

Course Semester/Year Section # Course Dates Location Instructor Number of Units Transfers to	GUID-8 Career Planning Spring 2023 V4972 Jan. 28 – May 12 Online using Canvas April Klingonsmith 2 California State University as elective	
Course Description	A career planning course focusing on the development and exploration of career and major options. Students acquire skills in professional planning including job search techniques, resume writing and interviewing. Emphasis is on individual self-assessment, self-reflection, career information, research skills, decision-making and goal setting. This course is helpful to students who are undecided about a college major/career or considering a career change.	
Instructor Information	Office Hours	Tuesdays 9:00-11:00 by cell phone
	Contact Info.	Message in Canvas inbox – anytime – preferred method Email april-klingonsmith@redwoods.edu Phone or text message 10:00-5:00pm
	Communication Frequency and Timeliness	The instructor accesses Canvas regularly. She responds to email and Canvas inbox typically within 48 hours. Should a situation arise when she cannot access Canvas or reply to email within that time frame, she will notify the class in an announcement, then will announce when she's returned.
Textbook Information	<p><u>What Color Is Your Parachute</u> Richard N. Bolles, 2018 – 2023 (any year in this timeframe)</p> <p><u>What Color is Your Parachute? For Teens</u> – For teen GUID-8 students Carol Christen, 2015 - 3rd or 4th edition.</p> <ul style="list-style-type: none"> • CR bookstore • EOPS (textbook voucher) • CR Eureka & Del Norte library (2-hr check-out) • Veteran's Resource Center • Multicultural and Diversity Center • CR Library (online borrow) https://redwoods.libguides.com/OER/List#lg-box-25594755 • HumCo Library • Online 	
Canvas Login Directions	Log into Canvas at https://redwoods.instructure.com Password is your 8 digit birth date For tech help, email its@redwoods.edu or call 707-476-4160 Canvas Help for students	

What You Will Learn

Course Learning Outcomes

1. Identify career/major options using online databases and self-assessment results.
2. Set short- and long-term career goals.
3. List the training or education preparation for a specific career.
4. Implement appropriate resume writing and interview techniques.

Course Learning Objectives

1. Labor market data and occupational information.
2. Resumes and cover letters.
3. Relationship of majors to career planning.
4. Career trends and local labor trends.
5. Decision-making process.
6. Goal setting.
7. Self-assessments (personal values, interests, personability, skills, natural talents, etc).
8. Networking/social media.
9. Pre-interview preparation and research.
10. Job interview techniques.
11. Employment readiness skills.
12. Healthy work/life balance.
13. Educational planning.

Coursework

Student Academic Commitment

This two-unit CSU transferrable course requires about 2+ hours of your time daily. You will need to log into Canvas, work on assignments, and turn things in every week by Sundays. Students need to regularly participate in the course and turn in assignments on time following the grading rubrics. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

Resume

Students turn in a resume that concisely summarizes their work experience, education, skills, accomplishments, and professionalism that markets their strengths. Have someone proofread your resume before submitting it and give you their honest opinion. See the grading rubric in Canvas for specific details about grading.

Assignments

There are 13 assignments required in this course. They are designed to provide opportunities to learn about yourself and your career planning. Responses must be at least 250 words and follow the grading criteria posted in Canvas under “Assignments.” Assignment topics are listed below.

1. Job Search in Modern Times
2. Current Labor Trends
3. Your Online Presence
4. Career Planning Preparations
5. Your Salary Preference
6. Your Skills
7. Your Favorite Interests
8. Your People Preferences
9. Your Ideal Working Conditions
10. Your Main Purpose
11. Where You Want to Live and Work
12. Informational Interview
13. Practice Job Interview

Discussion Forums

The three discussions are a chance to go deeper in your career planning. Students will self-reflect and share experiences with their classmates. In the discussions, students will need to *introduce themselves, meet their classmates, watch and reflect on a movie or TV series related to a career of interests, and share their career planning results*. Post your discussion response by Thursday and respond to 2 other classmate’s posts by Sunday. Your original post should be at least 250 words. Response to a classmate post should be at least 100 words. Extra credit points are available in each discussion for responding to an additional classmate. The grading rubric is posted for each discussion in Canvas.

Career Plan

Each student will create a comprehensive career action plan that details your career planning results, career/local labor trends, your possible jobs/careers, your job search support, your career goals, and your career action plan first steps. Research will be done on three specific careers/jobs to find the following information for each – 1) job description, 2) salary, 3) education needed, 4) technology skills needed, 5) what skills you should have, and 5) other important information. There are 2 choices for turning in your career plan. Students can turn in a paper with at least 1,000-words or turn in online presentation that is at least 500-words. See the grading rubric in Canvas for specific details about grading.

5-Year Plan

The 5-year plan details your preferred lifestyle and the salary you will need to earn in a 5-year timeframe. Students will also create a hard time budget where they adjust their finances for their current lifestyle. Decisions will be made about your future lifestyle choices in these areas: housing, transportation, clothing, food, sundries, entertainment and recreation, vacations, childcare, dependent care, health care, furnishings, savings, and miscellaneous. There are 2 choices for turning in your 5-year plan. Students can turn in a paper with at least 1,000-words or turn in online presentation that is at least 500-words. See the grading rubric in Canvas for specific details about grading.

Grading

Grading Scale

A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%, C+=78-79%, C=70-77%, D=60-69%, F=59% and below

Points

There are 940 points available to earn in this course. You can access your grade in the Canvas “Gradebook” at any point. Grades are based on the points that you earn and will be assigned based on a traditional percentage scale. Grading criteria is posted for each assignment in Canvas at the bottom of each assignment description. All work is graded as it submitted except for Discussions, which are graded after the due date.

Assignments (13)	40 pts each	55%	520
Discussion Forums (3)	40 pts each	15%	120
5-Year Plan (1)	100 points	10%	100
Resume (1)	100 points	10%	100
Career Plan (1)	100 points	<u>10%</u>	<u>100</u>
		100%	940 total points

Grading Deductions

Points Deducted For:

Late Work

All assignments may be turned in late for a point deduction until the last day of class. Each assignment has a grading rubric posted with clear expectations for late work and how many points are deducted if an assignment is late.

Exclusive and Disrespectful Language

College of the Redwoods aspires to create an in-person and online learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class and reported.

Technology

Technology Requirements

You should be able to navigate Canvas, course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to Canvas. It is your responsibility to meet the technological demands.

Technology Equipment

Technology equipment is required for student success, and of equal importance as required textbooks and materials. Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Technology Skills

Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.

Technology Support

Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Accessibility

Course Delivery

This asynchronous course is delivered and taught 100% online. There are no classroom meetings and no specific meeting times. Work through the course modules at your own pace, on your own time, turning in assignments by the deadlines.

Course Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and CR policies. Students who discover access issues with this class should contact the instructor. CR is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS) Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Instructor Accessibility

The instructor works hard to be accessible and available to her students. April accesses the class website regularly and responds to email and the Canvas inbox typically within 48 hours. If she cannot access Canvas or reply to email within that time frame, she will notify the class in an announcement, then will announce when she's returned. The instructor initiates frequent interactions with all students, both individually and collectively, and students have frequent opportunities to regularly interact with each other. She sends regular announcements and Canvas messages to students who fall behind or need support. April reads the discussion posts and participates when appropriate. Reach out to her anytime with a message in the Canvas Inbox for support.

Use the Canvas Inbox to Communicate

The Canvas Inbox is best way to contact April. In Canvas, click on the "Inbox" link on the left dark grey bar to view your Canvas email. Click on the person icon in the "To:" address bar. Choose the course, student or teacher, and then the person that you would like to email. Click on this course, and for teacher choose, April Klingonsmith. Type in a subject and message and click send.

Self-Advocacy

Tell Your Instructor About Your Needs

Clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful

Your Rights as a Student

The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [CR website](#).

Withdrawing from this Course

If you choose to drop this course, use [Web Advisor](#) or [Admissions & Records](#). Students may withdraw themselves and instructors can withdraw students from class for non-participation or excessive absences.

CR Emergency Alert System

CR has an emergency alert system called Everbridge. In the event of an emergency on campus ,you will receive an alert through your personal email and/or phone. Registration is not necessary in order to receive emergency alerts. Check that your contact information is up-to-date by logging into Web Advisor and selecting 'Students' then 'Academic Profile' then 'Current Information Update.' Contact Public Safety at 707-476-4112 or security@redwoods.edu or [Redwoods Public Safety Page](#).

CR Support Services

Learning Resource Center (Library)

One stop source for research materials and assistance, with faculty librarians and library staff available to help you. Databases and online resources are available 24/7. Library faculty provide research assistance via chat, phone, and email; and staff are available to answer questions about borrowing reserve materials for classes including textbooks, computers, and more.

1. [Academic Support Center](#): Instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center.
2. [Library Services](#): Promotes information literacy and provide organized information resources.
3. [Multicultural & Equity Center](#): Dynamic and inclusive place that supports all students in their academic and personal journeys at the college

Special Programs for Eligible Students

1. [CalWorks](#): Welfare-to Work program to assist students, parents, and children under 18 who are receiving cash assistance (TANF) to gain financial independence and become self sufficient. Students receive specialized academic advising, assistance with transportation, support with school supplies, and referrals to supportive services.
2. [Extended Opportunity Programs & Services \(EOPS\)](#): Provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
3. [Honor's Program](#): Inspires intellectually curious and motivated students with the high level of academic rigor they desire, to help those students achieve their educational goals, to enhance their opportunities to transfer to the universities of their choice, and to create a community of student scholars at the College of the Redwoods.
4. [TRiO Student Success Program](#): Provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
5. [Veteran's Resource Center](#): Supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
6. [Klamath-Trinity](#) students: Contact the CR KT Office for specific information about student support services at 530-625-4821.

Community College Student Health and Wellness

[Health & Wellness website](#) Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty, staff.

[Wellness Central](#) Free online health and wellness resource available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic or general counseling can email counseling@redwoods.edu.

Course Calendar

Due Date Sundays	Modules	Assignments Due
Jan. 28	Course starts	
Feb. 5	Module 1–Career Planning Today	Discussion 1–Introductions Job Search in Modern Times
Feb. 12	Module 1–Career Planning Today	Current Labor Trends
Feb. 19	Module 1–Career Planning Today	Your Online Presence Career Planning Preparations
Feb. 26	Module 2–Self-Analysis	5-Year Plan
Mar. 5	Module 2–Self-Analysis	Your Salary Preference Your People Preferences
Mar. 12	Module 2–Self-Analysis	Your Best Skills
Mar. 19	Spring Break	Nothing due
Mar. 26	Module 2–Self-Analysis	Your Main Purpose Your Favorite Interests
Apr. 2	Module 2–Self-Analysis	Your Ideal Working Conditions Where You Want to Live and Work
Apr. 9	Module 2–Self-Analysis	Disc. 2–Your Career Planning Results
Apr. 16	Module 3-Preparations	Informational Interview
Apr. 23	Module 3-Preparations	Practice Job Interview
Apr. 30	Module 3-Preparations	Discussion 3–Career Movie/TV Review
May 7	Module 3-Preparations	Career Plan Resume
May 12	Course ends	All late assignments turned in No late work accepted
