Course Prefix/Number/Title: CARS 102 Career Exploration

Number of Credits: 2

Course Description: The student will learn to conceptualize how the 'world of work' is related to them. The student will also gain knowledge about their chosen area of interest by utilizing self-assessment, informational interviews, and market research.

Pre-/Co-requisites: NONE

Course Objectives:
- Explore You: find related career fields with self assessment
- Explore Careers: Achieve a greater knowledge of a specific career fields through career cluster research.
- Explore Jobs: Achieve greater competence in establishing a major and a career path by constructing a career planning portfolio

Instructor: Laura Halvorson
Office: Library/Thatcher Hall 1124
Office Hours: Monday-Friday 10AM-2PM
Phone: (701) 228-5680
Email: laura.halvorson@dakotacollege.edu

Lecture/Lab Schedule: Lecture Online, see course outline for details

Textbook(s): OER-Career Outlook Guide found on the welcome page

Course Requirements:

- Review provided course content
- Complete weekly assignments
- Final Paper or PowerPoint
- All assignments are due on Sundays at 6:59PM

Grading Scale:

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

Tentative Course Outline:

Week 1	Explore You: Personality
Week 2	Explore You: Values
Week 3	Explore You: Interests
Week 4	Explore You: Skills
Week 5	Explore Careers: Career Clusters
Week 6	Explore Careers: Career Clusters/Introduction to Final Projects
Week 7	Explore Careers: Career Clusters
Week 8	Explore Careers: Career Clusters
Week 9	Explore Education: Different Degrees
Week 10	Explore Education: Education/Colleges
Week 11	Explore Jobs:
Week 12	Explore Jobs:
Week 13	Explore Jobs:
Week 14	Explore Your Future:
Week 15	Explore Your Future: What does your Career Plan look like
Week 16	Explore Your Future/Final Project

Final project is Due: May 15th at 6:59PM

General Education Competency/Learning Outcome(s) <u>OR</u> CTE Competency/Department Learning Outcome(s): Employs industry-specific skills in preparation for workplace readiness.

- Practice skills for workplace success
- Show completence in creating plans to achieve goals

Relationship to Campus Focus:

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

Classroom Policies:

Student Email Policy:
Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:
According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:
Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:
Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. - In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	- Determine if the use of generative AI could enhance student learning in any assignment of project. - Clearly indicate in all course syllabi if generative AI is allowable for any academic work. - If allowable, give specific parameters for how and when generative AI may be used. - If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.