College of the Redwoods
GUID-8 Career Planning Syllabus

Semester and Year: Fall 2026
Course ID & Section number: GUID-8-V1413
Course Dates: Sept. 5 – Dec. 18
Instructor: April Klingonsmith
Number of Units: 2
Location: Online using Canvas. Asynchronous. No required meetings.
Transfers to: California State University as elective
Course Calendar: Located at end of syllabus

Textbook Information

There is no textbook required for this course.

Catalog 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.

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 on Sunday nights.

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.

Instructor Contact Information & Communication

Instructor: April Klingonsmith
Preferred Contact: Canvas Inbox
Email: april-klingonsmith@redwoods.edu
Phone Number: Listed in Canvas in modules in 'Course Information' under 'Need Help? Start here.'
Office Hours: Tuesdays, 9–11am (call or text) or message in Canvas anytime.

The Canvas Inbox is the best way to reach April. To send a message, click “Inbox” on the left side of Canvas, choose this course, select “Teacher,” choose April Klingonsmith, add your subject and message, and click send.

April checks Canvas regularly and typically responds within 48 hours. If a situation prevents her from accessing Canvas or email during that timeframe, she will notify the class through an announcement and follow up when she returns.

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.

Communicate Your Needs Early

Your success matters. If you have challenges with technology, learning needs, or personal circumstances that may affect your participation, please let April know as early as possible.

Inclusive Language in the Online Classroom

College of the Redwoods is committed to fostering a learning environment where everyone feels welcome and encouraged to share their perspectives. Instructors and students are encouraged to use language that is inclusive, respectful, and supportive of all community members.

Grading & Evaluation

This course includes a total of 1,260 possible points. You can view your current grade anytime in the Canvas Gradebook. Final grades are calculated using a traditional percentage scale based on the total points you earn. Each assignment includes specific grading criteria, which you can find at the bottom of its description in Canvas. Most assignments are graded as they are submitted. However, Discussions are graded after the due date to allow for full participation.

This course includes 1,260 possible points. You can view your current grade anytime in the Canvas Gradebook. Final grades use a traditional percentage scale based on total points earned. All assignment instructions include grading criteria, and all work is graded as it is submitted, except discussions are graded after the due date.

The late work policy extra credit opportunities are explained in the Course Policies section later in the syllabus. Please review those policies carefully.

Grade Options

Students may choose either a Pass/No Pass or letter grade for this course. If you are unsure which option is best for your academic goals, please meet with a counselor or advisor.

To request a grade option change, log in to WebAdvisor, locate your course, and submit the grade option change form. If you need help, the Counseling Office or Admissions & Records can guide you through the process.

Grading Point Totals

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

Coursework	Points	Total points	Percentage
Assignments (6 total)	40 points each	240	19%
Discussion forums (6 total)	50 points each	300	23%
Module Reflections (3 total)	40 points each	120	10%
10-Year Lifestyle Financial Plan (1)	150 points	150	12%
Interviews (2 total)	75 points	150	12%
Resume, Cover Letter & References (1)	150 points	150	12%
Career Plan (1)	150 points	150	12%
		1,260	100%

Graded Course Assignments

There are six required assignments in this course, each worth 40 points. These assignments are designed to help you explore your strengths, values, and skills, supporting your career development and personal growth. Each response must be at least 350 words and follow the grading criteria outlined in Canvas within each assignment.

Required Assignments

Module 1: Exploring the World of Work

1. Career Trends & Job Opportunities
2. Your Digital Footprint & Professional Image
3. Skills Employers Look for Today

Module 2: Discovering Yourself & Your Career Path

4. Create Your Career Planning Results Document
5. Your Purpose in Life
6. Where You Want to Live & Work

Graded Course Discussions

There are six discussion forums throughout this course, each worth 50 points. These forums provide valuable opportunities to reflect on your career development journey and engage with classmates by sharing personal insights related to each module's topics. Participating in these discussions will help you deepen your understanding of career planning concepts and learn from others' experiences. Each discussion includes a grading rubric, which can be found within the assignment in Canvas.

To earn full credit:

- Post your initial response (minimum 350 words) a few days before the deadline.
- Respond to at least two classmates by the deadline.
- Extra credit is available for responding to one additional classmate beyond the required two.

Required Discussions

Module 1: Exploring the World of Work

1. Your Introduction Video
2. Workplace Cultural Diversity

Module 2: Discovering Yourself & Your Career Path

3. Your Transferrable Skills & Strengths
4. Connecting Your Interests to Careers

Module 3: From Career Exploration to Action

5. Beyond the Paycheck: Understanding Employee Benefits
6. Building Your Career Connections

Graded Career Planning Interviews

Students will complete two interviews to develop their interviewing skills and gain firsthand insights into careers or fields of interest. Each interview assignment is worth 75 points. Written submissions must be at least 400 words and adhere to the grading rubric provided.

Required Career Planning Interviews

Module 3: From Career Exploration to Action

1. Informational Interview To Learn About Someone's Job
2. Practice Job Interview With Person Of Your Choice

10-Year Lifestyle Financial Plan

This Module 2 assignment guides you to create a detailed 10-year financial plan that aligns your ideal lifestyle with the salary you will need to support it. By reflecting on your future career and life goals, you'll develop a clear roadmap for the income required to sustain your desired way of living. You will make decisions in key areas such as your life purpose, preferred work environment and colleagues, transferable skills, special knowledge and interests, and salary expectations. You have two options for submitting your 10-year plan: a written paper or an online presentation. This assignment is worth 150 points. Please refer to the grading rubric in Canvas for detailed criteria.

Resume, Cover Letter & References

In module 3, students will submit a resume, cover letter, and references as essential components of their career planning toolkit. These documents help you present yourself confidently, clearly, and professionally as you pursue your career or academic goals. Before submitting, it is required that someone proofread your materials using the provided checklist to ensure quality. The Career Center offers support, and you can earn extra credit by taking advantage of their services. This assignment is worth 150 points. Please see the grading rubric in Canvas for detailed grading criteria.

Career Plan

Each student will develop a comprehensive career plan in module 3 that is designed to encourage thoughtful reflection on long-term career goals, preferred career path, and the concrete steps required to achieve them. This plan will help you clearly articulate your career objectives, identify essential skills, and outline actionable steps for your professional growth and success. You may submit your career plan either as a written paper or an online presentation. This assignment is worth 150 points. Please refer to the grading rubric in Canvas for detailed grading criteria.

Optional Self-Assessment Quizzes

At the end of each module, you'll find three optional self-assessment quizzes, each containing three short questions. These are designed to help you reflect on your learning experience, provide valuable feedback to improve the course, and give April a chance to offer additional support if needed. Participation is encouraged but not required.

Graded Course Module Reflections

Each of the three modules has a reflection assignment that needs to be completed. Each one is worth 40 points. Responses must be at least 350 words and follow the grading rubric.

Course Policies

Late Work Policy

All assignments may be submitted after the due date up until the last day of class, with a point deduction for lateness. Each assignment includes a grading rubric that outlines expectations and the specific number of points deducted for late submissions.

Please note: even with communication, all late work will receive the stated deduction—no exceptions.

Extra Credit Guidelines

Opportunities for extra credit are available throughout the course:

- Discussion Forums: Earn extra credit by responding to three classmates instead of the required two.
- Career Center Presentations: Attend and participate in a Zoom session hosted by the Career Center (details will be shared in course announcements).
- End-of-Semester Survey: Complete the final course survey to earn additional extra credit.

These optional activities are designed to enhance your learning and provide opportunities to boost your grade.

Artificial Intelligence (AI) Use Policy

GUID-8 is a course about **you**—your interests, strengths, values, goals, experiences, and career plans. AI tools such as ChatGPT, Google AI Mode, Microsoft Copilot, Gemini, Claude, Grammarly, Canva AI, and other AI tools commonly available to college students can be valuable learning tools, but they should never replace your own thinking, personal experiences, or reflection. Your assignments should represent your own voice and authentic work.

AI can be used for:

- Researching careers, industries, occupations, and job market trends
- Brainstorming and organizing ideas
- Proofreading and improving grammar, spelling, and clarity
- Developing professional documents (résumés and cover letters) and preparing for interviews

AI should not be used for:

- Writing personal reflections or responses about your own experiences, strengths, values, interests, goals, or career plans
- Writing discussion replies to classmates
- Completing assignments without your own thinking, effort, and review

AI use is optional in this course. Students who choose not to use AI, do not have access to AI tools, or require accommodations will not be disadvantaged.

AI Use Disclosure

If you use AI to help with a written assignment, include a brief **AI Use Disclosure** at the bottom of your assignment (after your written responses). One or two sentences is enough.

Example:

"I used ChatGPT to research career trends and proofread my writing. All final work is my own."

Please refer to the **Assignment-Specific AI Expectations** chart below for guidelines on when AI is appropriate and examples of acceptable AI use. Assignment instructions and grading rubrics may include additional AI expectations.

Students should avoid entering sensitive personal, financial, or confidential information into AI tools. The instructor maintains final authority over course content, feedback, grading, and academic decisions.

Consequences for Misuse of AI

AI is intended to support your learning—not replace it. If I have reason to believe an assignment does not represent your own work or that AI was used inappropriately, I may ask you to explain your work, discuss your writing process, or revise and resubmit the assignment. Until you can demonstrate that the work reflects your own learning and understanding, the assignment may receive a zero or reduced credit. Any resubmission will follow the course late work policy.

The purpose of this policy is to ensure that your assignments reflect your own learning, ideas, and growth.

Assignment-Specific AI Expectations

The chart below explains when AI may be used for each assignment. If AI is used, include a brief AI Use Disclosure at the bottom of your written assignment. When in doubt about whether AI is appropriate for an assignment, ask your instructor before submitting your work.

Assignment	Appropriate AI Use	Disclose AI Use?
Module 1 – Exploring the World of Work		
Discussion 1 – Introduction Video	Brainstorming ideas, drafting your video script	Yes
Career Trends & Job Opportunities	Career research, industry research, proofreading, writing improvement	Yes
Your Digital Footprint & Professional Image	Professional online presence research, LinkedIn summary examples, proofreading, writing improvement	Yes
Skills Employers Look for Today	Skills research, career research, proofreading, writing improvement	Yes
Discussion 2 – Workplace Cultural Diversity	Workplace diversity research, cover letter opening and closing sentence examples, proofreading, writing improvement	Yes
Module 1 Reflection	**No AI.** Complete this assignment using your own thoughts and experiences	No
Module 2 – Discovering Yourself & Your Career Path		
Create Your Career Planning Results Document	Career planning examples, formatting ideas, brainstorming organizational strategies	Yes
Your Purpose in Life	Career research, proofreading, writing improvement. Personal reflections must be your own.	Yes
Discussion 3 – Your Transferable Skills & Strengths	Skills research, career research, proofreading, writing improvement. Personal examples must be your own.	Yes
Where You Want to Live & Work	Career research, transportation research, proofreading, writing improvement	Yes
Discussion 4 – Connecting Your Interests to Careers	Career research, clothing cost research, proofreading, writing improvement	Yes
10-Year Lifestyle Financial Plan	Research for all sections, proofreading, writing improvement	Yes
Module 2 Reflection	**No AI.** Complete this assignment using your own thoughts and experiences.	No
Module 3 – From Career Exploration to Action		
Discussion 5 – Beyond the Paycheck: Understanding Employee Benefits	Compensation research, benefits research, career research, proofreading, writing improvement	Yes
Informational Interview to Learn About Someone's Job	Interview request examples, interview question ideas, proofreading, writing improvement	Yes
Practice Job Interview With Person of Your Choice	Interview preparation, interview question ideas, interview etiquette, follow-up communication, proofreading, writing improvement	Yes
Discussion 6 – Building Your Career Connections	Networking research, career research, professional social media research, proofreading, writing improvement	Yes
Module 3 Reflection	**No AI.** Complete this assignment using your own thoughts and experiences	No
Resume, Cover Letter & References	Résumé examples, cover letter examples, wording suggestions, proofreading, writing improvement	Yes
Career Plan	Research for all sections, proofreading, writing improvement. Personal reflections and career goals must be your own	Yes

Dropping Policy

Students whose grade in the Gradebook is below 60% within the first two weeks of class will be dropped by the instructor. As a veteran online community college instructor, I have found that students who do not maintain a strong grade early on typically fall behind and are unlikely to successfully complete the course. Students may drop themselves at any time before the final drop date using Web Advisor or through Admissions and Records. Important drop deadlines, including the final drop date, are listed in the syllabus course calendar and communicated through multiple announcements. Before dropping students early in the term, April will send a personalized Canvas Inbox message to those at risk, informing them of their current grade and offering support to improve engagement and performance. No messages will be sent when students drop themselves by the final drop date.

Disruptive Behavior Policy

Behavior or communication that disrupts the online learning environment will not be tolerated. Examples of disruptive conduct include, but are not limited to: posting unwarranted or off-topic comments, failing to follow instructor directions, using vulgar or obscene language in discussion boards or messages, making slurs or intimidating remarks, and any form of verbal abuse or harassment in online interactions.

Disruptive Behavior Consequence
If the instructor determines that a student's behavior disrupts the educational process, the instructor will send the student a message clearly stating the behavior that does not align with course expectations. The student will be given 48 hours to remove any inappropriate comments or conduct from the online course environment. Failure to comply within this timeframe may result in temporary removal from class and referral to the Chief Student Services Officer or their designee for further action. For more information on student rights, responsibilities, Board policies, and administrative procedures, please consult the College Catalog and the CR Board and Administrative Policies.

Academic Dishonesty Policy

Academic integrity is fundamental to the educational community, and scholastic dishonesty is not tolerated. When academic dishonesty is suspected, the faculty member has primary discretion over assigning grades and determining the student's status in the course. If a student is found to have engaged in dishonest behavior, they may receive a failing grade on the affected assignment or exam and may be referred to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information regarding student rights, responsibilities, Board policies, and administrative procedures can be found in the College Catalog and the CR Board and Administrative Policies.

Technology & Canvas Information

Canvas Log-In & Instructor Contact

- Go to My CR Portal and log in to Canvas.
- For login issues or general tech help, visit Canvas Support or go to *Module 0: Course Information* in this course and click *Technology Help* under *Course Help and Support*.
- Once logged in, click on *Modules* and start with *Module 0: Course Information* to access course details.
- To contact April, use the *Inbox* in Canvas: select the course, choose the teacher, add your subject and message, then clock Send.

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. More technology support is available in Canvas in *Module 0: Course Information*. Click *Technology Help* under *Course Help and Support*.

Technology Equipment

Technology equipment is required for student success. Students can obtain a free Office 365 license (includes Word, Excel and PowerPoint) with a valid CR email.

Technology Skills & Requirements

Successful participation in this online course requires basic computer skills. You should be comfortable navigating Canvas and other course websites, opening and downloading files, using a word processor such as Microsoft Word (.docx), or converting files to formats like Rich Text Format (.rtf) or Portable Document Format (.pdf). Additionally, you must be able to upload assignments to Canvas. It is your responsibility to ensure you meet these technological requirements to fully engage in the course.

Student Support & Campus Resources

CalWORKS

California Work Opportunity & Responsibility to Kids (CalWORKs) provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF benefits), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Career Center

The Career Center helps students and alumni explore career options, develop resumes and interview skills, and connect with job and internship opportunities. Appointments are available virtually via Zoom, by phone, or in person. The Career Center also provides access to Handshake, career assessments, workshops, and Work Experience Education (internships) to support your professional growth.

Counseling and Advising

The Counseling and Advising office helps students navigate their educational paths, whether earning a degree or certificate, preparing to transfer, or starting a new career. They offer guidance on course selection, transfer planning, academic progress, and other student needs, in person or online via Zoom, phone, or email. Appointments are available at Eureka, Del Norte, and Klamath-Trinity campuses.

Extended Opportunity Programs and Services (EOPS)

EOPS/CARE (EOPS) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

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.

Learning Resource Center

The Learning Resource Center includes the following resources for students:

Library Services
Introduction - Library Services for Students - LibGuides at College of the Redwoods promotes information literacy and provides organized information resources.

Multicultural and Equity Center
The Multicultural and Equity Center is an inclusive space that supports students academically and personally by fostering community, cultural expression, and cross-cultural learning. It offers resources and activities focused on leadership, student success, equity, and social justice, all within a student-centered and respectful environment.

Academic Support Center
The Academic Support Center offers tutoring and test proctoring for CR students.

Student Tech Help
Technical Support provides students with assistance around a variety of tech problems. See also *Technology Help* in the beginning modules.

Student Accessibility Support Services (SASS)

College of the Redwoods is dedicated to providing reasonable accommodations for qualified students who may benefit from additional educational support. You may qualify if you have a physical, mental, sensory, or intellectual condition that affects your academic performance, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common medical conditions like arthritis, asthma, diabetes, autoimmune disorders, or chronic illnesses
- Temporary impairments such as a broken bone, recovery from surgery, or pregnancy-related disabilities
- Neurodevelopmental disorders including learning disabilities, intellectual disabilities, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring and academic assistance through the LIGHT Center, counseling and advising, alternate formats for course materials (such as audiobooks, braille, or e-texts), assistive technology, learning disability assessments, approval for personal attendants or interpreters, priority registration, on-campus transportation, adaptive physical education, and more.

If you believe you could benefit from disability- or health-related accommodations, please contact Student Accessibility Support Services (SASS) at sass@redwoods.edu. If you're unsure whether you qualify, SASS can provide a consultation.

SASS office locations and phone numbers
Eureka campus

- Phone: 707-476-4280
- Location: Student Services building, first floor SS113

Del Norte campus

- Phone: 707-465-2353
- Location: main building, near the Library

Klamath-Trinity campus

- Phone: 707-476-4280

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program with the Eureka TRiO office or the Del Norte TRiO office.

Veterans Resource Center

The Veterans 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.

Emergency Procedures / Everbridge

College of the Redwoods uses the Everbridge alert system to notify you of emergencies on campus via your personal email and/or phone. No registration is required to receive these alerts. Please ensure your contact information is current by logging into WebAdvisor, selecting 'Students,' then 'Academic Profile,' and 'Current Information Update.'

If you have questions, contact Public Safety at 707-476-4112 or campus-safety@redwoods.edu. For more details, visit the Campus Safety website.

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 decide to withdraw from this course, please do so through Web Advisor or Admissions & Records.. Students can initiate their own withdrawal, and instructors may also withdraw students for non-participation or excessive absences.

Course Calendar

Date	Modules Course Information	Assignments Due Course Information
Saturday Sept. 5	Course starts	Nothing due
Sunday Sept. 13	Module 1– Exploring the World of Work	• Discussion 1 - Your Introduction Video • Career Trends & Job Opportunities
Sunday Sept. 20	Module 1– Exploring the World of Work	• Your Digital Footprint & Professional Image • Skills Employers Look for Today
Thursday Sept. 24	Instructor Drop Date	Students dropped with less than 60% in Gradebook.
Sunday Sept. 27	Module 1– Exploring the World of Work	• Discussion 2 – Workplace Cultural Diversity • Module 1 Reflection • Module 1 Optional Self-Assessment Quiz
Sunday Oct. 4	Module 2 – Discovering Yourself & Your Career Path	• Create Your Career Planning Results Document • Your Purpose in Life
Sunday Oct. 11	Module 2 – Discovering Yourself & Your Career Path	• Discussion 3 – Your Transferrable Skills & Strengths • Where You Want to Live & Work
Sunday Oct. 18	Module 2 – Discovering Yourself & Your Career Path	• Discussion 4 – Connecting Your Interests to Careers
Sunday Oct. 25	Module 2 – Discovering Yourself & Your Career Path	• 10-Year Lifestyle Financial Plan
Sunday Nov. 1	Module 2 – Discovering Yourself & Your Career Path	• Module 2 Reflection • Module 2 Optional Self-Assessment Quiz
Sunday Nov. 8	Module 3 – From Career Exploration to Action	• Discussion 5 – Beyond the Paycheck: Understanding Employee Benefits
Monday Nov. 9	Last Day for Students to Drop Themselves	Students can drop themselves from this class on Web Advisor or at Admissions & Records
Sunday Nov. 15	Module 3 – From Career Exploration to Action	• Informational Interview To Learn About Someone's Job
Sunday Nov. 22	Module 3 – From Career Exploration to Action	• Practice Job Interview With Person Of Your Choice
Mon-Fri. Nov. 23-27	Fall Break	• Nothing due
Sunday Dec. 6	Module 3 – From Career Exploration to Action	• Discussion 6 – Building Your Career Connections • Module 3 Reflection • Module 3 Optional Module 2 – Self-Assessment Quiz
Sunday Dec. 13	Module 3 – From Career Exploration to Action	• Resume, Cover Letter & References • Career Plan
Friday Dec. 18	Course Ends	• Extra Credit Feedback Survey • All coursework turned in