



## **ED 5313: CAREER DEVELOPMENT AND LIFE PLANNING**

**School Counselors**

**Sul Ross State University**

**Summer II 2020**

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**On Campus Office Hours:** by appointment

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The instructor is available via email (for personal correspondence), Blackboard Discussion Board for class questions and clarifications), and, in case of an emergency, telephone.

### **COURSE PREREQUISITES:**

You must have successfully completed **ED 7302 Management of Guidance, Counseling, and Human Service Programs**, prior to enrolling in this course.

### **CATALOG COURSE DESCRIPTION:**

A study of career development theory; systems of career awareness, exploration, preparation, and growth, and their application to career counseling, career guidance, career decision-making, life planning, and career education.

### **REQUIRED TEXTS:**

Sharf, R. S. (2010). *Applying career development theory to counseling (6<sup>th</sup> ed.)*. Pacific Grove, CA: Cengage Learning. ISBN: 978-1-285-07544-0

You will also need the Texas Model for Comprehensive School Counseling Programs that you used for ED 7302.

American Psychological Association. (2009). *Publication manual of the American Psychological Association*

*Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

Supplementary Required Materials:

**Career Counseling: Work in Progress DVD** (ISBN: 9780131920019) Since this course is delivered entirely on the web, it is important for students to be able to view case studies of clients experiencing actual career counseling. Students will observe the career counseling process from the initial counseling session through termination in order to see career counseling techniques modeled by experts. This information will assist students in writing their career program for this course and in practicing career counseling in the World of Work. This DVD can be ordered from the publisher's website at [www.mypearsonstore.com](http://www.mypearsonstore.com), at Amazon.com (can be purchased used at a lower cost), or new/used via other online book vendors.

**NOTE: ORDER THIS MATERIAL:** Immediately upon receiving this syllabus, please telephone 1-800-822-PLAN to request the COUNSELOR'S PACKET. After dialing the number, listen to the menu; then push 2. You will be given the opportunity to speak your name and mailing address. If given the opportunity, you may respond that you are a university student in a school counseling career development class and need this information for the course.

### TEXES STANDARDS:

TEXES standards addressed in this course are:

**Standard I. Learner-Centered Knowledge:** The certified school counselor has a broad knowledge base.

**Standard II. Learner-Centered Skills:** The certified school counselor applies the knowledge base to promote the educational, personal, social, and career development of the learner.

**Standard III. Learner-Centered Process:** The certified school counselor participates in the development, monitoring, and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth.

**Standard IV. Learner-Centered Equity and Excellence for All Learners:** The certified school counselor promotes academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities that bond all people.

**Standard V. Learner-Centered Communications:** The certified school counselor, an advocate for all students and the school, demonstrates effective professional and interpersonal communication skills.

**Standard VI. Learner-Centered Professional Development:** The certified school counselor continues professional development, demonstrating a commitment to learn, to improve the profession, and to model professional ethics and personal integrity.

Standard	Description	Assignment	Assessment	SLO
I. (3)	career development theories and practices;	Chapters - All	Exam	1
I. (4)	the roles and responsibilities of a comprehensive school counseling program that emphasizes college and career readiness and postsecondary options for all students, including college admissions, college financial aid resources, application procedures, and	Career Components Assignment  Site Visit	Writing Rubric	2,3

	workforce and career opportunities;	Assignment		
I. (6)	changing societal trends, including demographic, economic, and technological tendencies, and their relevance to school counseling;	Demographics assignment	Writing Rubric	1,2
I. (7)	environmental, social, and cultural factors that affect learners' development and the relevance of those factors to educational, career, personal, and social development, along with comprehensive school counseling programs;	Demographics assignment	Writing Rubric	1,2
I. (8)	learners' developmental characteristics and needs and their relevance to educational and career choices;	MBTI-type assessment, the Keirsey Temperament Sorter, the SIGI-3, and the Texas Career Check Site Visit	Writing Rubric	1,2
I. (12)	the integration of a school counseling program, the Texas College and Career Readiness Standards, and academic curricula;	Career Components Assignment Site Visit Discussion	Writing Rubric	2,3
I. (13)	the roles and responsibilities of a comprehensive school counseling program that is responsive to all students;	Career Components Assignment	Writing Rubric	1,2
I. (14)	counseling-related research techniques and practices;	MBTI-type assessment, the Keirsey Temperament Sorter, the SIGI-3, and the Texas Career Check Site Visit Discussions	Writing Rubric	1,2
I. (15)	developing and teaching best practices on leadership skills;	MBTI-type assessment, the Keirsey Temperament Sorter, the SIGI-3, and the Texas Career Check Site Visit Discussions	Writing Rubric	1,2
I. (17)	the comprehensive school counseling program model;	Career Components Assignment	Writing Rubric	1,2,3
I. (18)	how to utilize various forms of technology and how inappropriate use could be professionally and personally harmful; and	MBTI-type assessment, the Keirsey Temperament Sorter, the SIGI-	Writing Rubric	2

		3, and the Texas Career Check Site Visit Discussion		
II. (1)	develop processes and procedures for planning, designing, implementing, and evaluating <i>The Texas Model for Comprehensive School Counseling Programs</i> ;	Career Components Assignment	Writing Rubric	1,2,3
II. (2)	provide a proactive, comprehensive, developmental school counseling program based on the needs of students, as set forth in <i>The Texas Model for Comprehensive School Counseling Programs</i> ;	Career Components Assignment	Writing Rubric	1,2,3
II. (11)	facilitate learners' ability to achieve their potential by helping them set and attain challenging educational, career, personal, and social goals based on various types of information;	Career Components Assignment	Writing Rubric	1,2
II. (13)	use varied sources of information, resources, and practices to counsel students about postsecondary opportunities and college and career readiness.	MBTI Keirsey Temperament Sorter SIGI-3 Career Check Assessments and discussions	Writing Rubric	1,2,3
III. (1)	collaborate with others in the school and community to implement a guidance curriculum that promotes learners' development in all domains, including cognitive, social, and emotional areas;	Site Visit	Writing Rubric	2,3
III. (2)	facilitate learners' ability to achieve their potential by helping them set and attain challenging educational, career, personal, and social goals based on various types of information;	MBTI Keirsey Temperament Sorter SIGI-3 Career Check Assessments and discussions	Writing Rubric	1,2,3
III. (3)	use both preventive and intervening strategies to address the concerns of learners and to help them clarify problems and situations, set goals, explore options, and implement change;	Site Visit Discussion	Writing Rubric	1,2,3
III. (10)	increase public relations and awareness through community outreach, such as fundraising, grant writing, donations, volunteerism, local businesses, and use of public or guest speakers;	Site Visit Discussion	Writing Rubric	2,3
III. (11)	provide school-wide professional development and parent workshops throughout the school year;	Career Components Assignment	Writing Rubric	2,3
III. (12)	support participation in fair-share responsibilities versus non-counseling related duties;	Site Visit Discussion	Writing Rubric	2,3

III. (13)	know district, state, and federal initiatives that are to be reflected in a comprehensive school counseling program; and	Site Visit Code of Ethics Discussions	Writing Rubric	2,3
III. (14)	develop practices to promote learners' knowledge about college and career readiness processes necessary to pursue postsecondary opportunities.	Career Components Assignment	Writing Rubric	1,2,3
IV. (9))	increase students' awareness and include their voices regarding educational and individualized plans; and	Career Components Assignment	Writing Rubric	1,2,3
IV. (10)	ensure equitable access and exposure to postsecondary opportunities and college and career readiness information and resources for students and parents/guardians.	Career Components Assignment	Writing Rubric	2,3
V. (12)	facilitate access to and use of school and community information and resources related to postsecondary opportunities and college and career readiness by learners, parents/guardians, teachers, administrators, and community members.	Career Components Assignment  Career Resources Assignment	Writing Rubric	2,3
VI. (6)	engage in continued professional development experiences to learn and apply concepts, skills, and practices related to increasing college and career readiness and promoting postsecondary opportunities and preparation for all learners.	Career Components Assignment	Writing Rubric	2,3

### **TEXES COMPETENCIES:**

Student knowledge and application of the four domains and 10 competencies are required for students to successfully pass the TExES. In other words, the domains and competencies are test specific and will be addressed when students take the following test. In order to help students with this task, all school counseling students are required to spend six hours in the Certify Teacher school counseling practice test site. A minimum score of 85% must be made on each of the 10 competencies tested before Sul Ross State University can submit approval for the student to take the TExES.

TExES competencies addressed in this course are:

#### **DOMAIN I—KNOWLEDGE OF LEARNERS**

**Competency 001 (Human Development and Learning):** Understand theories and processes of human development and learning as well as factors that influence development and learning.

**Competency 002 (Diversity and Cultural Competence):** Understand diversity issues and cultural competencies related to school counseling and environments that promote respect and affirmation for all students.

#### **DOMAIN II—THE COMPREHENSIVE SCHOOL COUNSELING PROGRAM**

**Competency 003 (Guidance):** Understand instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive School Counseling Programs.

**Competency 004 (Responsive Services):** Understand techniques for designing supports and interventions to address the needs, concerns, and challenges affecting students' continued educational, career, personal, and social development.

**Competency 005 (Individual Planning):** Understand techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development.

**Competency 006 (Systems Support):** Understand procedures, processes, and strategies for providing systems support.

**Competency 007 (Program Management):** Understand the foundational components of and procedures for developing, implementing, and evaluating the comprehensive school counseling program.

### DOMAIN III—THE PROFESSIONAL SCHOOL COUNSELOR

**Competency 008 (Communication, Consultation, and Collaboration):** Understand practices and strategies for effective communication, consultation, and collaboration within the school and community.

**Competency 009 (Professional Practice):** Understand the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.

### DOMAIN IV—ANALYSIS AND RESPONSE

**Competency 010 (Analysis and Response):** In a written response, analyze and interpret qualitative and quantitative data to identify a given student's strengths and needs and design an effective intervention.

Domain Competency	Description	Assignment	Assessment	SLO
II. 003 Guidance	Understand instructional practices and strategies for facilitating students' educational, career, personal, and social growth and development as articulated in The Texas Model for Comprehensive School Counseling Programs.	Develop Guidance Program	Certify Teacher	1,2,3
II. 004 Responsive Services	Understand techniques for designing supports and interventions to address the needs, concerns, and challenges affecting students' continued educational, career, personal, and social development.	Develop Guidance Program	Certify Teacher	1,2,3
II. 005 Individual Planning	Understand techniques and strategies for guiding students in planning, monitoring, and managing their individual educational, career, personal, and social development.	Develop Guidance Program	Certify Teacher	1,2,3
II. 006	Understand procedures, processes, and	Develop	Certify	1,2,3

<b>Domain Competency</b>	<b>Description</b>	<b>Assignment</b>	<b>Assessment</b>	<b>SLO</b>
System Support	strategies for providing systems support.	Guidance Program	Teacher	
III. 008 Communication, Consultation, and Collaboration	Understand practices and strategies for effective communication, consultation, and collaboration within the school and community.	Develop Guidance Program	Certify Teacher	2,3
III. 009 Professional Practice	Understand the roles, responsibilities, and orientation of the professional school counselor and legal and ethical standards of practice in school counseling.	Develop Guidance Program	Certify Teacher	2,3

### **COURSE OBJECTIVES:**

The student will be able to:

1. Explain the foundations of career development including appropriate definitions; the theories of career choice; and factors that influence the career decision-making process.
2. Explain causes of occupational trends as they affect the world of work; and the classification systems used to describe the world of work.
3. Find, explain, and distribute information about the world of work.
4. Explain how the career development process is manipulated at various levels of educational growth.
5. Demonstrate knowledge of the career development procedures as concerns testing, evaluation, career counseling, job preparation, and job placement.
6. Relate the career counselor's opportunities outside the educational field and the trends and issues concerning career information, counseling, and development.
7. Correlate appropriate TExES Standards/ExCET Competencies and Learner-Centered Proficiencies to the activities of this course.

### **STUDENT LEARNING OUTCOMES:**

The student will be able to:

1. Demonstrate their ability to apply within guidance and counseling, their knowledge of human development, diversity, and factors that affect client's ability to achieve their potential
2. Demonstrate their ability to plan, implement, and evaluate a developmental counseling

program, this program will incorporate assessment, as well as individual and group counseling services utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, and educational needs.

3. Demonstrate the ability to communicate and collaborate effectively with others in diverse settings, including the community in order to facilitate client success, and will demonstrate the ability to apply ethical, legal, and professional standards.

### **COUNSELOR EDUCATION MARKETABLE SKILLS:**

1. Graduates will demonstrate oral and written communication skills to apply in careers related to mental and behavioral health including school counseling.
2. Graduates will demonstrate knowledge of ethics, social justice issues, and multicultural concerns to apply in careers related to mental and behavioral health including school counseling.
3. Graduates will demonstrate knowledge of human growth development throughout the lifespan to apply in careers related to mental and behavioral health including school counseling.

### **DISTANT LEARNING STATEMENT:**

Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

\*You may access the "Online Participation Policy" forum by entering Blackboard, then selecting Discussion Board. Please follow the directions regarding your required response.

### **TECHNOLOGICAL ASSISTANCE:**

Students, refer to the information posted on the main Blackboard login page for information regarding Blackboard Support Staff assistance with technological difficulties. The Help Desk is also available to students 24 hours a day, 7 days a week and may be accessed by phoning 888-691-5071.

### **SMARTTHINKING:**

With Blackboard, you will note two tabs on the left, a Smarthinking Handbook tab and a Smarthinking tab. Sul Ross State University is providing this writing tutorial program, free of charge, to currently enrolled students. Smarthinking is a proven, excellent writing tutorial



program and user friendly. When you are ready to submit your draft paper to Smarthinking, you may do so through the Smarthinking tab.

This service does not detect plagiarism; you will still need to use SafeAssign for similarity detection. The Smarthinking Writing Center is designed to assist secondary, post-secondary, and graduate students become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, paragraph, report, or creative work. When applicable, students can select specialists such as ESL, Technical Writing, or Creative Writing experts. Students can submit writing 24 hours a day, seven days a week.

### **ACADEMIC INTEGRITY:**

Students in this class are required to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be timely, prepared, and focused. Meaningful, respectful, and pertinent online participation is also expected.

Examples of academic dishonesty include but are not limited to: submitting work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation.

### **SAFE ASSIGN:**

The Safe Assignment Tool is an advanced plagiarism prevention system deeply integrated with the Blackboard Learning Management System. SafeAssignment compares student papers submitted to Blackboard against an enormous wide range of sources and provides instructors with detailed Originality Reports. Because of SafeAssignment's flexibility, this product is an effective plagiarism prevention system that helps instructors to raise student awareness about plagiarism and to educate students about the ways to avoid plagiarism. You can check your similarity report and make corrections if needed. With your similarity report, you will note highlighted areas that have similarity noted between your paper and another source. You will click on the tab within the colored square to see the percentage of the similarity. Percentages above 10% must be corrected. It does not matter if the source that is being noted for similarity is not the same source that you used. The system is telling you what you have written is too similar to another source and you need to make corrections. You may need to change up some of the wording or order of information to make it your information. More than three or four words in a row that are identical to the originating author can be detected. You can submit your paper as many times as you would like. This system is designed to assist students with increasing awareness of plagiarism. Typically, plagiarism is an accidental occurrence and occurs when students do not realize their writing is overly similar to another source.

### **ADA (Americans with Disabilities Act)**

#### **SRSU DISABILITY SERVICES:**

Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the Student's responsibility to initiate a request. Please contact me, Ms. Rebecca Greathouse Wren, M.Ed., LPC-S, Director/Counselor, Accessibility Services Coordinator, Ferguson Hall (Suite 112) at 432.837.8203; mailing address

is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Students should then contact the instructor as soon as possible to initiate the recommended accommodations.

### **PARTICIPATION POLICY:**

Since ED 5313 is an online course, participation will be evaluated in Blackboard online discussions. It is the student's responsibility to check the Discussion Board and Sul Ross email DAILY for the duration of the course. In order for you to remain enrolled in ED 5313 you must reply to the Blackboard Discussion Board "Online Participation Policy" forum by the deadline posted on the Due Dates listing contained in this syllabus. It is policy at Sul Ross State University that if a student is enrolled in an online course and fails to stay active for a period of 3 weeks, fails to submit assignments, and/or does not reply to emails from the instructor, he/she will receive a final grade of "F." You may access the "Online Participation Policy" forum by entering Blackboard, then selecting Discussion Board. Please follow the directions regarding your required response.

### **COURSE REQUIREMENTS:**

#### **Assigned Reading**

See the attached Due Date Schedule for assigned readings. Complete reading assignments and study the material PRIOR to the due date.

#### **Class Participation**

Appropriate participation in discussions and activities on the Discussion Board will be an integral part of the learning process; respectful and professional conduct in this venue is expected.

#### **Assignments**

**NOTE: LATE ASSIGNMENTS WILL NOT BE ACCEPTED. All assignments are submitted on Blackboard only; those assignments submitted after the deadlines on the attached Due Dates Schedule will receive no credit.**

**Career Counseling Program:** Students will work individually to develop a career counseling program appropriate to a specific public school setting in which the student will be working. This program is a major emphasis in this course. The program should be professionally written. A guideline for the program is available in the Assignments area of Blackboard, as well on the Blackboard Lectures, specifically on the "Course Overview" lecture. Click on the Lectures button to find the "Course Overview" lecture. Attached at the top of that lecture are the instruction documents. (Download and print "School Counselors-Writing the Program".

***ALL PROGRAMS MUST FOLLOW THE INSTRUCTIONS AND INCLUDE ALL SPECIFIED SECTIONS TO RECEIVE FULL CREDIT. Note the due date on the attached Due Date Schedule. Assignments submitted after the deadline will receive NO CREDIT.***

#### **Site Visit and Presentation:**

Select a university/college or agency which offers or includes career or vocational counseling in its programming for its clientele. A set of questions for the visit will be found on the Discussion Board "Site Visit" Forum on Blackboard. After completing the visit, post your report about your visit on the Site Visit Discussion Board Forum; use the site visit questions as the format. Copy each question and record your response. You are also required to provide feedback to one other student whose site visit information was helpful or interesting. Note the due date in the Syllabus

### **Discussion Board Assessments:**

In addition to the Site Visit assignment, there are four Assessment Discussion Board assignments and once Code of Ethics discussion. They are the MBTI-type assessment, the Keirsey Temperament Sorter, the SIGI-3, and the Texas Career Check. You may find these on the following forums on the Discussion Board: the MBTI Forum, the Keirsey Temperament Sorter Forum, the SIGI-3 Forum, Texas Career Check Forum, and the NCAA Code of Ethics Forum. You will take these four online assessments and report your results/impressions on the appropriate discussion board forum. Follow the instructions on each of the five forums. Note the due dates for each of these assignments in the Syllabus.

### **Exams.**

Refer to the Due Dates Schedule at the end of this syllabus for the Exams. There are four major exams. Exams will be open to take at the beginning of the semester and will close on the due dates. The exams are taken and scored online, and are in multiple choice formats. Access the Exams by clicking on the Exams button on the main course page. Before you take the tests, make certain to click on the Lectures button and download and print the Power Points and the Study Outline. These will assist you in your reading and in preparing for the tests. You will not pass these exams without proper preparation. There will be no retakes.

### **EVALUATION/GRADING POLICY:**

Note: Grades are earned based on the quality of the work completed. **Assignments submitted after due dates will receive no credit.** Grades of **Incomplete (I)** are not given in the Professional Studies Division of Sul Ross State University *except* in the *most extreme* situations.

A grade of "A" will not be given in this course unless the student's writing reflects graduate level quality and the written career program is superior. See the writing rubric at the end of the syllabus.

**FINAL GRADING:    A=100-91%    B=90-81%    C=80-71%    F=70-0%**

45% - **Career Program**

15% - **Site Visit Report**

25% - **Exams**

15% - **Discussion Board: Four Assessments and**

**The NCDA Code of Ethics**

<b>Career Program:</b> Introduction to the Career Program	10 points
Philosophy of Career Counseling	15 points
Demographics	15 points
Four Components	40 points
Budget	10 points
Resources/Referrals	10 points

**NOTE:** Graduate students must maintain a 3.0 GPA to remain in good standing.

Grades of **Incomplete (I)** are not given in the Professional Studies Division of Sul Ross State University *except* in the *most extreme* situations.

A grade of "C" will result in the student retaking the course.

All written assignments including those in discussion board must follow the writing style found in the most current edition of the American Psychological Association Publication Manual (APA Manual). See *American Psychological Association Publication Manual* (6<sup>th</sup> ed.) <http://www.apastyle.org/stylehelper/>

When you utilize excerpts of materials from existing career programs, from those websites/resources provided you, or from those you find through research, you must cite the source in the body of your paper and include a reference entry at the conclusion of your document.

All Papers should follow APA Style. Papers should have one-inch margins, 12-point type, and double line spacing. A running head (see page 41 of the APA manual for directions and an examples) should be used with each submission saying, '*School Counseling and Guidance*'. Number all pages in the upper right-hand side (do not restart with page one with each new assignment, but continue numbering from the previous assignment); edit for English usage, grammar, and style. Papers with multiple errors may not be accepted or will receive a reduction in grade. An emphasis in this course is writing in a manner to demonstrate your professionalism and scholarship.

### **RESOURCES/REQUIRED WEBSITES:**

**Students, access the following websites for inclusion in your Career Program. You may also access this list of Websites on Blackboard via the Websites button. *I will expect to see a number of these reflected in your objectives/activities, where they are developmentally appropriate for your client population.* Include correct citations and Reference entries for each website included in your Career Program. Human service counselors, some of these sites may not be appropriate for your client population; this is dependent on their developmental stages and life situations. Certain of the sites, like the Texas Workforce Commission sites, and those sites with career cluster information are generally applicable. The final four listings are the links for the online assessments to be accessed via the Discussion Board The MBTI-type Assessment, The Keirsey Temperament Sorter, the SIGI-3, and the Texas Career Check. These were mentioned previously on this syllabus in your Discussion Board Assessments Assignment.**

Requirement for ALL SCHOOL COUNSELING STUDENTS: become very familiar with **Achieve Texas!!!** We are **required** by the TEA to address all the career clusters in our career programs in the public schools.

<https://www.txcte.org/binder/career-cluster-pages> This link will take you to the Achieve Texas programs of study and career clusters! Become very familiar with this material, and build it into your school counseling career program! It is a requirement!!!

<https://www.studyguidezone.com/explore.htm> This is the EXPLORE offered through ACT. ACT Explore is designed to help 8th and 9th graders explore a broad range of options for their future. It prepares students not only for their high school coursework but for their post-high school choices as well. Examine it; you might choose to use this program for your career program.

<https://www.powerscore.com/act/help/understanding-the-plan-test.cfm> This is the PLAN offered through the ACT. ACT Plan helps 10th graders build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and beyond.

Whether students are college-bound or plan to enter the workforce directly after high school, ACT Plan can help all students.

<http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html> ACT Work Keys and Key Train. KeyTrain is the complete interactive learning tool for career readiness skills. At its foundation is a targeted curriculum written specifically to help people master the applied workplace skills as defined by the WorkKeys® system. This core curriculum is complemented by diagnostic tools, soft skills curriculum, and a powerful reporting system to form a robust career readiness learning system. Career Ready 101™ is the ACT comprehensive career training course that helps you design a program based on your resources. It is an integrated approach to exploring careers and their skill requirements, building workplace skills using KeyTrain remediation, and creating life literacy with such skills as financial awareness and job searching. With its flexible online or instructor-led options, Career Ready 101 is a powerful way to set up learners for success in all areas of career readiness.

<http://www.texascaresonline.com/wowmenu.asp> This is Texas CARES, a very helpful career tool offered through the State of Texas, Texas Workforce Commission. It includes self-assessments, career cluster information, occupation information, etc.

<https://twc.texas.gov/students> This is offered through the Texas Workforce Commission. There are links on this site to career programs and resources. Labor Market and Career Information (LMCI) is a department of the Texas Workforce Commission within the External Relations Division. Their mission is to improve the way Texans make career and educational decisions by providing useful and reliable information about careers, educational training options and jobs.

<http://www.actstudent.org/college/> This is the ACT "Why Go to College?" site. It is a very helpful tool to assist with college planning! There are resources there for students and their families.

<http://www.actstudent.org/testprep/> This is the online ACT online Prep tool. This is very helpful for students!

For children: Career Town at [www.vacareerview.org](http://www.vacareerview.org) (scroll down to select "Career Town" at the bottom of the screen). This is an excellent resource for children. For those of you who are working with elementary school students, get online and research some other available, developmentally appropriate software programs!

For K-12 from the Bureau of Labor Statistics, Exploring Career Information at <http://www.bls.gov/k12>

<https://web3.ncaa.org/ecwr3/> <http://www.ncaa.org/about/student-athlete-eligibility> for NCAA student eligibility information. You as the counselor will need to help student athletes transition to college.

[http://www.tea.state.tx.us/index2.aspx?id=5324&menu\\_id=720](http://www.tea.state.tx.us/index2.aspx?id=5324&menu_id=720) ALL SCHOOL COUNSELING STUDENTS, REGARDLESS OF YOUR GRADE LEVEL, PRINT OFF THESE GRADUATION REQUIREMENTS. THIS DOCUMENT DETAILS THE **MINIMUM** GRADUATION COURSE REQUIREMENTS, THE **RECOMMENDED** GRADUATION COURSE REQUIREMENTS, AND THE **DISTINGUISHED** GRADUATION COURSE REQUIREMENTS. WE BEGIN PREPARING FOR THIS IN ELEMENTARY SCHOOL. IF YOU ARE COUNSELING *8TH GRADE STUDENTS*, YOU *MUST HELP EACH STUDENT DESIGN THEIR 4 YEAR GRADUATION PLAN*, AND THE PARENTS MUST SIGN OFF ON THE PLAN. THIS PLAN WILL FOLLOW THE STUDENT INTO HIGH SCHOOL, SO *HIGH SCHOOL COUNSELORS*, YOU WILL BE REQUIRED TO MONITOR THE STUDENTS' PROGRESS TOWARD GRADUATION!

<https://lincs.ed.gov/professional-development/resource-collections/profile-573> This site includes the World-of-Work Map and the Career Cluster and Areas. Click on both of them, and incorporate them into your programs!

<http://www.act.org/content/act/en/products-and-services/act-profile/education---career-planning.html> This is a good site for students to explore career options. This is offered through the ACT.

<https://www.skillsone.com/Pdfs/smp284104.pdf> This is the strong Interest Inventory Profile and Interpretive Report. Although we will not take the Strong Interest Inventory, it is one of the premier interest inventory tools in the world, and I want you to see how it is structured by viewing this sample report. This is an excellent career tool. You will be expected to know about the Strong Interest Inventory on your counseling standardized tests! This test is based on Holland's codes, and is appropriate for use with high school juniors and seniors, college students, and adults. See page 180 in your textbook.

<http://www.sulross.edu/page/1500/seniors-grad-students-beyond> This will take you to Sul Ross's career links. Examine the job interview guide, the interview questions and tips, etc.

The following sites contain wonderful information for both human service agency counselors and school counselors; they are from the U.S. Department of Labor Employment & Training Administration:

<http://wdr.doleta.gov/SCANS> This site has the SCANS (Secretary's Commission on Achieving Necessary Skills) documents, and details the Five Competencies (Resources, Interpersonal, Information, Systems, and Technology). These are the areas of skill people need to succeed in the world of work. The Three-Part Foundation of Basic Skills, Thinking Skills, and Personal Qualities are also detailed.

<https://www.careeronestop.org/> This U.S. Department of Labor site includes helpful tools for online assessment, career options exploration, youth resources, and dealing with job loss, etc.

<http://www.doleta.gov/usworkforce/> This U.S. Department of Labor site examines such current issues as re-employment.

**Students, all of you will complete the four following online assessments:**

<http://www.humanmetrics.com/cgi-win/jtypes2.asp> This is an online text **based on** the MBTI (Myers-Briggs/Jung Typology). Take the test, then click on "Score It" at the bottom of the questions. On the screen will be your four letter "type," for example, ENFJ. Select the "Type" description by J. Butt" and print out your description. You will use this for the Discussion Board MBTI Forum.

<http://www.keirsey.com/> Take the free Sorter (click on the colorful button at the top right of your screen--it reads "Click to Take Sorter,") then select the free Temperament Report. Make sure that you click on the "The Four Temperaments" link on the top right menu bar underneath the "Take the Sorter" logo to read in detail about the four temperaments. What does the sorter suggest about you? Be sure to record your results from the Free Sorter, so that you can respond on the Keirsey Temperament Sorter Discussion Board Forum! Post a thread recording your results from the Free Sorter on this forum and state how those results are connected to career.

<http://www.sigi3.org/login.asp?SQ=1363&SK=5919503210> Type this URL into your browser. This will take you to the Sul Ross career resources page, and in the middle of the listings, you will see **SIGI 3**. You will be taking the SIGI 3 assessment. Click on the SIGI 3. **You will need to register.** Use your sulross email username and ID (the same way your access your Sul Ross email) to login to the SIGI 3. You will see a Welcome Menu and some Tips for using the SIGI. Then select "Continue" at the bottom, then "Use an Assessment Tool." Take the "Values," "Interests," "Personality Type," and "Skills" surveys. This will take some time, so be sure to block out some time to work on this. You will then search the job database using your results. Play some of the Videos for jobs, see the job comparison grids, play with the deciding square, etc. until you feel comfortable with these SIGI resources. You can build a portfolio in SIGI, and re-enter to continue working with these resources. And you might learn something about yourself in regard to career in addition to finding some good resources you might incorporate into your career program!

<http://www.TexasCareerCheck.com> . This is a good tool to use with high school students. You will explore occupations or college options. It includes an interest assessment, a high school graduation plan, regional labor market information and hot jobs. You can call 1-800-822-7526 to order a free counselor packet containing samples of their career development products: tabloids, books, brochures, bookmarks, pocket resume and posters. Or you can visit the LCMI webpage at [www.lmic.state.tx.us](http://www.lmic.state.tx.us). After you have taken the assessment, post your results in Discussion Board.

### **SCHEDULE/DUE DATES FOR SUMMER II 2020:**

***Read the assigned chapters and complete the assignments/quizzes PRIOR to the deadline. The deadline is midnight Central Standard Time (CST) on the due date. Assignments submitted after the deadline will receive no credit.***

**\*\*\*Additional individual assignments may be given.**

**APA must be followed for ALL written assignments including Discussion Board Postings: See the writing rubric at the end of the due dates**

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*July 1 - Online ED 5313 course officially begins.*

July 1 - Online Participation Policy Agreement posted on Discussion Board must be completed before receiving credit for assignments,

July 1 - Introduce Yourself on the Discussion Board

July 5- Chapters 1-4 reading due, Power Points, and Study Outline (download from Lectures on Blackboard) examined.

July 5- **Exam #1** over Chapters 1-4

July 6 - **MBTI Assessment** results posted on Discussion Board Forum

July 8 - Deadline to email Professor Hayes site visit choice for approval

July 11 – **Introduction to Career Program Due**

July 14 – **Personal Philosophy of Counseling Due**

July 17 - Chapters 5-8 reading due, Power Points, and Study Outlines examined.

July 17- **Exam #2** over Chapters 5-8

July 18 - **Keirseley Temperament Sorter** results posted on the Discussion Board Forum.

July 21– **Demographics Due** (Use the demographics that you used in ED 7302 to add to)

July 22 - **SIGI-3** results posted on the Discussion Board Forum.

July 23 - Chapters 9-12 reading due, Power Points, and Study Outlines examined.

July 23 - **Exam #3** over Chapters 9-12

*July 24 - Last day to drop with a 'W'*

July 25 - **Site Visit Report** answers due on Discussion Board.

July 26 – **Texas Career Check Due**

Finish viewing DVD (the supplementary DVD).

July 28 – **Career Four Components Due**

July 30 - Chapters 13-16 reading due, Power Points, and Study Outlines examined.

July 30 - **Exam #4** over Chapters 13-16

August 2 – **Career Budget Due**

August 3 – **Code of Ethics Comparison**

August 7 – **Career Resources/Referrals Due**

*August 10 - Grades*



***Students, you may post your assignments early if you wish; just be sure to post your assignments no later than the deadlines! I recommend that you never wait until the due date in order to submit a quiz on an assignment as technology has a way of causing the most trouble when you need it the most.***

**WRITING RUBRIC FOR ALL WRITTEN ASSIGNMENTS AND DISCUSSIONS:**

<b>Sub-skill</b>	<b>Beginning</b> <b>1</b>	<b>Basic</b> <b>2</b>	<b>Proficient</b> <b>3</b>	<b>Advanced</b> <b>4</b>	<b>Exceptional</b> <b>5</b>	<b>Score</b>
<b>Integration of Knowledge</b>	The paper did not incorporate knowledge from the literature or class in relevant and meaningful ways	The paper somewhat incorporated knowledge from the literature in relevant and meaningful ways	The paper incorporated knowledge from the literature in relevant and meaningful ways	The paper effectively incorporated knowledge from the literature in relevant and meaningful ways	The paper very effectively incorporated knowledge from the literature in relevant and meaningful ways	
<b>Organization and Presentation</b>	The paper lacked topic sentences, transitions from one topic to another,	The paper occasionally included topic sentences, transitions from one	The paper consistently included topic sentences, transitions from one	The paper consistently and effectively employed topic sentences,	The paper uniformly and very effectively employed topic sentences,	

<b>Sub-skill</b>	<b>Beginning</b> <b>1</b>	<b>Basic</b> <b>2</b>	<b>Proficient</b> <b>3</b>	<b>Advanced</b> <b>4</b>	<b>Exceptional</b> <b>5</b>	<b>Score</b>
	relevant connections among topics, and a seamless flow	topic to another, relevant connections among topics, and a seamless flow	topic to another, relevant connections among topics, and a seamless flow	transitions from one topic to another, relevant connections among topics, and a seamless flow	transitions from one topic to another, relevant connections among topics, and a seamless flow	
<b>Focus</b>	The paper's topic lacked focus and a clear direction	The paper's topic had occasional focus, direction, and purpose	The paper's topic had focus and clarity of direction and purpose	The paper's topic had effective focus and clarity of direction and purpose	The paper's topic had very effective focus and clarity of direction and purpose	
<b>Level of Coverage</b>	The paper lacked depth, elaboration, and relevant material	The paper occasionally included depth, elaboration, and relevant material	The paper included depth, elaboration, and relevant material	The paper effectively included depth, elaboration, and relevant material	The paper very effectively included depth, elaboration, and relevant material	
<b>Grammar/ Spelling</b>	The paper contained numerous errors of grammar and spelling	The paper contained some errors of grammar and spelling	The paper contained very few errors of grammar and spelling	The paper contained only one or two errors of grammar and spelling	The paper contained no errors of grammar and spelling	
<b>References and Sources</b>	The paper did not include content from peer reviewed journal articles and/or scholarly books/book chapters and instead cited web site material of questionable veracity	The paper included content from a few peer reviewed journal articles and scholarly books/book chapters and instead included material from web sites of questionable credibility	The paper included content from peer reviewed journal articles and scholarly books/book chapters and only included material from credible web sites	The paper effectively included content from peer reviewed journal articles and scholarly books/book chapters and only included material from credible web sites	The paper very effectively included content from peer reviewed journal articles or scholarly books/book chapters and only included material from credible web sites	
<b>APA Style</b>	The paper	The paper	The paper	The paper	The paper	

