Nov 16, 2023	Session 8 Agenda	to do: 2pm
Fri Nov 17, 2023	Online Assessment - 16 Personalities (https://canvas.pointloma.edu/courses/70360/assignments	<u>6/967374)</u> e by 11:59pm
Sun Nov 19, 2023	Mid-Course Survey (https://canvas.pointloma.edu/courses/70360/assignments	s/96736€)e by 11:59pm
	Sessions 9-10 Agenda Online only	to do: 2pm
Tue Nov 21, 2023	Online Assessment - Holland Code Career Test (https://canvas.pointloma.edu/courses/70360/assignments	<u>s/967376</u> by 11:59pm
Wed Nov 22, 2023	CV and Cover Letter Final (https://canvas.pointloma.edu/courses/70360/assignments	s <mark>/9673ବୁହା</mark> e by 11:59pm
Mon Nov 27, 2023	Post-Strengths Reflection (https://canvas.pointloma.edu/courses/70360/assignments	<u>ଃ/9673ଜୁସ୍</u> ଲିକ by 11:59pm
Tue Nov 28, 2023	Session 11 Agenda	to do: 2pm
Thu Nov 30, 2023	Session 12 Agenda	to desam

Date	Details	Due
Sat Dec 2, 2023	Online Assessment - Career Cluster Entrance Survey (https://canvas.pointloma.edu/courses/70360/assignments/967375)	e by 11:59pm
Sun Dec 3, 2023	Therapist Interview Paper (https://canvas.pointloma.edu/courses/70360/assignments/967378)	e by 11:59pm
	Session 13 Agenda	to do: 2pm
Tue Dec 5, 2023	Finding Your Mission Reflection (https://canvas.pointloma.edu/courses/70360/assignments/967372)	e by 11:59pm
Thu Dec 7, 2023	Session 14 Agenda	to do: 2pm
Sat Dec 9, 2023	Mock Interview Write-Up (https://canvas.pointloma.edu/courses/70360/assignments/96737€) ■ Mock Interview Write-Up (https://canvas.pointloma.edu/courses/70360/assignments/96737€)	e by 11:59pm
Mon Dec 11, 2023	Final Paper - Career Autobiography (https://canvas.pointloma.edu/courses/70360/assignments/967371)	e by 11:59pm
Tue Dec 12, 2023	Session 15 Agenda	to do: 2pm
Thu Dec 14, 2023	Session 16 Agenda	to do: 2pm
Sun Dec 17, 2023	End-of-Course Evaluation (https://canvas.pointloma.edu/courses/70360/assignments/967370)	e by 11:59pm

