DCB Course Syllabus

Course Prefix/Number/Title: CARS 101 Career Awareness—1 credit

Course Description:
The goal of this course is to assist students in learning about themselves and the world of work while learning how these two pieces of information relate to each other. Students will be exposed to each of the 16 career clusters and complete a variety of self assessments.

Course Objectives:
1. Career Awareness: Achieve a greater knowledge of the world of work by learning its organization into major divisions of occupations, generating a number of prospective occupations where one's personality is best suited, finding accurate information about one's occupational prospects, and knowing about economic forces and labor market trends.

2. Self-Study: Achieve a greater knowledge of one's personality characteristics by identifying and understanding the personal interests, motives, achievements, abilities, and values that influence occupational choices.

3. Decision Making Skills: Develop greater skills in choosing appropriate careers or occupations by using a rational, systematic method of decision making that incorporates one's knowledge of self, occupational prospects, and the world of work.

4. Portfolio: Achieve greater competence in establishing a major and a career path by constructing a career planning portfolio. Contents of the portfolio would include career interest & ability assessments, personality assessment, and career field research.

Instructor: Aimee Erdman

Office: TH 1104

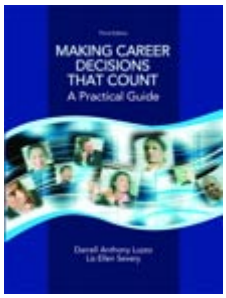
Office Hours: M-F, 8-4:30

Phone: 701-228-5410

Email: aimee.erdman@dakotacollege.edu

Lecture/Lab Schedule: TH 1107 Thursday, 2-2:50 pm

Textbook(s): Making Career Decisions that Count, 3rd ed., Darrell Anthony Luzzo, ISBN-9780131712775



Course Requirements & Evaluation:

Grading for this course is by the letter grading system. To earn an A, students must earn a minimum of 540 points out of a possible 600.

Attendance and In-class activities	160 points
Self Assessments (Personality, Skills, Interests, & Values)	40
Assessment Reflections	40
Career Cluster Journal Entries	160
Education/Career Path Plan Report	100
Completed Portfolio	100
Total	600 points

Grading:

540-600=A (90%)
480-539=B (80%)
420-479=C (70%)
360-419=D (60%)
359 & below=F

As you can see, a good portion of points come from actually showing up for class and participating. If you need to miss a class, you need to make arrangements ***BEFORE YOU ARE GONE*** to either reschedule (if your class is by arrangement) or talk to me about an alternative assignment to make up the points if you do not want to lose them for that class period. If you miss due to illness or other unforeseen circumstances, contact me as soon as possible to let me know where you were.

The requirements for the completed portfolio will be thoroughly discussed in class. The majority of the portfolio contents will be made up of in-class activities and previous assignments, so if you keep up with your attendance and homework, those 100 points will pretty much be guaranteed. My office hours are at the top of the syllabus, and you are welcome to come see me any time for any reason.

Attendance Policy: If you miss TWO classes without *talking to me* about it, you will drop One Letter Grade.

RUReadyND.com

Tentative Course Outline:

Course Outline

The following is an outline of what will be covered in the class. If necessary, modification will be made by the instructor.

Week 1	Introductions & RUReadyND Set Up—Why are you here?
Week 2	Understanding the World of Work
Week 3	Steps in Career Development
Week 4	Assessment of Personality
Week 5	Assessment of Interests
Week 6	Assessment of Abilities & Skills
Week 7	Importance of Values in Career Decision Making
Week 8	Making the Pieces Fit—Finding Your Career Type
Week 9	Gathering Career Information—Where to Research & Introduction to 16 Career Clusters—Business Management & Finance
Week 10	Health Science & Information Technology
Week 11	Marketing & Tourism
Week 12	Architecture & Arts
Week 13	Agriculture, Natural Resources & Transportation Logistics
Week 14	Education & Human Services
Week 15	Government & Law/Public Safety
Week 16	Science Technology & Manufacturing
Week 17	Finals (Hand in Final Paper)

Relationship to Campus Theme: In this course, we will use **technology** to help you discover your **nature** and push **beyond** what you thought you knew about yourself to find a career that fits you.

Classroom Policies--Attendance Policy: If you miss TWO classes without *talking to me* about it, you will drop *One Letter Grade*.

Academic Integrity:

Pearson Education defines plagiarism this way: Simply put, **plagiarism is using someone else's words and ideas in a paper and acting as though they were your own**. This definition includes copying someone else's ideas, graphs, pictures, or anything that you borrow without giving credit to the originator of the words and ideas. It definitely includes anything you download from an Internet site or copy out of a book, a newspaper, or a magazine. It also includes stealing the ideas of another person without giving her or him proper credit.

Some obvious examples of plagiarism include

- copying someone else's paper.
- taking short or long quotations from a source without identifying the source.
- turning in a paper you bought over the Internet.

Some less-obvious examples include

- changing a few words around from a book or article and pretending those words are your own.
- rearranging the order of ideas in a list and making the reader think you produced the list.
- borrowing ideas from a source and not giving proper credit to the source.
- turning in a paper from another class. Whether this is plagiarism or not depends on your instructor—ask first!
- using information from an interview or an online chat or email, etc., without properly citing the source of the information.
- using words that were quoted in one source and acting and citing the original source as though you read it yourself.

Please go through the Understanding Plagiarism tutorial on their site. (http://wps.prenhall.com/hss_understand_plagiarism_1/6/1668/427064.cw/index.html)

The consequences of plagiarism in this class depend on the level exhibited, but are at a minimum a failing grade on the assignment up to failing the class. Save yourself the headache and **JUST DON'T DO IT.**

Disabilities and Special Needs: Please let me know if you have a special need or accommodation request and I will work with you and Disability Services to make sure it is taken care of.