

Syllabus

CLP 7 – Self Assessment – 4 units (CRN 12862)

De Anza College, Summer 2023

7/3/2023 – 8/11/2023

Location: Online, Asynchronous via Canvas

Instructor: Bianca Melendez, M.A.

Email: melendezbianca@fhda.edu (Best way to contact me)

Office hours: By appointment, please reach out to schedule

Course Description:

Comprehensive approach to career and life planning. Examine the decision-making process by exploring theories in career development and other factors such as familial, social, and cultural issues that influence career and lifestyle choices. Utilize self-assessment inventories to identify individual interests, values, skills, and personality types as they relate to career/college major options. Become familiar with career development software, related technology and develop skills to enhance the job search process.

Student Learning Outcomes:

- Develop, and evaluate college major and career options by analyzing a multitude of factors involved in career development such as: personality, values, skills, interests, attitudes, and family and culture.
- Research and appraise college major and career options by utilizing various resources such as: the online resources and informational interviews. Demonstrates decision-making skills that include the multitude of factors shown in SLO Number One.

CLP 7 is a UC and CSU transferrable class and can be used in Area E of the CSU GE pattern.

Required Text:

Career Success, 3rd Edition, by Marsha Fralick - Interactive online textbook

Save money by purchasing this text online through Canvas:

Use the link in the first module. When you open the link, click on the logo. This will take you to a page to set up and pay for your account. At this point, you can pay online with a credit card at a discounted price of \$40.

If you do not have a credit card and are using a financial aid voucher to pay for your books:

You can purchase an access code at the bookstore. Please do not purchase the printed version of College and Career Success. You will need the online version so that I can view and grade your work online.

Tech support for your online textbook

You'll find a support widget in the bottom right while viewing the online textbook, which provides access to a full Help Center. This contains answers to common questions and a Chat feature, which provides live support from the Human eSources CustomerCare team during business hours (9am-7pm Eastern).

After hours: You can leave a message in the chat (be sure to provide your name and email) and the Human eSources team will get back to you the next business day, or send an email to

customercare@humanesources.com

Weekly Assignments

Discussions:

There will be weekly discussion on the chapter topics. 10 points per discussion.

Reading Assignments:

Weekly reading assignments will be assigned from the online textbook and supplementary reading material and videos may be provided by the instructor. 20 points per chapter.

Grading:

Grades will be assigned using the following criteria:

Activity:	Points:	Total:
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Writing Assignments, Quizzes, Journals within textbook		
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20 points x 7 chapters	140 points	
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Discussions

10 points x 6 discussions	60 points	
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Total number of points possible = 200

Letter grades will be based on the total number of points accumulated, and assigned using the following scale:

A= 180 - 200 points

B= 160 - 179 points

C= 140 - 159 points

D= 120 - 129 points

F= 0 - 119 points

Instructor's Preferred Method of Contact:

Email is the best way to contact me. My email address is: melendezbianca@fhda.edu. Please email me if you have any questions or need help with the course. I will get back to you within 24 hours during normal business hours and up to three days if it is after hours or weekends. You can also make an appointment to see me and we can meet via zoom.

Class Attendance & Participation:

Students must log in to Canvas at least once on the first day of class (7/3). Failure to comply with this requirement may result in student being dropped from the class. Students must also log in regularly and participate in all course discussions and assignments.

Academic Integrity Policy:

Students will be expected to abide by De Anza's academic integrity policy which can be found at: <http://www.deanza.edu/studenthandbook/academic-integrity.html>

Any violation of the terms of the policy may result in student being dropped from the class and referred to the Dean for further disciplinary action.

Disability Statement:

The mission of the DSP&S Division is to ensure access to the college's curriculum, facilities, and programs and to promote student success in realizing individual and vocational goals. If you have a disability-related need for reasonable academic accommodations or services in an online course,

please contact DSPS (408-864-8753 main number). You will need to provide DSPS with documentation of your disability, and then have an appointment with a counselor (face-to-face, zoom, or over the phone). The counselor will then notify your instructor of the accommodations you need. <http://www.deanza.edu/dsps/>

Classroom Behavior:

- 1) Complete respect is to be given to each other. Students are expected to treat each other, the instructor with respect and consideration. A mature attitude towards the subject is expected of all students at all times.
- 2) Absolutely no teasing, making fun, or mocking of other students' comments. A safe and respectful learning environment will be maintained for everyone at all times.
- 3) All students are required to adhere to the De Anza College Student Code of Conduct.

I'm looking forward to meeting you all and helping you on your college journey!

Schedule*

Week:	Dates:	Topic:
1	07/03/23 -07/09/23	<ul style="list-style-type: none"> • Course Introduction • Chapter 1: Create Your Success • Discussion 1 <p style="text-align: right;">Due 07/09/23</p>
2	07/10/23 - 07/16/23	<ul style="list-style-type: none"> • Chapter 2: Exploring Your Personality and Major • Discussion 2 <p style="text-align: right;">Due: 07/16/23</p>
3	07/17/23 - 07/23/23	<ul style="list-style-type: none"> • Chapter 3: Exploring your Interests and Values • Discussion 3 <p style="text-align: right;">Due: 07/23/23</p>
4	07/24/23 - 07/30/23	<ul style="list-style-type: none"> • Chapter 4: Exploring Your Multiple Intelligences • Discussion 4 <p style="text-align: right;">Due 07/30/23</p>
5	07/31/23 - 08/06/23	<ul style="list-style-type: none"> • Chapter 5: Planning Your Education and Career • Discussion 5 <p style="text-align: right;">Due: 08/06/23</p>
6	08/07/23 -08/11/23	<ul style="list-style-type: none"> • Chapter 6: Job Search Strategies • Chapter 7: Career Satisfaction • Discussion 6 <p style="text-align: right;">Due: 08/11/23</p>

* Subject to Change and adjustment. Refer to Canvas for the most current course schedule including activities and due dates.