

# Adler Graduate School

Richfield, Minnesota

## AGS Course **574**

Career Development

### 1. Course Designation and Identifier

- 1.1 Adler Graduate School
- 1.2 Course number **574**
- 1.3 **Career Development**
- 1.4 Three (3) credits
- 1.5 Prerequisites: **None.**

### 2. Course Description

This course is designed to introduce students to the history, theories, and practices of career development and career counseling in the schools. Individual and group assessment instruments and techniques will be examined including computerized career information systems. Career interviewing and career counseling skills will be practiced. The career counseling and development needs of non-traditional populations will also be studied.

Teaching Methods: This class will address a wide array of career development topics and activities. Students will take and learn about a variety of formal and informal career assessments. Students will develop an experiential learning activity for a special population for the final group presentation.

### 3. Texts, Materials, and Resources (required and optional)

- 3.1 Required texts:  
Andersen, Patricia and Vandehey, Michael ( 2012). **Career Counseling & Development in a Global Economy**. (2<sup>nd</sup> edition) Cengage Learning.  
  
Gysbers, Norman C., and Lapan, Richard T. (2009). **Strengths-Based Career Development for School Guidance and Counseling Programs**. Counseling Outfitters, LLC.

### 4. Competencies and Learning Outcomes

Students in this course learn:

- 4.1 Career development theories and decision making models.
- 4.2 Career, avocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems.
- 4.3 Career developmental program planning, organization, implementation, administration and evaluation.
- 4.4 The interrelationships among and between work, family and other life roles and factors including

the role of diversity and gender in career development.

- 4.5 Career and educational planning, placement, follow-up and evaluation.
- 4.6 Career assessment instruments and techniques that are relevant to career planning and decision making.
- 4.7 Career counseling processes, techniques, and resources, including those applicable to specific populations.

## 5. Course Outline

### 5.1 Unit 1 – April 5, 2018

- Introductions
- Sharing of learner's personal career development path
- Career Lifeline
- Orientation to the course; review of syllabus
- History of career development

Associated Reading:

- **Career Counseling & Development in a Global Economy**: Chapters 6, 1, and 2
- Gysbers and Lapan: Chapter 1

Homework assigned: SDS Student Survey

### 5.2 Unit 2 – April 12, 2018

- Trait and factor and developmental theories of career development

Associated Reading:

- **Career Counseling & Development in a Global Economy**: Chapters 3 and 4
- Gysbers and Lapan: Chapter 2

### 5.3 Unit 3 – April 14, 2018

- Social cognitive theories of career development

Associated Reading: **Career Counseling & Development in a Global Economy**, Chapter 5

Homework Due: SDS Student Survey Due

### 5.4 Unit 4 – April 14, 2018

- Career Counseling Process and Techniques

Associated Readings:

- **Career Counseling & Development in a Global Economy**: Chapter 8 & 9
- Gysbers and Lapan: Chapter 3

### 5.5 Unit 5 – April 19, 2018

- Counseling Special Populations
- Gysbers and Lapan – Integrative Career Development Model

- MCIS and Naviance access

### Theories Test

Associated Readings:

- **Career Counseling & Development in a Global Economy**: Chapter 7

Homework Assigned: Counseling Special Populations Presentation

#### 5.6 Unit 6 – April 26, 2018

- Creating a Comprehensive Career Development Program K-12
- MN Careers
- Naviance – Post-secondary planning program

Associated Readings:

- **Career Counseling & Development in a Global Economy**: Chapters 12,13, and 14
- Gysbers and Lapan: Chapter 4

Homework: Take *Do What You Are* on Naviance

#### 5.7 Unit 7 – April 28, 2018

- Career and College Planning
- Group presentation planning

Associated Readings:

- Gysbers and Lapan: Chapter 5

Assignment Given: Special Project

#### 5.8 Unit 8 – April 28, 2018

- College testing
- Career assessments with individuals and groups
- Selecting valid and reliable instruments
- Interpretation of career assessment summaries
- Working with underrepresented populations

Associated Readings:

- **Career Counseling & Development in a Global Economy**: Chapter 10
- Gysbers and Lapan: Chapter 6

#### 5.9 Unit 9 – May 3, 2018

- Student Presentations – Special Populations
- Course wrap-up
- Course evaluations

Assignment Due: Special Populations Presentation

## 6. Special Project Time (SPT)

Special Project Time (SPT) allows students the opportunity to integrate course materials. SPT is meant to be a self-contained, 30 hour experience, requiring no more than 30 hours to complete. SPT generally focuses on either (a) an experiential exercise paired with an integrative writing component or (b) a research exercise and a short integrative writing component.

An integrative, SPT experience can be based on an individual project or a group project. Once again, the individual or group completes an experiential or a research oriented exercise, followed by a short integrative writing assignment. This should all be planned within the context of a 30 hour student expectation.

SPT experiences may be constructed in such a way that they pertain to students' unique degree plans. For example, Licensed Marriage and Family Therapist students, Licensed Professional Counselor students, and Licensed School Counselor students might construct a SPT experience unique to their chosen disciplines. This is done in consultation with the course instructor.

## 7. Writing Guidelines including APA Format

All written assignments in courses at the Adler Graduate School must be in APA format unless specifically noted by the course instructor (*Publication Manual of the American Psychological Association* (5<sup>th</sup> edition), 2001, American Psychological Association. ISBN 1-55798-791-2).

## 8. Assessment/Evaluation Procedures

### 8.1 Assignment: Assessment Discussion Points and Interpretation (BOT H 1& 3) (15 points)

Using the results of a Student SDS Survey (Holland and Messer, 2017), give the inventory to a young person (normed for ages 11+). Support the young person in completion of the Student SDS Assessment Booklet (Holland and Messer, 2017). For additional experience, you may opt to assist your "client" in working through parts of You and Your Future Workbook (Holland and Messer, 2017), but this is not a requirement of the assignment.

Using APA format, write a 1-2 page paper summarizing your experience as well as your young person's outcomes and response to the inventory. Be prepared to discuss what you found with the class on December 2, 2017.

### 8.2 Theories Test and Essay (20 points)

### 8.3 Assignment: Special Populations Presentation (20 points)

Working with a partner, select a special population and describe the issues and challenges around career development that are specific to this population. Construct a career development intervention that may be used with this population. The intervention may be structured as an individual or group counseling session, workshop, or instructional experience. Be prepared to present these issues and the intervention to the class. Students must provide copies of their presentation and a bibliography citing sources.

### 8.4 Special Project Time: Using Data and Counseling Strategies to Aid Students in Making Post-Secondary Educational Decisions (BOT D5; G2 & G3) (30 points)

You will be provided with a case study and use the results of various assessments to write a paper describing the student's academic and personal strengths and challenges. You should describe career interests and make suggestions for further career exploration. You will schedule a visit with two local colleges and select one that you would encourage the subject of the case study to consider. Your selections can include both technical and community colleges. Be sure to attend an information session as well as take a tour of the school. Summarize the unique aspects of one of the schools in terms of academic programs, student life (housing, activities, athletics), admissions, and financial aid that you think might make this school a good fit for the subject of the study.

#### 8.4 Career Assessments

You will complete Do What You Are through Naviance. (10 points)

#### 8.6 Grading:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76

Papers turned in late will be docked 10 points. Please understand these logical consequences for late papers. Logical consequences are a basic Adlerian principle. Extensions on papers are granted only for significant family emergencies or personal illness. Reasons such as, "Something came up", or "I've been really busy", or "Relatives came unexpectedly", or "My computer crashed", etc. are unacceptable. Plan carefully and your papers and portfolio project will not be late.

### 9. Attendance Policy

Students are expected to attend all class meetings. When a student is unable to attend class, it is a courtesy to notify the course instructor in advance using either e-mail or phone.

### 10. Participation Disclaimer

Active participation in class discussions/exercises/demonstrations is encouraged. As with other AGS courses, in this course, individual students must determine for themselves the level of disclosure/intimacy that is appropriate for them.

Whenever confidential information/material is used in any AGS course, students and faculty members are expected to observe AGS policy concerning the handling of confidential information/material. Full descriptions of these policies are readily available.

### 11. Academic Integrity Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Consequently, students are expected to do their own work on all academic assignments, tests, projects, and research/term papers. Academic dishonesty, whether cheating, plagiarism, or some other form of dishonest conduct may result in failure for the work involved. Academic dishonesty could also result in failure for the course and, in the event of a second incident of academic dishonesty, suspension from the Adler Graduate School. Here are examples of academic dishonesty:

- Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit.
- Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating academic dishonesty - Intentionally or knowingly helping or attempting to help another to violate a provision of academic integrity.
- Plagiarism - The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment.

## 12. Internet/On-Line Activity

On-line components Adler Graduate School classes provide an opportunity for open and insightful dialogue. As in face-to-face discussions, there are differences in opinions concerning topics discussed. We view these differences as welcomed attribute of a good scholarly discussion. Respect for differences will also be viewed as a sign of scholarly debate.

Following are guidelines governing on-line discussions:

- Never post content that is known to be illegal. Never post potentially harassing, threatening, or embarrassing statements, as well as statements that that might be potentially offensive and seen as disrespectful in any way.
- Faculty members monitor discussion and intervene when requested or as deemed necessary.
- On-line communication presents a significant level of ambiguity, as verbal content of communication is not well supported by its non-verbal (including contextual) components. If a student feels threatened or offended by a statement made by another student during on-line portion of a class, please address the issue immediately with the other student(s) to clarify their position and your reaction. If this does not work, contact your class instructor so actions can be taken if necessary.
- During on-line discussion, follow the same rules concerning protection of confidential information as you would follow in face-to-face discussion.

## 13. Nondiscrimination Clause

The Adler Graduate School is an equal opportunity educator and employer. The Adler Graduate School does not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation, veteran status, or physical disability in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities. The institution is committed to providing equal education and employment opportunities in accordance with all applicable State and federal laws.

## 14. Learning Accommodations (including students with disabilities)

If a student in this course has a documented learning disability, he or she should tell the instructor during the first week of class. The instructor needs to know on the front end so that he or she can work with the student. The Adler Graduate School is committed to helping all students be successful, as best as can be reasonably accommodated. Documenting a learning disability occurs at the student's expense. When documented appropriately, the Adler Graduate School makes all reasonable accommodations.

15. **Instructor Contact Information**

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