| **PROFESSOR:** | **PHONE NUMBER:** |
| --- | --- |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**SLS 1301 CAREER AND EDUCATIONAL EXPLORATION (1 CREDIT)**

This course is designed for students who are undecided or need clarification in choosing a major course of study at Florida SouthWestern State College or in choosing a career path. Students will be introduced to various assessment tools that will provide personal information that can be used to discover how their interests relate to careers. Students will have a better understanding of themselves, the higher education system, and career expectations and be able to evaluate and use relevant information about career and life planning.

1. **PREREQUISITES FOR THIS COURSE:**

None

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.

* Clarification of educational and personal goals
* Examination of self-concept and its relationship to career planning
* Career development goals
* Computer skills for internet assessments and assignments
* Work style, learning style and educational exploration
* Career information resources
* Career and job search exploration

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an *integral* part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Research**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Students must demonstrate mastery of computer skills needed for Internet assessments and assignments.

**B.** **Other Course Objectives/Standards**

* Students must define career and educational options that are consistent with their goals and values.
* Students will formulate and clarify problems associated with personal, vocational and educational development.
* Students must define various personality profiles and career options.
* Students will be able to analyze personal career goals.

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| 90 - 100 | = | A |
| --- | --- | --- |
| 80 - 89 | = | B |
| 70 - 79 | = | C |
| 60 - 69 | = | D |
| Below 60 | = | F |

Attendance Verification Quiz 2%

Assignments 80%

Discussions 18%

Late assignments will reduce your grade by 30%! Be sure to submit all work on or before due dates.

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Topic(s) | Assignments | Due date |
| 1 | Assessing your talents | Discussion: Introduce yourself  Discussion 1: Your interests, values, and skills  Assignment 1: Complete your personality assessment | Jan 13, 2019 |
| 2 | Conducting a job search | Discussion 2: Internet Search  Assignment 2: Your career search | Jan 20, 2019 |
| 3 & 4 | Applying for work | Discussion 3: Body Language  Assignment: Write a Cover letter & Resume | Feb 3, 2019 |
| 5 | Succeeding at work – climbing the career ladder | Discussion 4: Workplace Ethics and Conduct  Assignment 4: Your strategies for career success | Feb 17, 2019 |

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)