

LIFESTYLE & CAREER DEVELOPMENT SYLLABUS

I. COURSE DESCRIPTION

A survey of theories, issues, and informational sources associated with educational choices, career options, and vocational decisions which will enable the counselor to assist clients with vocational guidance.

II. COURSE OBJECTIVES

At the completion of this course, the student will be able to understand:

1. How to assess transferable skills.
2. Proper methods for advising clients with regard to potential job placement.
3. The types of jobs available for clients with various educational and professional backgrounds.
4. How to help clients determine personal strengths and improve weaknesses.
5. Counsel clients to make sound decisions concerning career changes.

III. COURSE TEXTBOOKS

A. Required

1. Bolles, Richard Nelson. *What Color is Your Parachute? A Practical Manual for Job-Hunters and Career Changers*. Ten Speed Press. 2015.
2. Bakke, Dennis W. *Joy at Work: A Revolutionary Approach to Fun on the Job*. PVG, 2005.

B. Suggested

1. Rath, Tom. *Vital Friends: The People You Can't Afford to Live Without*. Gallup Press, 2006.

C. Reserve

1. Sherman, Doug and William Hendricks. *Your Work Matters to God*. NavPress Publishing, 1990.

IV. COURSE REQUIREMENTS

A. Reading Assignments

1. Read all texts.

B. Written Assignments

1. Using *What Color is Your Parachute* as a guide, each student will write a 10 to 15 page paper (including diagrams) assessing their own skills in terms of a career. The student will include full use of all diagrams and show what steps were taken in order to arrive at their conclusion.
2. A class presentation will be given. Each student will prepare an outline and lead a class discussion on an assigned topic. Research will be required for the outline and creativity is encouraged.

C. Quizzes and/or Exams

Two exams will be given – mid-term (take home) and final.

V. COURSE POLICIES

A. Weight Given to Course Requirements for Grading

- | | |
|---------------------------|----------|
| 1. Paper | 20% |
| 2. Reading | 20% |
| 3. Exams | 15% each |
| 4. Presentation & Outline | 30% |

B. Class Participation

Class participation is required.

C. Late Assignments

For each class period an assignment is late, reduction of one letter grade will result.

D. Absences

Upon the third absence (justified or not) the student will be dropped from the course. Excessive absences indicate a lack of priority for the course at this time in the student's life and should thus be repeated at a more appropriate time in the future for the student.

E. Letter/Numerical Grade Scale

A+	99-100	B+	91-93	C+	83-85	D+	75-77	F	0-69
A	96-98	B	88-90	C	80-82	D	72-74		
A-	94-95	B-	86-87	C-	78-79	D-	70-71		

VI. COURSE SUPPLEMENTAL INFORMATION

Graduating Students. Graduates for all terms *and* students participating in the spring commencement ceremony are not exempt from final exams. However, in order to accommodate the required early submission of grades for graduates and commencement participants, final exams will be scheduled early by the professor on the assignment schedule.

DTS does not discriminate on the basis of disability in the operation of any of its programs and activities. To avoid discrimination the student is responsible for informing the Coordinator of Services for Students with Disabilities and the course instructor of any disabling condition that will require modifications.

VII. COURSE LECTURES AND ASSIGNMENT SCHEDULE

This schedule, formatted to the dates of each class session, should include a list of lecture/course topics to be covered, written assignments with due dates, quizzes and /or exams with dates, and notation of days when regularly scheduled class sessions will not meet. The use of a table in this section is recommended. Labeled columns are suggestions only.

No.	Date	Lecture Topic	Assignments	Due Dates
1	8/29	Introduction What this class is about.		
2	9/05	Who I Am v. What I Do.		
3	9/12	No Class due to LPC Board Meeting.	Attend the LPC Board Meeting!	
4	9/19	No Class Dr. Taylor is at the NBCC Conference.	How do you see yourself in the field of counseling?	
5	9/26	1st Group Presentation Topic	Bolles Ch. 8,10	
6	10/03	2ndst Group Presentation Topic	Bolles Ch. 1- 5	
7	10/10	3rd Group Presentation Topic	Bolles 11-13 Mid-Term: Take Home	
8	10/17	4th Group Presentation Topic	Bolles Ch. 6 - 7	Mid-Term Due
9	10/24	5th Group Presentation Topic	Bakke – Joy at Work	
10	10/31	6th Group Presentation Topic	Bolles Ch. 9	
11	11/07	No Class Dr. Taylor is in Austin for (yet another) LPC Board Meeting	Work on your paper!	
12	11/28	7th Group Presentation Topic 8th Group Presentation Topics	Bolles App A & B	
11/12-16		Reading Week – No Classes (TCA Conference come check on my presentations!)		
11/19-23		Thanksgiving Break – No Classes		

13	12/05	9th Group Presentation Topics Buy Dr. Taylor's Book! He will sign it for you and everything ☺	Parachute Paper Due
14	12/12	10th Group Presentation Topics Class Discussion – Ethics Review	
15	12/17-21	Wrap up / Conclusions	Final Exam Week