

## Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: CARS 102/14371/Career Exploration

Number of credits: 2

Course Description: The goal of this course is to assist students in creating a career and education plan by using the information they gather about a specific career cluster through informational interviews, job shadows, and labor statistic research

Pre-/Co-requisites: NONE

Course Objectives:

1. Career Awareness: Achieve a greater knowledge of a specific career field through information interviews, job shadows, and researching economic forces and labor market trends.
2. Research & Critical Thinking Skills: Develop efficient research skills by finding labor market and college cost information relevant to a potential career choice.
3. Decision Making Skills: Develop greater skills in choosing appropriate careers or occupations by using a rational, systematic method of decision making that incorporates one's knowledge of self, occupation prospects, and the world of work.
4. Portfolio: Achieve greater competence in establishing a major and a career path by constructing a career planning portfolio. Contents of the portfolio would include career interest & ability assessments, personality assessment, and career field research.

Instructor: Laura Halvorson

Office: TH 1109

Office Hours: 8am-4pm

Phone: Work: 701-228-5680

Email: [laura.halvorson@dakotacollege.edu](mailto:laura.halvorson@dakotacollege.edu)

Lecture/Lab Schedule: Monday & Wednesday 3:00-3:50pm

Textbook(s): None

Course Requirements: Grading for this course is by the letter grading system. To earn an A, students must earn a minimum of 630 points out of possible 700.

Class Participation	200 points
Clusters	100 Points
Self-Assessments	100 points
Midterm	100 points
Informational Interview ( )	100 points
Final Project: Cluster presentation/paper	100 Points
Total:	700 points

## Grading:

540-600=A	(90%)
480-539=B	(80%)
420-479=C	(70%)
360-419=D	(60%)
359 & Below=F	

As you can see, a good portion of points come from actually showing up for class and participating. If you need to miss a class, you need to make arrangements **BEFORE YOU ARE GONE** to either reschedule (if your class is by arrangement\_ or talk to me about an alternative assignment to make up the points if you do not want to lose them for that class period. If you miss due to illness or other foreseen circumstances, contact me as soon as possible to let me know where you were.

The requirements for the complete portfolio will be thoroughly discussed in class. The majority of the portfolio contents will be made up of in-class activities and previous assignments, so if you keep up with your attendance and homework, those 100 points will be pretty much guaranteed. My office hours are on the front page of the syllabus, and you are welcome to come see me any time for any reason.

Moodle: Course materials including lecture synopses and video links are accessible in Moodle. You can access Moodle with your CampusConnection login and password. The majority of assignments will be submitted through Moodle.

**Attendance Policy: If you miss TWO classes without talking to me about it, you will drop One Letter Grade.**

## Tentative Course Outline:

The Following is an outline of what will be covered in the class. If necessary, modification will be made by the instructor.

Week 1	Explore You: Personality
Week 2	Explore You: Values
Week 3	Explore You: Interests
Week 4	Explore You: Skills
Week 5	Explore Careers: Career Clusters
Week 6	Explore Careers: Career Clusters
Week 7	Explore Careers: Career Clusters
Week 8	Explore Careers: Career Clusters
Week 9	Explore Education: Different Degrees/Education
Week 10	Explore Education: Colleges
Week 11	Explore Education: 2yr vs 4yr
Week 12	Explore Jobs
Week 13	Explore Jobs
Week 14	Explore Your Future:
Week 15	Explore Your Future:
Week 16	Explore Your Future:

## General Education Goals/Objectives:

Relationship to Campus Theme: In this course, we will use technology to help you discover your nature and push beyond what you thought you knew about yourself to find a career that fits you.

## Classroom Policies:

- Respect should be shown the instructor and classmates
- Attendance and class participation is expected
- Be to class on time and prepared for class.
- Silence cell phones.
- No headphones allowed
- Syllabus is subject to change.

## Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

## Academic Integrity:

Pearson Education defines plagiarism this way: Simply put, plagiarism is using someone else's words and ideas in a paper and acting as though they were your own. This definition includes copying someone else's ideas, graphs, pictures, or anything that you borrow without giving credit to the originator of the words and ideas. It definitely includes anything you download from an Internet site or copy out of a book, a newspaper, or a magazine. It also includes stealing the ideas of another person without giving her or him proper credit.

Some obvious examples of plagiarism include

- copying someone else's paper.
- taking short or long quotations from a source without identifying the source.
- turning in a paper you bought over the Internet.

Some less-obvious examples include

- changing a few words around from a book or article and pretending those words are your own.
- rearranging the order of ideas in a list and making the reader think you produced the list.
- borrowing ideas from a source and not giving proper credit to the source.
- turning in a paper from another class. Whether this is plagiarism or not depends on your instructor—ask first!
- using information from an interview or an online chat or email, etc., without properly citing the source of the information.
- using words that were quoted in one source and acting and citing the original source as though you read it yourself.

Please go through the Understanding Plagiarism tutorial on their site.

([http://wps.prenhall.com/hss\\_understand\\_plagiarism\\_1/6/1668/427064.cw/index.html](http://wps.prenhall.com/hss_understand_plagiarism_1/6/1668/427064.cw/index.html))

The consequences of plagiarism in this class depend on the level exhibited, but are at a minimum a failing grade on the assignment up to failing the class. Save yourself the headache and JUST DON'T DO IT.

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available.

DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. [www.dakotacollege.edu/student-life/safety/title-ix](http://www.dakotacollege.edu/student-life/safety/title-ix)

Disabilities and Special Needs: Please let me know if you have a special need or accommodation request and I will work with you and Disability Services to make sure it is taken care of