

CAREER DEVELOPMENT AND COUNSELING
CNE 570
COURSE SYLLABUS

FALL 2007

Department:	Counselor Education
Course Number/Title:	CNE 570- Career Development and Counseling
Instructor:	Dr. Gary Hood
	Office: 936-294-4746
	Home: 936-295-0498

REQUIRED TEXT:

Brown, D. (2003). Career information, career counseling, and career development, 8th ed. Allyn and Bacon.

Irby, B.J. and Brown, G. (2000). The career advancement portfolio, Corwin Press Inc.

I. COURSE FORMAT:

This course is a combination of lecture, reading, research in schools, and selected activities that will develop knowledge and skills in career counseling and provide opportunities to explore the relevant variables in the career life of the individual. Students will become familiar with career exploration tools and information sources. Each student will be expected to develop a portfolio and organize a notebook of resources related to career development.

II. COURSE DESCRIPTION:

The purpose of this course is to provide the student with a systematic approach to understanding career development as it relates to developing skills, competencies, and points of view needed by professionals in the field.

The content will include factual information in the following areas:

1. Development of career guidance in the United States: past, present, and future
2. Major theories of career development
3. The relationship between a worker and his job
4. Classification systems for organizing the world of work
5. Delivery of occupational information
6. Assessment related to career exploration and guidance
7. The career counseling process
8. Issues in career education of women, men, handicapped, and culturally different individuals.
9. Current trends in career education

III. COURSE OBJECTIVES: This course provides an understanding of career counseling and development that focuses on:

- Gaining factual knowledge of career counseling terminology, occupational classification systems, the career counseling process, and current trends in career counseling and development
- Learning how to find and use career information resources
- Learning how to apply career counseling theories and processes
- Developing the skills and competencies related to career counseling needed by professionals in the field

IV. COURSE CONTENT

Objectives	Activities	Performance Assessment	Standards CACREP=CA NCATE=NC SBEC=SB
1. Career development theories and decision-making models	Textbook readings and class discussions, presentations	Written exams	CA – K4a NC – 3.3 SB – 1.3
2. Career, avocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems.	Textbook readings, class discussions, & use of career information resources.	Written exams	CA – K4b NC – 9.1 SB V1.2
3. Career development program planning, organization, implementation, administration, and evaluation.	Design a career guidance & counseling intervention strategy	Soundness and relationship to theory	CA – K4c NC – 2.1 SB – III
4. Interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development.	Vocational Autobiography, Guest Speakers, Lecture, & Discussion	Quality and thoroughness of autobiography and relationship to theory	CA – K4d NC – 7.1; 7.4 SB – IV
5. Career and educational planning; placement, follow-up, and evaluation	Design a career guidance & counseling intervention strategy	Soundness and relationship to theory	CA – K4e NC – 2.1 SB – III

6. Assessment instrument and techniques that are relevant to career planning and decision making	In-class assessment using Holland's code	Participation in exercise	CA – K4f NC – 2.1 SB – II.7
7. Technology-based career development applications and strategies, including computer-assisted career guidance and information systems and appropriate world-wide web sites	Textbook readings, class discussions, & use of career information resources.	Written exams	CA – K4g NC – 9.1 SB – VI.2
8. Career counseling processes, techniques and resources, including those applicable to specific population	Textbook readings and class discussions, presentations	Class examinations and level of class participation	SB – I.12
9. Ethical and legal considerations.	Textbook readings and class discussions	Case studies	CA – K4j NC – 1.7 SB – VI; I.8

V. EXCET Competency for School Counselors:

Competency 006

Responsive Services The professional school counselor provides responsive services that address the immediate concerns of learners and that help learners develop skills to use in other situations.

Competency 007

Individual Planning The professional school counselor assists individual learners with academic, personal, social, and career planning.

VI. COURSE REQUIREMENTS:

- A. Academic/Vocational Autobiography: primary experiences in these areas and predictions for the future – written and oral presentation.
- B. Family Career Genogram: 3 generational career genogram – written and oral presentation.
- C. Research: Topic chosen with professors approval – written and oral presentation.
- D. Personal Portfolio: (Information to be provided)
- E. Examinations: 3 exams – Essay, will be announced.

VII. COURSE EVALUATIONS:

Exams – 3 @ 100 points each	= 300
Portfolio	= 25
Academic/Vocational Autobiography	= 20
Family Genogram	= 25
Research Presentations	= 40
Theory Presentations	= 20
	<hr/>
	430

430 – 390 = A

389 – 347 = B

346 – 304 = C

VIII. DISABILITY STATEMENT:

Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (extension 1720).

IX. COUNSELING PROGRAM ATTENDANCE POLICY:

The following represents the attendance policy for all courses in the Counseling Program:

1. Students are permitted to miss one class (2.5 hours) with no penalty, but a call or email to the professor of the class is expected.
2. With a second absence, a drop of one letter grade will occur unless the student writes a letter to the Counseling Faculty explaining the extenuating circumstances for the second absence. The Faculty will then discuss the letter in a meeting and decide if the letter grade drop will occur or if the student is excused from that action.
3. A drop of a letter grade will occur for each subsequent absence.

CNE 570 Requirements for Portfolio

This assignment may prove to be one of the most important tasks you undertake this semester. Whether you are seeking a leadership position, desiring to make a move from teaching to counseling or wish to use your experience in another field, you will find this experience will support you in furthering your career goals. You will work with the professor and your “case study manager” on this assignment.

Rationale: Prepare a professional portfolio based on the information included in required text, *The Career Advancement Portfolio* by Dean Genevieve Brown and Dr. Irby.

The Career Advancement Portfolio should include the following components:

- *Table of Contents*
- *Resume – follow one of the examples from the textbook*
- *Letter of application or interest*
- *Counseling Framework – rework the one in the Career Advancement Portfolio to reflect your personal theory of counseling as it would relate to the position you are applying for in your letter of interest/application*
- *Professional Goals (page 23-24 in the Career Advancement Portfolio)*

CNE 570 Case Study

A case study will be required to allow CNE 570 students to apply the knowledge and skills acquired in the study or career counseling. Students will form triads, with each student being assigned a class member to work with, acting as a “case manager” for that student.

Over the next several class meetings, “mock” intake interviews will take place during class. Each student will be provided a format to follow for this interview. The career counseling process will be discussed and followed and a “mock” case study will be developed. As we complete various assessments related to career counseling, these results should be shared with your case study manager. An evaluation or summation of the data/information should be included in the written case study.

Based on this data, the case study manager will research and discuss career options with their client. This research should include salary information, current demand, growth potential, educational requirements, O*Net data, and other pertinent information. The case manager will then develop a “plan” for the client, including recommendations as needed.

- **Written Requirements**
 - Section One – statement of the “problem” – i.e. make more money, personal satisfaction, relocating, transitioning to a new profession, late-entry, retirement, etc...
 - Section Two – discussion and analysis of assessment data (most of these will be completed during class – you must remember to share results with your case study manager)
 - Section Three – explore options such as career clusters and collect information including salary, demand, etc...this information should be summarized and included in this section your case study
 - Section Four – development of a plan for your client, including recommendations such as review of resume, discussion of interview skills, preparation and presentation of portfolio or other suggestions as needed
 - Section Five – plan for follow-up

General Information: Please double space your case study. In general, most have been approximately 4-5 pages long, but the length will depend upon your client and the thoroughness of your application of knowledge and skills acquired.

Requirements for Research

Listed below you will find examples of topics for your individual presentation. If you would like to choose something not listed, please seek prior approval. I encourage you to research a topic you are interested in so *you get as much out of this assignment as possible*. Some of the topics listed below are discussed in Brown's text, Career Information, Career Counseling, and Career Development and such textbook (or a similar reference) would be a great place for you to begin your research.

References listed at the end of each chapter may be a useful resource for you, however an important part of the process will be the literature review which you will complete when researching your topic.

Career Development in Schools

- Elementary School
- Middle School
- High School
- Community Colleges
- Vocational Tech Schools
- 4 Year Institutions
- Graduate Schools

Career Counseling with Special Populations

- Physically or Mentally Challenged
- Economically Disadvantaged
- African American
- Hispanic Americans
- Former Military Personnel
- Ex-offenders
- Late entry females
- Gender Issues in Career Counseling
- Career Counseling for Gay, Lesbian, and Bisexual Clients

Career Resources for Professionals in the Field

Publications

School Resources

On-line Tools and Using Technology

Counseling Websites

O*Net

National Career Development Guidelines

Career Counseling in Business and Industry

Career Coaching

Career Counseling in Private Practice

Current Trends in Career Counseling

Evaluation of Career Planning Services

Ethical Issues and Career Counseling

Spirituality and Career Counseling

Requirements:

- **PowerPoint or other class presentation with visual aids and reflective or adult learning styles**
 - **15 minutes (should be within 3 minutes over/under)**
- **Paper**
 - **Five sources (current)**
 - **Include bibliography**
 - **APA style**
 - **Reminder – *Counseling Department Writing***
 - **Most have been approximately 5 pages**
 - **Submission by email – paper and ppt.**

Suggested Standard for Organization of Paper

- *Introduction – Overview of the topic and importance/relevance to career counseling*
- *Review of the Information – discuss your sources and analyze information; evaluate when applicable*
- *Summary and implications for career counseling*