

Career Counseling & Development (15:297:510)
Department of Educational Psychology
Rutgers University, Graduate School of Education
Monday 4:50-7:30 pm
Fall 2014

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Course Texts & Resources:

Swanson, J.L. & Fouad, N.A. (2014). Career Theory and Practice: Learning through Case Studies (3rd Ed.). Thousand Oaks, CA: Sage.

Course Description:

This course is designed to provide the student with an understanding of the following major areas in vocational psychology: (1) Career counseling process, (2) Theories of career development and choice, (3) Occupational information and technology, (4) Testing and assessment in career counseling, (5) Consideration of contextual concerns of the career development.

Course Objectives:

To assist beginning counselors to develop:

- Knowledge of career counseling processes, techniques, and resources, including those applicable to specific populations (CACREP II.K.4.h).
- Knowledge of the major theories of career development and decision making models (CACREP II.K.4.a.).
- Skills and strategies to make educational and occupational decisions and plans, placement, follow-up, and evaluation (CACREP II.K.4.e.).
- Skills in using technology-based career development applications and strategies, including computer-assisted career guidance and information systems and appropriate worldwide web sites (CACREP II.K.4.g.).
- Skills in acquiring, evaluating, and utilizing career assessment tools and information that are relevant to career planning and decision making (CACREP II.K.4.f.).
- Knowledge of career, vocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems (CACREP II.K.4.b.).
- Skills in career development program planning, organization, implementation, administration, and evaluation (CACREP II.K.4.c.).
- An understanding of the underlying ethical and legal considerations that guide career counselor's professional behavior (CACREP II.K.4.i).
- Knowledge of the interrelationships among and between work, family, gender, race, ethnicity, and lifestyle and their influence on career theory, choice, and development (CACREP II.K.4.d.).

Course Expectations:

Attendance & Process: Regular attendance is mandatory since much of the course is based on group discussion and in-class activities that cannot be made up. *Your grade will be dropped a letter grade if you miss three or more classes.* For example, if a student currently has an “A” in the class and misses 3 classes, the student grade will be changed to a “B”. The process and outcome of this class will depend on each of our contributions. Thus, each class member is asked to be ready and committed to explore your own personal and professional self through class discussions, in-class activities, and class assignments.

Readings: Students are expected to read assigned material BEFORE class and come prepared to discuss the topic(s). Your active participation during each class session will contribute to the learning process for all involved. In addition, participation by every student is crucial for personal growth. The more each of us gives, the richer the experiences will be for all of us. Come to class prepared to raise questions, discuss topics and participate in class activities. Additional readings may be assigned throughout the course.

Expectations of Professionalism/ Student Rights and Responsibilities:

- To ask for clarification at any time.
- Frequently check your email.
- Attend class on time; late arrivals disrupt the learning environment.
- Have access to all required textbooks and assigned articles.
- Have access to and utilize the Internet.
- Turn-off cell phones or change setting to vibrate.
- Be courteous and treat all persons in the classroom with respect; different opinions will be shared/expressed to the extent that not everyone will be in agreement (i.e., cultural, environmental differences).
- Students have the right to express opinions in a respectful and timely manner.
- Students with known physical/mental limitations must contact Disability Services and the instructor at the beginning of the semester so that accommodations can be arranged.

Academic Integrity: students are responsible for understanding the principles of academic integrity full and abiding by them in all their work at the University. Students are also encouraged to report alleged violations of academic integrity to the faculty member teaching the course in which the violation is alleged to have occurred. See <http://academicintegrity.rutgers.edu/integrity.shtml> for detailed specifications.

Required Assignments

Class Participation/Attendance (10%):

It is critically important that each student readily attends, is on time, and actively participates in class to enhance the learning process and outcome.

Career Identity Autobiography & Analysis (20%):

Autobiography (10%): You will write a paper that provides an overview of your career development process to date, including the persons and events that have helped shared it. Think about your earliest concept of careers, first career dreams, what you want to be at different times (elementary school, middle school, high school, college), who influenced you, why did or didn't you change mind, specific incidents of activities that sparked interests, external messages and expectations, and all work experiences over time. What types of work or career values were role modeled in your family? What role did educational experiences, teachers, or other members of your social circle play in shaping your career beliefs and interests? What role did social or political events play? How have gender, religious beliefs, culture, race, social class, etc. shaped your career identity? What role did the media play? What impacts have part-time jobs, full-time jobs, and/or volunteer experiences had? What other aspects of your life have impacted your professional identity? Address these questions in summarizing and analyzing how you have come to develop your career identity and aspirations. The paper is due September 22nd and should be double-spaced with 12-point Times New Roman font, 1" margins all around, and 4 pages in length.

Analysis (10%): Use at least two career development theories covered in our course to conceptualize your career development process. Also include and interpret the results of the five career assessments you completed for the course. The paper is due November 17th and should be double-spaced with 12-point Times New Roman font, 1" margins all around. Your final paper is no more than 10 pages in length.

Career Development Topic Research Proposal (5%) & Paper (20%):

You will select a career development topic of interest to you and write a paper outlining what research indicates about this topic area. Some topic ideas include, but are not limited to: identifying and implementing effective career development strategies for elementary/middle/high school/college students, impact of employee's self-efficacy in the workplace, effects of trauma on the career development, impact of various aspects of diversity on career development (gender, race, ethnicity, SES, religion, sexual orientation, disability), dual career families, work/family balance and burnout, older adult career transitions, etc.

Proposal (5%): You will write an outline of your research paper by October 13th. In the proposal, you should include title, the needs/importance of topic, and five references.

Paper (20%): You must incorporate at least eight journal articles (written within the last 10 years) that address your topic. Discuss research findings to date, limitations of existing research, and implications for future research and practice in adequately addressing this career development issue. Also discuss how two career development theories/approaches discussed in our course might be able to address this issue. The

paper is due November 3rd and should be double-spaced with 12-point Times New Roman font, 1” margins all around, and 8 pages in length.

Career Counseling Roundtable (October 6th & November 17th) (10 %):

You will write two summaries of career counseling journals you have read and lead a class discussion. Please bring two questions related to your articles. The summaries should be about 1 page in length.

Future Career Goals Action Plan (15%):

You will outline your educational and professional goals for the next five years and develop a plan of short and long-term action steps for meeting your goals. Consider and address the information you will need to reach each goal, what research you will need to conduct, what websites you will need to visit, what individuals/institutions/schools/certification committees you will need to contact, etc. Your plan should include an educational/credentialing/continuing education plan, specific job search strategies, and interview preparation activities, as well as editing, optimizing and submitting your resume based upon techniques addressed in the workshop. Approximated dates for completing each of your specific activities must be included. The paper is due December 15th and should be double-spaced with 12-point Times New Roman font, 1” margins all around, and 5 pages in length.

Career Workshop/Intervention Design & Presentation (20%):

You will create a career workshop/intervention that could be delivered to a special population (ex. elementary, middle, high school, or college students, veterans, immigrants, students with learning disability, etc.). The topic you select should be appropriate to the age group you select and your presentation must be interactive. You will write a career workshop/intervention proposal, including (a) description of the special population, (b) description of the career issues for this population, and (c) description of one or more appropriate strategies for use with the career issues of this population. Topic must be submitted to the instructor in writing for approval by April 2th. The length of the presentation should be approximately 30 minutes including active facilitation of interaction, dialogue, potential experiential exercise, and a period for audience questions and responses. The paper is due December 1st and should be double-spaced with 12 point Times New Roman font, 1 “ margins all around, and 3 pages in length.

Performance Evaluation Criteria and Procedures

<u>Assignment</u>	<u>Percentage</u>
Participation	10%
Career Identity Autobiography & Analysis	20%
Career Development Topic Research Paper Proposal	5%
Career Development Topic Research Paper	20%
Career Counseling Roundtable	10%
Future Career Goal Action Plan	15%
Career Development Workshop	20%

Grading Formula:

A letter grade consistent with the student's performance on written assignments, class presentation, self-assessment, autobiography, class attendance, participation, conduct and other class activities will be awarded upon completion of the requirements for this course. Grades will be determined based on the accumulation of points as listed above. Class attendance, participation and conduct will also be factored into this point system with 10 points reduction for each unexcused absence. Grades based upon the point system will be as follows: A: 91-100 B+: 87-90 B: 80-86 C+: 75-79 C: 70-74 F: 69 or less

Further narrative associated with grading for student evaluation is as follows:

A Mastery of material, content, and concept. Superior demonstration of counseling skills at the masters' level. The student had completed all assignments on-time. The student had perfect attendance, participated in role play and class activities.

B+ / B Satisfactory understanding of material, content, and concept at the masters' level. The student consistently demonstrated counseling skills at the masters' level. The student's assignments were submitted to the instructor no more than one day after the due date. The student had no more than one absence, participated in role play and class activities.

C+ / C The student demonstrated a lack of counseling skills and knowledge expected at the masters' level. This student may have had the competency to complete the assignments, but have not demonstrated commitment to the class (3 or more absences), lacking punctuality and preparation for class. Further supervision and work is needed to perform appropriately at the masters' level.

COURSE READINGS, ASSIGNMENTS & ACTIVITIES

Course Schedule Outline: The course schedule, requirements and procedures provide a general plan for the course; deviations may be necessary once the course is underway. Students will be informed of any changes during regular class meetings. It will be each student's responsibility to stay informed of any changes.

Date	Reading	Topics	Activities & Assignments
Sep. 8	Ch. 1	Introductions & Course Overview	
Sep. 15	Ch. 2, 3	The Use of Assessment in Career Counseling	Homework (Personality Assessment-MBTI): http://www.humanmetrics.com/cgi-win/JTypes2.asp
Sep. 22	Ch. 4, 5	Gender-Aware & Feminist Approaches; Culturally Appropriate Career Counseling	Homework (Skills/Abilities Assessment): http://www.d.umn.edu/careers/inventories/skills_test_intro.html <i>Due: Career Identity Autobiography</i>
Sep. 29	Ch. 6	Holland's Theory	Homework (Work Values Assessment): http://careers.rutgers.edu/page.cfm?section_ID=11&page_id=339
Oct. 6	Ch. 7	The Theory of Work Adjustment	Homework (Interest Assessment-Holland): http://www.mynextmove.org/explore/ip <i>Career Counseling Roundtable 1</i>
Oct. 13	Ch. 8	Super's Developmental Theory	Mock Career Counseling Triads (30 min) <i>Due: Career Development Topic Research Paper Proposal</i>
Oct. 20	Ch. 9	Gottfredson's Theory of Circumspection & Compromise	Mock Career Counseling Triads (30 min)
Oct. 27	Article	Krumboltz: Learning Theory of Career Counseling	Mock Career Counseling Triads (30 min) <i>Due: Career Workshop/Intervention Design Proposal</i>
Nov. 3	Ch. 10	Social Cognitive Career Theory	Mock Career Counseling Triads (30 min) <i>Due: Career Development Topic Research Paper</i>
Nov. 10		New Frontiers: Career Coaching: <i>Guest Speaker</i>	Mock Career Counseling Triads (30 min)
Nov. 17	Ch. 11	Integrative Life Planning Summary & Integration	Mock Career Counseling Triads (30 min)

			<i>Career Counseling Roundtable 2</i>
			<i>Due: Career Identity Autobiography Analysis</i>
Nov. 24			<i>Thanksgiving</i>
Dec. 1		Career Workshop/Intervention Presentations	<i>Due: Career Workshop/Intervention Design</i>
Dec. 8		Career Workshop/Intervention Presentations	
Dec. 15			<i>Due: Future Career Goals Action Plan</i>