

Northern Kentucky University
College of Health & Human Services
School of Kinesiology, Counseling, & Rehabilitative Sciences
Graduate Program in Counselor Education

COU 630: Career Counseling

Educational and career planning; career development theories; decision-making models; assessment inventories for career and educational counseling; resources for career and educational planning; computer-assisted career development.

Semester: Summer 2021

Dates: 7/12/2021 to 8/13/2021

Meeting Times: Online (Asynchronous)

Instructor: Greg Hatchett, Ph.D., LPCC-S, NCC

Office Location: MEP 211

Office Hours: Virtual and by appointment

Phone #: 859-572-6195

Email: hatchettg@nku.edu (the easiest way to reach me). If I do not respond to your email within 24 hours during the regular workweek (Monday-Friday), please email me again.

Required Textbook:

Sharf, R. S. (2013). *Applying career development theory to counseling* (6th ed.). Cengage.

Knowledge and Skill Outcomes:

CACREP 2016 Standards

Student Learning Outcomes Connected to CACREP 2016 Standards	CACREP	Course Content	Assessment
Theories and models of career development, counseling, and decision making	2.F.4.a.	Chapters 4-6 & 11-15 in Scharf; Kaltura Lectures	Quizzes #1, 2 & 4; Mid-Term & Final Exam
Approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors	2.F.4.b.	Chapters 4, 10, 11, & 12 in Scharf; Kaltura Lectures	Quizzes # 3-5; Mid-Term & Final Exam

Processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems	2.F.4.c.	Chapters 4-6 in Scharf; Kaltura Lectures	Quizzes #2-3; Mid-Term & Final Exam
Approaches for assessing the conditions of the work environment on clients' life experiences	2.F.4.d.	Chapters 3-4 & 10 in Scharf; Kaltura Lectures	Quizzes # 4-5; Mid-Term & Final Exam
Strategies for assessing abilities, interests, values, personality and other factors that contribute to career development	2.F.4.e.	Chapters 5-6 in Sharf; Kaltura Lectures	Quizzes # 2-3; Career Assessments; Mid-Term and Final Exam
Strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy	2.F.4.g.	Chapters 3-4 in Sharf; Kaltura Lectures	Quizzes 1-2; Mid-Term Exam
Strategies for career development program planning, organization, implementation, administration, and evaluation	2.F.4.f.	Chapters 7-10 in Scharf; Kaltura; Lectures	Quiz #1; Career Development Guide; Final Exam
Strategies for facilitating client skill development for career, educational, and life-work planning and management	2.F.4.h.	Chapters 4 &10 in Scarf, Kaltura Lectures	Quizzes #3-4; Career Development Guide; Final Exam
Methods of identifying and using assessment tools and techniques relevant to career planning and decision making	2.F.4.i.	Chapters 3-6 in Scarf, Kaltura Lectures	Quizzes #2-3; Career Development Guide; Mid-Term Exam
Ethical and culturally relevant strategies for addressing career development	2.F.4.j.	Chapter 11 in Scharf; Kaltura Lectures	Quizzes #4; Final Exam
Models of P-12 comprehensive career development	5.G.1.c.	Chapters 7-9 in Scharf; Kaltura Lectures	Quiz #5; Final Exam
School counselor roles in relation to college and career readiness	5.G.2.c.	Chapters 7-9 in Scharf; Kaltura Lectures	Quiz #5; Final Exam
Use of developmentally appropriate career counseling interventions and assessments	5.G.3.e.	Chapters 7-10 in Scharf; Kaltura Lectures	Quiz #5; Final Exam
Interventions to promote college and career readiness	5.G.3.j.	Chapters 7-9 in Scharf; Kaltura Lectures	Quiz #5; Final Exam

Planned Course Outline:

Content:	Assignments:	Due Dates:
<ul style="list-style-type: none"> • Introduction to Career Development Counseling • Traditional Career Development Theories 	Quiz on Chapters 1-2	July 16 th at 11:59pm
<ul style="list-style-type: none"> • Additional Career Development Theories • Work Adjustment • Career Assessment 	<ul style="list-style-type: none"> • Quiz on Chapters 3-6 • O*Net Interest Profiler • Skills Matcher 	July 21 st at 11:59pm
<ul style="list-style-type: none"> • Career Decision Making • Ethical/Multicultural/Legal Issues 	<ul style="list-style-type: none"> • Quiz on Chapter 15 • Interest Assessment • Kersey Temperament Sorter 	July 26 th 11:59pm
	Mid-Term Examination	July 30 th at 11:59 pm
Modernist Career Development Theories	<ul style="list-style-type: none"> • Quiz on Chapters 11-14 • Sokano • Values Assessment 	August 4 th at 11:59pm
Career Development Across the Lifespan	<ul style="list-style-type: none"> • Quiz on Chapters 7-10 • Career Cluster Interest Survey • Self-Directed Search • Career Development Guide 	August 9 th at 11:59pm
	Comprehensive Final Exam	August 13 th at 11:59pm

Evaluation Procedures:

In-Class Examinations. Students will complete two major examinations: a mid-term and comprehensive final examination. Nearly all exam items will be constructed-response (e.g., short-answer, application, short essay), but I *may* also include a few forced-choice items (e.g., true-false, multiple choice, matching). Responses to the constructed-response items will be scored using both criterion- and norm-referenced grading procedures.

Policy on Missed Exams. A student will be permitted to complete a missed examination only as a result of extraordinary circumstances (e.g., severe illness, death in the family). The student **must** contact the instructor in advance of the exam to explain their absence and secure permission to take the exam at a later date. The student may be required to provide official documentation to account for the missed exam. If a student receives permission to complete a make-up examination, it must be completed within one week of the original exam date and the content of the exam may be different from the exam given to the rest of the class.

Canvas Quizzes. Students will complete 5 quizzes over the assigned readings through the Canvas software system. Each quiz will contain approximately 20-50 forced-choice items. The quizzes will be timed; time limits will be established by multiplying the number of questions by 3

minutes. Though the quizzes are “open book,” it is imperative that you carefully complete the assigned readings before logging on to Canvas. You will not likely do well on the quizzes without completing the readings first. You may not receive assistance from another person in completing any of the quizzes; this action will be considered to be a violation of academic integrity.

Career Development Guide. Each student will develop a career development guide for a specific population with whom you might be interested in working with in the future. This population could be clients who are at a particular development stage (e.g., entry to college, retirement), clients who are experiencing a career development crisis (e.g., downsized workers, conflictual work environment), or clients who may be experiencing comorbid mental health conditions (e.g., clients with substance use disorders). This guide should contain the following components: description of the specific population, career development issues commonly encountered by this population, assessment strategies, and career development interventions.

Online Assessments. Students will be required to complete all of the online career assessments listed below and submit narrative reports of their results.

- **o*net Interest Profiler:** <https://www.mynextmove.org/explore/ip>
- **Skills Matcher:** <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>
- **Interest Assessment:** <https://www.careeronestop.org/getmyfuture/toolkit/interest-assessment.aspx>
- **Keirsey Temperament Sorter:** <https://www.keirsey.com/>
- **Sokanu:** <https://www.careerexplorer.com/career-test/>
- **Values Assessment:** <https://www.myplan.com/assess/values.php>
- **Career Cluster Interest Survey:** <https://careerwise.minnstate.edu/careers/clusterSurvey>
- **Self-Directed Search:** <https://self-directed-search.com/>

Weights assigned to the course requirements:

Average of 5 Canvas Quizzes:	20%
Career Development Guide:	20%
Mid-Term Exam	25%
Comprehensive Final Exam:	25%
Career Assessments:	10%

Grading Scale:

Graduate Plus – Minus Scale		
Letter Grade	% Equal to or Greater than	Grade Point
A	93-100	4.00
A-	90-92.99	3.67
B+	87-89.99	3.33
B	83-86.99	3.00
B-	80-82.99	2.67
C+	77-79.99	2.33

C	70-76.99	2.00
F	0-69.99	0

Additional Course Policies:

- *Academic Integrity.* You may not receive any assistance from another person or use any unauthorized materials in completing any of the assignments, quizzes, or exams required in the course. This action is considered to be cheating and will result in a F in the course; you may also be referred to the office of Student Conduct Rights and Advocacy. These same consequences will also be imposed in cases of plagiarism.
- *Complete assignments on time.* As outlined in this syllabus, the assignments and associated due dates are clearly spelled out. It is my expectation that you will budget your time wisely and complete every assignment on time. As a general rule, late work will not be accepted and any assignments that are late or missed will result in a grade of zero. Exceptions to this rule will be extremely unusual and will only be granted in extraordinary circumstances (e.g., severe illness, death in the family). I have the sole discretion to determine if an exception to this rule is warranted.

Credit Hour Policy Statement	
<p>In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.</p>	
<p>Estimates of the time required for a typical student to complete course expectations are as follows:</p>	
Kaltura Lectures	= 20 Hours
Readings: 15 chapters x 2 hours each	= 30 Hours
Quizzes: 5 Quizzes x 2 hours each	= 10 Hours
Career Development Paper	= 20 hours
Career Assessments	= 12 Hours
Mid-Term Exam	= 20 Hours
Comprehensive Final Exam	= 25 Hours
Total	= 137 Hours

General University Policies

Class Workload

Students cannot learn by simply being spectators – it is not enough to watch and listen in class. Success requires an investment of time and effort outside of class in studying the material and, most importantly, in working on assigned readings, exercises, projects, research, and papers. For most three-credit courses, a typical student will need to spend nine hours per week studying outside of class. Some students will require more time than this; very few can get by with less. Students must take this out-of-class study time into account when developing course schedules. Students unable to make the needed commitment of time for class attendance *and* out-of-class study should consider taking the course some other time when their schedule will allow them to devote sufficient time to the material. Success in courses requires students to read assigned material carefully and to do assignments, projects, and papers on a regular basis. Expect the unexpected. Power outages, computer crashes, Internet interruptions, and otherwise unavoidable problems *will* happen. Students must take steps to ensure they can complete their work on time. Do not wait until the last possible moment to complete assignments. Have a backup plan (e.g., a second computer with an Internet connection from a friend, local public library, or college library) in case the unexpected occurs.

Academic Misconduct

This Student Honor Code [the “Honor Code”] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student or Graduate Student Honor Codes is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community. All NKU faculty members are asked to report incidents of academic misconduct to the office of Student Conduct Rights and Advocacy. While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein. Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of “F,” or removal from the course in which the violation occurs. Repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the office of Student Conduct, Rights and Advocacy. Additional information is available at:

<https://inside.nku.edu/scra.html#policies>

Sexual Misconduct

Northern Kentucky University is committed to fostering a safe and inclusive educational and work environment free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. For more information please see: <https://inside.nku.edu/titleix/sexual-misconduct-policy.html>

Instructors are NON-confidential mandated reporters. This means they are required to report any information a student shares regarding sexual misconduct that occurred on NKU’s campus or

involves an NKU student. Any student who has or is experiencing dating violence, domestic violence, sexual assault, or stalking is encouraged to contact the Norse Violence Prevention Center (NVP Center). The NVP Center provides free, confidential advocacy services. Contact the center at 859-572-5865, or by email at nvp@nku.edu. For more information, please see <http://nvp.nku.edu/support.html>.

Prerequisites

Prerequisites for all courses are listed in the NKU catalog (<https://inside.nku.edu/registrar/catalog.html>). These are meant to convey the background knowledge expected of each student in the course. History indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. As such, it is imperative that students not take a course until they have mastered the prerequisites for that course. Prerequisites are typically one of two types: either (i) completion of specific NKU courses, or (ii) placement by satisfactory performance on a standardized exam. Students are responsible for ensuring compliance with the stated prerequisites. The department also checks prerequisites; students will be withdrawn from a course if they are found to have not met the course prerequisites.

University Policy on Non-Attendance

Face-to-Face/Hybrid Courses

NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.

Online

If the student does not log onto Canvas and access course materials or contact the instructor by 5 PM Thursday on the first week of classes, the instructor is required to drop this student for non-participation (i.e., non-attendance). Additional attendance expectations may be found on the specific course syllabus.

Observance of Religious Holidays for Class Attendance

NKU values diverse religious perspectives and beliefs and recognizes religious practice is, for many individuals, an important element of personal identity, intellectual development and psychological well-being, and is, in many cases, inseparable from cultural identity. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a diverse and inclusive community, Northern Kentucky University believes every reasonable effort should be made to allow members of the NKU community to observe their holidays without jeopardizing the fulfillment of their academic obligations. NKU students who are unable to attend classes or participate in any examination, study, or work requirement on some particular day(s) because of their religious belief must submit a formal request to the instructor within 3 weeks of the beginning of the semester so appropriate arrangements can be made.

Inclement Weather Policy

If NKU is open, classes will meet. For information on NKU closings, students may:

- sign-up for Norse Alert (<http://norsealert.nku.edu/>)

- call the university/weather closings hotline: 859-572-6165 or 859-572-6166
- listen to local media (information will be provided to all area radio and television stations).

Incomplete Policy

The grade of "I" (incomplete) may be assigned at the request of a student when a portion of the assigned or required class work, or the final examination, has not been completed because of a documented serious illness and/or extreme personal circumstance not caused by the student's own negligence.

An incomplete will only be issued when the following conditions are met:

- the quality of work is satisfactory (passing), but some essential requirement has not been completed;
- evidence of a serious illness and/or extreme personal circumstance not caused by the student's own negligence has been presented to the professor; and
- the student has developed a plan with the professor outlining the requirements and specific deadlines for completion of the missed work.

An incomplete grade must be made up by the middle of the next regular semester in which the student is enrolled. The grade for any course not completed by this deadline will be converted to the grade of "F".

Withdrawing from a Course

The deadline for withdrawing from class with a grade of W is listed in the Schedule of Classes (<https://inside.nku.edu/registrar/calendars.html>) published for each semester. It is a student's responsibility to be aware of this deadline. To withdraw from class, a student must process the request online via <http://myнку.nku.edu/>. Students who stop attending class without officially withdrawing will receive a grade of F.

Students are generally not permitted to withdraw after the deadline; after that date they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.

Grade Appeal

Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal. <https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

Diversity

Diversity describes an inclusive community of people with varied human characteristics, ideas, and worldviews related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive environment that respects those human

differences. It is the responsibility of all citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

Inclusive Excellence

At NKU, we believe that individual differences can deepen understanding of one another and the world around us rather than divide us. As the instructor of this class, I value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities. As the instructor, I strongly encourage everyone to share their rich array of perspectives and experiences, but to do so in a way that is respectful of others. Our discussions are opportunities for each of us to challenge underlying assumptions about our beliefs as we advance our knowledge, skills, and dispositions as professionals in our chosen discipline. I reserve the right to intervene in discussions/communication between and among students if the atmosphere begins to appear hostile or aggressive in any manner. My role as instructor is to ensure a classroom environment that is optimal for the learning of all students. Any students who feel their differences may in some way isolate them from the class community or who have a need for any specific accommodations, should please speak with me early in the semester about their concerns and what might be done together to help ensure the ability to actively engage in the course and NKU community.

Student Support

Health, Counseling, and Student Wellness (HCSW)

Anxiety, depression, and other mental health concerns are common among college students. Any student who feels such emotions are getting in the way of their day-to-day activities and/or academic success is encouraged to contact NKU's Health, Counseling, and Student Wellness Center. To make an appointment, call the HCSW at 859-572-5650 or walk in at University Center 440. For more information, please see <https://inside.nku.edu/hcsw.html>

FUEL NKU

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. FUEL NKU is located in Albright Health Center 104, and may be reached at fuel@nku.edu. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students for support. Our Dean of Students is Arnie Slaughter, and he may be reached at slaughtera@nku.edu. Furthermore, students are encouraged to notify the instructor if they are comfortable in doing so. This will enable instructors to provide any resources they may possess.

Learning PLUS

Students experiencing roadblocks (e.g., financial, personal, and social concerns) to academic success may seek assistance from Learning PLUS-<https://inside.nku.edu/plus.html>)who offer assistance in academic tutoring, developing success skills, a math center, and a writing center.

Learning Management Software

Canvas (<https://nku.instructure.com>) is an integral component of our courses. Most of the course materials (e.g., syllabus, schedule, readings, and movies) are only available on Canvas. Any questions or problems with the course Canvas site should be brought to the professor's attention as soon as possible.

In addition to downloading and installing Office 365 (free for NKU students, see <https://inside.nku.edu/it/service-catalog/software/softwarecatalog/microsoft-stu.html>), students who need access to Microsoft products (e.g., Word, Excel, PowerPoint) or Adobe Acrobat Pro and SPSS off campus may access NKU software and network drives from anywhere using NKU Virtual Desktop (VMWare View, <https://one.nku.edu/task/all/virtual-desktop>). All technology problems must be addressed directly to the NKU IT Help Desk (<https://inside.nku.edu/it/service-catalog/supporttraining/hd.html>).

Student Evaluation of Instructor and Course

NKU takes instructor and course evaluations very seriously. They represent an important means of gathering information about instructors and courses, information that will be used to enhance student-learning opportunities. As such, NKU asks its students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

For a full-semester course, evaluation periods begin two weeks prior to final exams. For seven-week courses, evaluation periods begin at midnight the Thursday of week 6 and close 11:59 p.m. the Sunday of week 7. For five-week courses, evaluation periods begin at midnight the Thursday of week 4 and close 11:59 p.m. the Sunday of week 5. Students are notified by email when the online evaluation process is available and are sent several reminders until evaluations are completed.

Student evaluations are strictly confidential, and results are not available to instructors until after final grades for the course are posted. The university has established extensive precautions to prevent individual student comments from being identified.

In addition, students should be aware:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.
- For more information and to view the instructor and course evaluation schedule, visit the student evaluation home page (<http://eval.nku.edu>).