ACADEMIC AND CAREER DECISION-MAKING  

Spring 2014

Instructor Name: Brandis Bernard, M.A., NCC  
Class Location: EJCH 265  
Office Location: Edmund J. Cain Hall (EJCH), room 102  
Phone Number: 775-784-8295  
Office Hours: Monday-Friday, 8 am to 5 pm (call or email for an appointment)  
Email: bernard@unr.edu

Course Overview

This one credit, letter graded course is designed for sophomore (or second year) students who are deciding on their academic major and/or career options. The focus will include an examination and evaluation of the student’s academic options, choice of major, minor, and/or certificate programs. Career options are also explored based on formal self-assessment inventories and career-related resources. A decision-based action plan will be developed to guide the student in attaining desired educational and career goals.

The course is only six weeks in duration. Academic credit cannot be earned in both ACE 100 and 210.

Course Resources and Materials

University of Nevada, Reno Catalog, Myers-Briggs Type Indicator® (MBTI), Strong Interest Inventory®/Combined Report, Values Inventory, National Association of Colleges and Employers (NACE), NCIS (Nevada Department of Employment, Training, and Rehabilitation), and multiple web based resources
Course Goals and Objectives

Develop and enhance your ability to make informed, successful, effective decisions related to your academic and career choices.

- Evaluate your current status specific to academic and career decision-making. If you have not declared, how undecided are you? How committed are you to a major you have declared?

- Strengthen your awareness and understanding of yourself by assessing your interests, skills, values, personality and decision-making styles and the impact these characteristics have on your academic and career satisfaction and success.

- Examine the influences your family, social networks, community, and culture have on your academic and career choices.

- Use and apply appropriate resources and various methods of research to develop and act upon a plan leading to declaration of a major and the insight necessary to effectively continue career exploration.

- Learn how to perform and conduct faculty and professional (employer) informational interviews.

Course Grading System

Letter Grades based on a 200 total points scale:

- 180 to 200 points A
- 160 to 179 points B
- 140 to 159 points C
- 120 to 139 points D
- 0 to 119 points F

Assignments

Refer to “Summary of Assignments” and handouts/instructions given during the class.

Instructor’s Expectations

Since the purpose of this course is to help in your academic and career planning, act as if the classroom is a professional work setting. Your work, participation, attitude, and demeanor should reflect the level of professionalism expected in a work setting.
Students are expected to participate in classroom discussions and activities. In depth thought and personal reflection will be necessary to understand the multitude of factors that influence your academic and career decisions.

**Class attendance** is extremely important, especially since the class is only six weeks in duration. **Two or more unexcused absences will result in failing the class.** If you are absent, it is your responsibility to contact the instructor to obtain assignments, handouts and materials distributed in class PRIOR TO the next class meeting. (Schedule an appointment during office hours.)

Written assignments must be typed and submitted at the beginning of class on the scheduled due date.

Assignments submitted after the due date will not receive full credit. In addition to assignments noted in the syllabus, supplemental exercises/projects may be assigned at the instructor’s discretion.

Students are encouraged to organize class handouts and returned assignments in a 3-ring binder.

As a courtesy to the class community, all electronic devices must be turned off during class time (cell phones, IPODs, etc.).

**Academic Integrity- Expectations and Policy**

All students are expected to abide by the University of Nevada, Reno’s code of ethical conduct. Academic dishonesty of any kind will not be tolerated. Any instances will be addressed according to the guidelines set by the University Code of Conduct and Policies as stated in the University of Nevada, Reno General Catalogue, Academic Standards.

**Academic Integrity Defined**

Academic dishonesty is against university as well as the system community standards. Academic dishonesty includes, but is not limited to, the following:

**Academic Integrity Defined (continued)**

**Plagiarism:** defined as submitting the language, ideas, thoughts or work of another as one’s own; or assisting in the act of plagiarism by allowing one’s work to be used in this fashion.

**Cheating:** defined as (1) obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; (2) obtaining or providing information
concerning all or part of an examination prior to that examination; (3) taking an examination for another student, or arranging for another person to take an exam in one’s place; (4) altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

**Disability Accommodations**

Each student who qualifies with a disability is to provide the instructor with a letter from the Disability Resource Center (phone 784-6000) stating the appropriate accommodations needed for this course. Please contact me as soon as possible to discuss this further.

**Academic Success Services**

Your student fees and tuition cover usage of the Math Center (784-4433 or [www.unr.edu/mathcenter/](http://www.unr.edu/mathcenter/)), Tutoring Center (784-6801 or [www.unr.edu/tutoring/](http://www.unr.edu/tutoring/)), and University Writing Center (784-6030 or [www.unr.edu/writing_center](http://www.unr.edu/writing_center)). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is a sign of a responsible and successful student.
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<th>Week</th>
<th>Tuesday</th>
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<td><strong>1</strong></td>
<td>1/21</td>
<td>1/23</td>
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|         | - Introductions  
         | - Syllabus/ Course Expectations  
         | - Academic and Career Decision-Making Process  
         | **Assignment:** Reading AND completion of assessment inventories *(due 1/23)* | - Discussion from Reading  
         | - Academic and Career Decision-Making Process (continued)  
         | - How to use Catalog and AAR  
         | **Due Today:** Completion of assessment inventories |
| **2**   | 1/28    | 1/30     |
|         | - Results from Myers Briggs Type Indicator®  
         | **Assignment:** Careers and MBTI® *(due 2/4)* | - Follow up discussion, MBTI®  
         | - Results from Strong Interest Inventory® College Profile, part one  
         | - Bring to class on 2/4: Your reports from the MBTI |
| **3**   | 2/4     | 2/6      |
|         | - Results from Strong Interest Inventory® College Profile, part two  
         | - Compare Interest and Personality reports  
         | - DHS College Rep  
         | **Assignment:** Exploring Interests & Occupations *(due 2/11)*  
         | **Assignment:** Three Majors Comparison *(due 2/25)*  
         | **Due Today:** Careers and MBTI | - Web resource day  
         | - Discuss Careers and MBTI® assignment  
         | **Assignment:** Identify academic (major) faculty and professional contacts for informational interviews *(due 2/13)*  
         | **Assignment:** Interview and Final Paper *(due 2/27)* |
| **4**   | 2/11    | 2/13     |
|         | - Discuss Exploring Occupations assignment  
         | - COB, EDUC, ENGR College Reps  
         | - **Turn in:** Exploring Interests & Occupations assignment | - Skills and Competencies /Networking and Gaining Experience (follow up 2/25 or 27th)  
         | - CLA, JOUR College Reps  
         | **Turn in:** Contact information for faculty and professional informational interviews |
| **5**   | 2/18    | 2/20     |
|         | - Declaration of Major/Minor process  
         | - CABNR, COS, HDFS College Reps  
         | - **Turn in:** Three Majors Comparison | - Nevada Career Studio- Resume Writing  
         | - College Reps |
|         | 2/25    | 2/27     |
| **6**   | 2/27    |          |
|         | - Nevada Career Studio- Internships  
         | - USAC  
         | - **Turn in:** Three Majors Comparison |
|         |         | - Decision-making and goal setting  
         | - **Turn in:** Interview Summary and Final Paper  
         | - Mini-presentations  
         | - Course Evaluation |