

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: PSED 160**  
**Course Title: Career Exploration**

**Year: 2019-2020**  
**Credit Hours: 1**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

**Course Description**

Designed to help students who are undecided about their career path or curriculum choice, this course focuses on a rigorous self-assessment, inclusive of work values, identification of prominent abilities, and examination of interests. Tools including computer software and Internet resources for effective gathering of information about the world of work are introduced. Modest fee for career interest testing. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.). Fall and spring semesters.

**Course Context/Audience**

**Basic Skills/Entry Level Expectations**

- Writing:** W1 Student should be taking ENGL 099 (if needed). The course requires very limited writing, e.g., short written responses of a paragraph or less.
- Math:** M0 Course requires very little or no math.
- Reading:** R1 Course may be taken concurrently with RDNG 099.

**Course Goals**

This course is designed to help the student to develop

1. Increased self-understanding and an analysis of his/her interests, values and skills as they relate to career choice.
2. Familiarity with career resources
3. Awareness of the career development process

**Course Objectives/Topics**

<b>Objective/Topic</b>	<b>% Course</b>
Students will identify, evaluate and verify strengths.	10%
Students will learn how to apply strengths in the career decision making process.	20%
Students will identify four skills they would like to develop and specify two strategies to develop each of the skills.	10%
Students will complete the strong interest inventory and explore careers based on results.	20%

Students will become familiar with career resources in print and internet format.	10%
Students will identify work values.	10%
Students will determine a preliminary career goal based on their interests, values, skills, and strengths.	20%

**General Education Goals - Critical Thinking & Social/Global Awareness**

<b>CRITICAL THINKING OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	<p>Students participate in a rigorous self assessment. They are expected to evaluate career options that match their interests, values, skills, and strengths. Students will participate in small group discussions, visit the College &amp; Career Information Center, and be introduced to a variety of internet sites regarding the world of work.</p>
<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	<p>Students become familiar with skills necessary for success in the word of work, potential earnings and employment outlooks for careers of interest. An analysis of values, interests, skills &amp; strengths assists students with the career decision-making process. Students will participate in career planning, journal activities, in-class exercises, a values auction, small and large group discussions are used to accomplish these outcomes.</p>

**Instructional Methods**

Students will be exposed to a variety of teaching methods including lecture, in-class exercises, large and small group discussions.

**Methods of Assessment/Evaluation**

<b>Method</b>	<b>% Course Grade</b>
Weekly assignments (in-class and at home exercises)	60%
Final project	25%
Class participation	15%

**Text(s)**

No text required

**Bibliography**

A variety of publications are available in the College and Career Information Center located within the Counseling, Career & Transfer Services office (Room 216)

**Other Learning Resources****Audiovisual**

No resource specified

**Electronic**

No resources specified

**Other**

No resources specified