



North Carolina Central University
"Communicating to Succeed"
School of Education

The School of Education's Vision: To become an international community of scholars who are culturally responsive educators and practitioners

MISSION

The mission of North Carolina Central University is to prepare students academically and professionally to become leaders to advance consciousness of social responsibility in a diverse, global society. In accordance with the larger institution, the mission of the North Carolina Central School of Education is "to prepare educational professionals to serve and inspire excellence in teaching, administration, counseling, communication, technology, community outreach, and other related services". Central to this aim is "the development of leaders who promote social justice and dedicate themselves to the well-being of a global society". The Counselor Education Program prepares counselors to work in mental health, school, and career counseling settings who promote social justice and responsibility, serve as leaders in a diverse and global community, and respond to the complexity of human needs across the lifespan. To this end, the program emphasizes increasing awareness, knowledge, and skills in interacting with economically, socially, and culturally diverse populations. Our partnerships with local agencies and schools foster an understanding of multicultural and diverse populations and counseling interventions that promote empowerment.

www.nccucounseling.com

Syllabus

CON 5320

Vocational Theory and Career Development
SPRING 2013

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Website: <https://nccu.blackboard.com/>

This class will be an online course and will utilize the campus "Blackboard" system. You will be required to login to the Blackboard system in order to fulfill various assignments during the semester (e.g., submit assignments, obtain handouts).

Foliotek Statement:

Maintaining an electronic portfolio (i.e., 'Foliotek') is a NEW REQUIREMENT for continued enrollment as a degree-seeking student in the School of Education at North Carolina Central University. You MUST maintain a Foliotek account while enrolled in school, and you will be required to upload a majority of your assignments to the system. The university will use the information to track data and verify that you have met competencies of your program of study - but more importantly - this system will serve as your own professional e-portfolio and file storage.

Once you have registered with Foliotek and have access to your Foliotek account, please create a folder for each course that you take. You are encouraged to upload all of your work (future and previous) for each class in its respective folder. Some of it may be used for your required portfolio. At the least, you'll have access to all of your work as long as you have access to your online Foliotek account.

REQUIRED TEXTS:

Sharf, R. S. (2009). *Applying career development theory to counseling* (5th ed.). Pacific Grove, CA: Brooks/Cole.
Duggan, M. H., & Jurgens, J. C. (2007). *Career interventions and techniques: A complete guide for human service professionals*. Boston: Pearson.

COURSE DESCRIPTION:

This course provides a survey of the major theories of career choice and development with demonstrations on how to translate these theories into meaningful practice in the counselor-client relationship. Candidates will demonstrate the ability to use computerized assistance guidance systems and career development techniques across the life span.

COUNSELOR EDUCATION PROGRAM OBJECTIVES

The program develops counselors who:

- Develop a theoretically solid philosophy of practice;
- Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics;
- Formulate a professional identity that responds to the needs of their client populations;
- Utilize cultural competence in practice;
- Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan;
- Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development;
- Build and sustain collaborative partnerships with stakeholders for promoting social justice, equity, and access;
- Utilize appropriate assessment tools and procedures;
- Consult with others concerning the developmental needs of culturally diverse clients;
- Integrate research data into evidence-based practice.

COURSE EXPECTED OUTCOMES

5320 - STUDENT LEARNING OUTCOMES The corresponding CACREP Standards are listed with each objective. This class serves primarily to meet the curricular expectations for one of the eight common core areas (Career Development – Std II.G.4). The student will be able to:	Method for Obtaining Outcome	Method for Evaluation of Outcome
<ul style="list-style-type: none"> • Identify and distinguish career development theories and career decision-making models. (II.G.4.a.) 	Lecture, Readings	Exams, Classroom Participation, Summative Paper
<ul style="list-style-type: none"> • Identify and describe the use of career, avocational, educational, occupational, labor market information resources, and career information systems. (II.G.4.b.) 	Lecture, Readings, Document Research, Assessment report	Exams, Documents, assessment report, Summative Paper
<ul style="list-style-type: none"> • Articulate and identify the planning, organization, implementation, administration, and evaluation of a career development program. (II.G.4.c.) 	Lecture, Readings, Classroom discussion	Exams, classroom activities, Summative Paper
<ul style="list-style-type: none"> • Identify and verbalize the interrelationships among and between work, family, and other life roles and factors including the role of multicultural issues in career development. (II.G.4.d.) 	Lecture, Readings, classroom discussion	Exams, Classroom Participation, Summative Paper
<ul style="list-style-type: none"> • Describe the implementation of career education planning, placement, follow-up, and evaluation. (II.G.4.e.) 	Readings, Lecture, assessment report activities	Assessment report, Summative Paper
<ul style="list-style-type: none"> • Experience and use assessment instruments and techniques that are relevant to career planning and decision-making. (II.G.4.f.) 	Readings, Lecture, Self-Assessment activities, Assessment report activity, document research, resume review activities	Self-Assessment, Assessment report, Classroom Participation, documents, resume review, Summative Paper
<ul style="list-style-type: none"> • Identify and distinguish counseling processes, techniques, and resources, including those applicable to specific populations in a global economy, including those with disabilities. (II.G.4.g.) 	Readings, Lecture	Exams, Summative Paper

COURSE POLICIES AND EXPECTATIONS

1. All work submitted should reflect graduate level content and preparation. Careless preparation (i.e., spelling and grammatical errors) or inappropriate presentations will negatively affect the grade for that assignment or task. Do not submit any work that you have not proofread. Late assignments, if accepted, will have a reduced grade.
2. Please complete all of your coursework independently, unless the assignment specifically requires collaboration with classmates. All of your coursework should be attempted on your own. Plagiarizing work in any assignment will result in automatic failure in the course.
3. Follow all directions and due dates provided in the syllabus and on the website (no exceptions).
4. Read and listen/watch all material provided on the course website (e.g., PowerPoint Presentations, videos, podcasts, supplemental readings, etc.).
5. Regularly check your NCCU email account. I will correspond with you from time to time via campus email. If you are not receiving communication because you aren't checking the account regularly, then it is not the fault of the instructor.
6. Ensure that you are entirely familiar with all functions available to you via Blackboard. Not knowing how to use various functions of Blackboard is not an excuse for not completing assignments. Contact the campus ITS helpline should you experience technical problems related to Blackboard (919/530-7676).
7. Complete all assigned readings. You are expected to be prepared to discuss, summarize, and react to all readings.
8. Adverse Weather: The University makes all decisions regarding the cancellation of classes. Because this is an online class, the cancellation of university classes should not impact your coursework or assignments.

COURSE ASSIGNMENTS

1. **EXAMINATIONS:** (100 points each test)

There will be two tests. Each test will primarily consist of multiple-choice items. The final test is not comprehensive, and will consist of material covered only after the midterm test.

2. **DOCUMENTS:** (25 points for resume, 15 points for cover letter)

You are required to submit a copy of (a) your resume, and (b) a sample cover letter.

Spend a good amount of time researching methods of resume preparation. Please do not rely on what you think you know about resumes to complete this part of the project. It is required that you research the current “best practices” for resume preparation. [Hint: A visit to a local bookstore or library will demonstrate that there are multiple texts that have been written on how to prepare a resume]. You will then revise and submit your own resume based on what you found during your research. The resume that you submit should be pristine in its appearance (i.e., absolutely no errors).

Follow this same research process regarding the preparation of a cover letter. Think about an organization in which you would like to apply for work after graduation – and draft a cover letter addressed to that specific organization. You are required to submit an error-free copy of a cover letter.

Submit both documents by the due date listed in the course schedule. Please note that any spelling or grammatical errors will drastically negatively affect your grade on this assignment. A rubric will be available on blackboard.

3. **RESUME REVIEW & REVISION:** (20 points)

You will exchange your resume and cover letter with one of your classmates, and receive theirs in return. Your task will be to review and critique your partner’s resume and cover letter. Please print a hard copy of their documents. Write your editorial suggestions, critiques, and comments directly on the hard copies (please be neat).

In order to submit your review to the instructor, please scan your critiques and upload them into Blackboard under the link for this assignment. If you don’t have access to a scanner, you may also take pictures of the pages (1 page per picture) and upload the images to Blackboard. If you prefer, you may also simply submit a hard copy to the instructor on campus (using the instructor’s campus mailbox). All submissions must be received by the deadline.

You will also return your critique to the author by the due date. The instructor will assign (participation) points based on your quality of review. The more thorough, serious, constructive, and professional effort you put forth in your critique, the better your grade.

REVISION: Once you receive critiques from your partner and the instructor, you will need to revise and resubmit your edited documents using feedback that you receive from your partner and the instructor. If you fail to revise and resubmit your resume, five points will be subtracted from your final grade for this assignment. You won’t need to incorporate every suggestion made by your peer (some suggestions you may not agree with), but you will at least need to provide evidence that you considered the suggestions and made an honest effort to improve your document.

4. **ASSESSMENT REPORT:** (50 points)

Multiple online assessments will be taken over the course of the semester. Some will require you to purchase access in order to take the assessment. Links to any online assessments will be available on Blackboard. You will need to keep track of all of your responses and exchange your

results from all of the assessments offered this semester with a fellow class member. You will then draft a narrative report of your partner's assessment results that specifically addresses the following items (about your partner):

- What are the results from each assessment (i.e., report the results)?
- What do the results mean from each assessment - and - what do they mean together (i.e., your interpretation)?
- Do you have any reason to believe that the results are not valid for this individual?
- What do you believe their results mean with respect to their future career (please provide rationale)?
- What occupational resources (informational or otherwise) would you recommend to help? Why?
- What do the results implicate with respect to their education? Are there any specific education resources you would recommend? Why?
- Based on what you think their career direction is (or should be), provide some detailed data and information regarding this direction with respect to the labor market.
- What are your overall recommendations and predictions/prognosis?

Once you've finished your report, submit a copy to that person (by hard copy or email, if it is OK with that person) – and a digital copy to the instructor. A rubric will be available on Blackboard.

5. ATTENDANCE AND PARTICIPATION: (25 points)

Your participation grade is subjectively based on your ability (and timeliness) to complete all required assignments. This includes:

- Viewing or listening to all posted material
- Participating in all class discussions (discussion boards) and activities
- Submitting quizzes and responses to short answer questions on time (and not at the last minute)
- Submitting your field experience responses, research paper, and summative paper on time (and not at the last minute)

6. FINAL PAPER: (40 points)

The final course task is to complete a written review of the course objectives. A link for this assignment will be available on Blackboard. Each element/question will require at most around a one to three paragraph response. The instructor will grade this assignment subjectively – your goal is to respond comprehensively in detail to the prompts on the template. Do not respond with generalities. The final paper attempts to assess your overall attainment of the course objectives (which are the required CACREP standards for this element of our counseling program).

COURSE OUTLINE (Instructor reserves the right to adjust the schedule and assignments)

On weeks in which class is online, please complete all tasks under “Assignments”.

DATE	TOPIC	READINGS S = Sharf DJ = Duggan & Jurgens	ASSIGNMENT DUE (all due by 11:59pm)
Jan. 11	<ul style="list-style-type: none"> Syllabus Formal and Informal career counseling Interrelationships among work, family, and other life roles 		
Jan. 18	<ul style="list-style-type: none"> Introduction Career Development: A Lifelong Challenge Career Cx History & Formal and Informal (cont'd) <i>Resume development</i> 	S - Ch. 1 DJ – Ch. 1 Bb reading 1	Weekly Assignments
Jan. 25	<ul style="list-style-type: none"> Trait and Factor Theory Gathering Client Information: Career-related Assessments Career Information Sources and Resources Roles, functions, credentials of career counselors 	S - Ch. 2 DJ – Ch 3 & 4 Bb reading 2	Weekly Assignments
Feb. 1	<ul style="list-style-type: none"> Work Adjustment Theory Initiating an Employment Campaign <i>Beginning your own “job club”</i> 	S - Ch. 4 DJ – Ch 5	Weekly Assignments -- Resume and Cover Letter Due to instructor and partner
Feb. 8	<ul style="list-style-type: none"> Holland Program Planning, Implementation, and Evaluation 	S - Ch. 5 DJ – Ch 6	Weekly Assignments
Feb. 15	<ul style="list-style-type: none"> Myers-Briggs Type Theory Single Parents and Displaced Homemakers Welfare-to-Work Clients Technology-based career development applications 	S - Ch. 6 DJ – Ch. 7 & 8 Bb reading 3	Weekly Assignments -- Resume Review due
Feb. 22	<ul style="list-style-type: none"> Career Development in Childhood The Working Poor: Poverty Despite a Paycheck Victims of Intimate Partner Violence 	S - Ch. 7 DJ – Ch. 9 & 10	Weekly Assignments
March 1	<ul style="list-style-type: none"> Adolescent Career Development Displaced or Dislocated Workers Homeless Population 	S - Ch. 8 DJ – 11 & 12	TEST 1
March 8	<ul style="list-style-type: none"> Late Adolescent and Adult Career Development Older Workers Offenders and Ex-Offenders 	S - Ch. 9 DJ – 13 & 14	Weekly Assignments -- Resume Revisions Due
March 15	<ul style="list-style-type: none"> SPRING BREAK 		
March 22	<ul style="list-style-type: none"> Adult Career Crises and Transitions Lifespan needs Physical and/or Mental Disabilities Chemical Dependency 	S - Ch. 10 DJ – 15 & 16	Weekly Assignments
March 28 ** Thursday	<ul style="list-style-type: none"> Constructivist and Narrative Approaches to Career Development Relational Approaches to Career Development Veterans 	S - Ch. 11 & 12 DJ – Ch. 17 Bb reading 4	Weekly Assignments

April 5	<ul style="list-style-type: none"> • Krumboltz's Social Learning Theory • Social Cognitive Career Theory • Immigrants 	S - Ch. 13 & 14 DJ – Ch. 18	Weekly Assignments -- Assessment Report
April 12	<ul style="list-style-type: none"> • Career Decision-making Approaches • Ethical Issues in Providing Career Interventions 	S - Ch. 15 DJ – Ch. 19	Weekly Assignments
April 19	<ul style="list-style-type: none"> • The Labor Market • Workplace Issues for the 21st Century 	DJ – Ch. 20	TEST 2
April 26			Final Paper Due

Notes: S = Sharf text DJ = Duggan & Jurgens text Bb = BlackBoard website

COURSE EVALUATION

<u>Method</u>	<u>Points</u>
Tests (2@100pts each)	200
Documents	40
Resume Review	20
Assessment Report	50
Attendance and Participation	25
Final Paper	40
TOTAL	375

GRADING SCALE

<u>Point Total</u>	<u>Final Letter Grade</u>
337-375	A
300-336	B
262-299	C
Below 262	F

ASSIGNMENT RUBRICS

Found on course Blackboard site – please refer to each rubric before beginning any written assignment.

STUDENT DISABILITY SERVICES (FORMALLY STUDENT SUPPORT SERVICES)

Students with disabilities (physical, learning, psychological, chronic medical, etc.) who would like to request accommodations and services are required to register with the Office of Student Disability Services in Suite G20 in the Student Services Building. Please contact Kesha Lee, Director at (919)530-6325 or email studentdisabilityservices@nccu.edu. If you are already registered in the office, you will need to return to the office **each semester** to review your information and receive updated accommodations.

ADDITIONAL RESOURCES

- Bachay, J. B., & Rigby, E. T. (1997). Welcome to our school community: A career development intervention for the newcomer. *Professional School Counseling, 1*, 13-14.
- Brott, P. E. (2005). A constructivist look at life roles. *Career Development Quarterly, 54*, 138-149.
- Brown, D., & Brooks, L. (Eds.). (1996). *Career choice and development* (3rd Ed.). San Francisco: Josey Bass.
- Burlew, L. D., & Morrison, J. (1996). Enhancing the effectiveness of vocational assessment in promoting lifestyle change via specific change strategies. *Measurement and Evaluation in Counseling and Development, 29*, 163-175.
- Chen, C. (2003). Integrating perspectives in career development theory and practice. *Career Development Quarterly, 51*, 203-216.
- Chung, Y. B. (2001). Work discrimination and coping strategies: Conceptual frameworks for counseling lesbian, gay, and bisexual clients. *Career Development Quarterly, 50*, 33-44.
- Chung, Y. B. (2003). Career counseling with lesbian, gay, bisexual, and transgendered persons: The next decade. *Career Development Quarterly, 52*, 78-86.
- Day, S. X., & Rounds, J. (1998). Universality of vocational interest structure among racial and ethnic minorities. *American Psychologist, 53*, 728-736.
- Gati, I., & Asher, I. (2001). Prescreening, in-depth exploration, and choice: From decision theory to career counseling practice. *Career Development Quarterly, 50*, 140-157.
- Gibson, D.M. (2005). The use of genograms in career counseling with elementary, middle, and high school students. *Career Development Quarterly, 53*, 353-362.
- Guindon, M., & Hanna, F. (2002). Coincidence, happenstance, serendipity, fate, or the hand of God: Case studies in synchronicity. *Career Development Quarterly, 50*, 195-208.
- Grimm, J. H. (1997). The college application process: Preparing high school juniors for senior panic. *The School Counselor, 44*, 312-314.
- Gysbers, N. C., & Henderson, P. (1994). *Developing and managing your school guidance program* (2nd ed.). Washington, DC: American Counseling Association.
- Harris-Bowlsbey, J. (2003). A rich past and a future vision. *Career Development Quarterly, 52*, 18-25.
- Harris-Bowlsbey, J., & Sampson, J. (2001). Computer-based career planning systems: Dreams and realities. *Career Development Quarterly, 49*, 250-260.
- Healy, C. C., & Woodward, G. A. (1998). The Myers-Briggs Type Indicator and career obstacles. *Measurement and Evaluation in Counseling and Development, 31*, 74-85.
- Herr, E. L., & Cramer, S. H. (1992). *Career guidance and counseling through the life-span*. New York: Harper Collins.
- Hershenson, D. B. (1996). Work adjustment: A neglected area in career counseling. *Journal of Counseling and Development, 74*, 442-446.
- Hogan, R., Hogan, J., & Roberts, B. W. (1996). Personality measurement and employment decisions. Questions and answers. *American Psychologist, 51*, 469-477.
- Jones, L. K. (1996). A harsh and challenging world of work: Implications for counselors. *Journal of Counseling and Development, 74*, 453-459.
- Lapan, R. T., Gysbers, N. C., & Sun, Y. (1997). The impact of more fully implemented guidance programs on the school experiences of high school students: A statewide evaluation study. *Journal of Counseling and Development, 75*, 292-302.
- Malott, K., & Magnuson, S. (2004). Using genograms to facilitate undergraduate students' career development: A group model. *Career Development Quarterly, 53*, 178-186.
- McMahon, M., Patton, W., & Watson, M. (2003). Developing qualitative career assessment processes. *Career Development Quarterly, 51*, 194-202.
- Michelozzi, B. N. (1992). *Coming alive from nine to five* (4th ed.). London: Mayfield.
- Miner, C. U., Osborne, W. L., & Jaeger, R. M. (1997). The ability of career maturity indicators to predict interest score differentiation, consistency, and elevation. *Measurement and Evaluation in Counseling and Development, 29*, 187-201.
- Osborn, D., Peterson, G., Sampson, J., & Reardon, R. (2003). Client anticipations about computer-assisted career guidance system outcomes. *Career Development Quarterly, 51*, 356-367.
- Ospow, S. H., & Fitzgerald, L. F. (1996). *Theories of career development* (4th ed.). Boston: Allyn and Bacon.
- Peterson, N., Cortez Gonzalez, R. (2005). *The role of work in people's lives: Applied career counseling and vocational psychology* (2nd ed.). Pacific Grove, CA: Brooks/Cole.

- Pope, M. (2000). A brief history of career counseling in the United States. *Career Development Quarterly*, 48, 194-211.
- Pope, M., Barret, B., Szymanski, D., Chung, Y., Singaravelu, H., McLean, R., & Sanabria, S. (2004). Culturally appropriate Career Counseling with gay and lesbian clients, *Career Development Quarterly*, 53, 157-176.
- Prediger, D. J. (1998). Is interest profile level relevant to career counseling? *Journal of Counseling Psychology*, 45, 204-211.
- Reardon, R. (1996). A program and cost analysis of a self-directed career decision making program in a university career center. *Journal of Counseling and Development*, 74, 280-285.
- Royal, C. (2007, April). Podcasting in career development. *Career Convergence*. Retrieved April 1, 2007 from <http://www.ncda.org/>
- Sharf, R. (1993). *Occupational information overview*. Pacific Grove, CA: Brooks/Cole.
- Tang, M. (2003). Career counseling in the future: Constructing, collaborating, advocating. *Career Development Quarterly*, 52, 61-69.
- Tinsley, H. (2000). Technological magic, social change and counseling rituals: The future of career assessment. *Journal of Career Assessment*, 8, 339-350.
- Tracey, T. J. G., & Ward, J. C. (1998). The structure of children's interests and competence perceptions. *Journal of Counseling Psychology*, 45, 290-303.
- Wilkes-Hull, M., & Crosswait, B. (1996). *Professional development: the dynamics of success* (5th ed.). Pacific Grove, CA: Brooks/Cole.
- Yost, E. B., & Corbishley, M. A. (1987). *Career counseling: A psychological approach*. San Francisco: Josey-Bass.