

CEP 202: Career Planning and Life Span Development

- Tuesday August 27-Tuesday December 3 (11:59pm EST)
- 3 credits
- UBlearns - Course Assignments, Extra Credit, Supplemental Info
- Faulker Course Pack - Practice Exams, Exams, & Readings



Course Instructor

Instructor Christine Kroll, Ph.D., Assistant Dean, Assistant Teaching Professor, Graduate School of Education, and Clinical Assistant Professor, Department of Communication

E-mail I will read and respond to emails on Tuesdays and Thursdays (and more frequently when possible).
Email me at: ckroll@buffalo.edu [preferred contact]



Office Hours By appointment please

Help!

Technical Help Technical questions regarding the exams **MUST GO DIRECTLY** to Faulkner press. Do not hesitate contacting them – they are VERY RESPONSIVE:

- questions@faulknermedia.com
- Phone: 1-866-428-2346 (10am-4pm EST)

Accessibility If you require a special accommodation and have not yet registered with the **Accessibility Resources office at UB, please STOP and contact them immediately.** Only with their approval may I extend extra time to complete the exam. I am very happy to offer the extension for anyone in need, so please contact the office today. See part 7 below for contact information.

Syllabus Content

Please read the entire syllabus to find information on:

1. Required Materials
2. Course Description
3. Learning Objectives
4. Course Assignments
5. Class Schedule
6. Grading Policy
7. Important UB Policies and Information

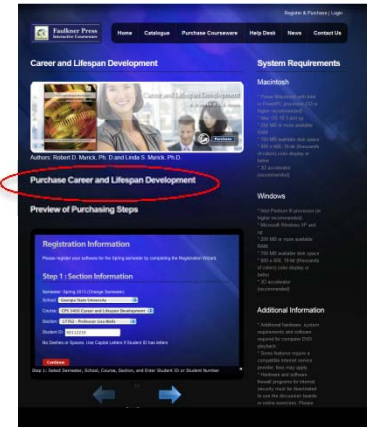
1. Required Materials for CEP 202

Along with accessing your assignments, extra credit, and supplemental material through UBlearns, this course requires a “coursepack” to be purchased instead of a book. The “coursepack” houses the readings, practice exams, and the actual required exams for the course. You purchase the “coursepack” and download it directly to your personal computer from Faulkner Media. Here are the instructions:

1. Download the mandatory [Career Development Course Pack](http://www.faulknerpress.com/career.shtml) found at this web address:

<http://www.faulknerpress.com/career.shtml>

- No books are needed as everything is contained in the courseware and within the UBlearns section of 202.
 - The purchase price is \$90.00 (or more if an increase has been made) and only available via the instructions included here.
 - See the image to the right – be sure to click on “Purchase” when you arrive at the screen.
2. Now register as per the on-screen instructions. Be sure to choose **Dr. Christine Kroll** from the instructor drop down menu as there are *multiple instructors* teaching this course.
 3. If you will not immediately have the money to purchase the course pack (which is less than or similar to the cost of most textbook– there is a **deferment option that will allow you to participate in the first 3 lessons prior to purchasing the course pack**. This will not allow you to participate in the mandatory course tests so **you WILL need to pay for the course pack prior to the first exam**. Please refer to the course schedule for specific date information.
 4. As a student enrolled in this course you are expected to have the prerequisite technology skills defined at <http://gse.buffalo.edu/gseit/prereq>. It is further expected that if needed, the early requisite skills described at <http://gse.buffalo.edu/gseit/earlyreq> will be developed individually. These skills are required for completion of course assignments, and are not covered in this course. It is your responsibility to gain proficiency to successfully complete the course objectives and assignments. Further your computer must meet UB’s minimum computing standards, see <http://ubit.buffalo.edu/standards/>



2. Course Description

The purpose of this course is to provide an overview of career and lifespan development theories and skills, including how personal growth and life stages impact individuals and society. Emphasis is on understanding career and job choices and personal strategies for career decision-making. These are critical skills for guidance and career counselors. There are no course prerequisites.

3. Learning Objectives

The course is organized around 12 major topical sessions, including strategies for understanding change and the New Economy, entering and succeeding in an occupation, and investigating issues related to the world of work. Attention is given to effective job résumés, interviews, and working relationships. Issues such as diversity, discrimination, mentoring, making commitments, and dealing with uncertainty are also addressed. At the end of this course, students are expected to:

1. Describe the general history, current trends, and future projections of the world of work in the United States.
2. Define theoretical & popular terms used to describe the world of work and life span development.
3. Describe theories used to give perspective to career and life span development.
4. List and clarify personal qualities related to job and career satisfaction.
5. Assess one’s self in terms of interests, values, attitudes, skills, and self-efficacy as related to the job market.
6. Explain how family and cultural roots influence job choice and satisfaction.
7. Identify career resources that can be useful in a job search and career exploration.
8. Match personality traits to job and career environments.
9. Identify possible job and career interests.
10. List and describe decision-making styles related to job choice.
11. Identify tentative job and career choices and goals.

12. List the characteristics of an effective résumé.
13. Tell how one might act in an effective job interview and anticipate key questions.
14. Describe the process of choosing and changing college majors.
15. Discuss gender, diversity, and disability issues in the workplace.
16. Give examples of relationship issues that impact the workplace and career development.
17. Identify significant transitions in life span and career development.
18. Cite personal rights and government regulations that influence the workplace.
19. Discuss how computer technology has impacted job opportunities, communications, and relationships.
20. Describe the value of resilience and flexibility as applied to career development.
21. Explain how “The Next Step” concept motivates one to find a job.
22. Give examples of how dual-career couples can resolve job and career dilemmas.
23. Discuss how a mentor can play a role in helping one start his or her own business.
24. Compare and contrast life development stages with job and career stages.
25. Identify ways to manage job stress and burnout.
26. Explain how stereotyping is related to career opportunities.
27. Discuss the ways in which positive uncertainty, serendipity, lost potentialities and risk-taking can affect career development.

4. Course Assignments

4 Unit Exams within Faulkner software (100 points each) are:

- completed online within the [Faulkner Media Course Pack](#) you have purchased
- comprised of 50 items at two points each
- timed, you will get 50 minutes per exam
- drawn randomly from two pools of questions, 50% come from practice exams and 50% are drawn randomly from a pool of questions that cannot be seen until they are on the exam
- available with extra time if you require and have registered for a special accommodation with the **Accessibility Resources office at UB**, please contact them immediately. Only with their approval may I extend extra time to complete the exam. I am very happy to offer the extension for anyone in need, so please contact the office today. Contact information can be found later in part 7.

ONLINE EXAM INSTRUCTIONS

Online Unit Exams may be completed as early as you would like BUT no late exams are accepted out of fairness to your classmates. Please be sure to:

- Be connected to the internet
- Deactivate your instant messaging
- Complete exam within 50 minutes
- Seek technical help immediately at Faulkner Help Desk, 1-866-428-2346
- Utilize these codes to access exams:
 - Exam 1: ATK
 - Exam 2: DRL
 - Exam 3: GYW
 - Exam 4: KRU

4 Short Answer Essays within UBlearns (12 points each)

In each session, a video and/or reading(s) will be available in the UBlearns folder corresponding to the session. The assignment is designed to introduce you to contemporary information on careers. Instructions are found in the instructions within the assignment in UBlearns.

4 Extra Credit Assignments within UBlearns - Optional (3 points each)

A list of short assignments is available within each session folder. You may select one per session to complete and submit within UBlearns.

5. Class Schedule

This course outline below has been developed to guide your learning.

- This course is divided into four sessions.
- Each session has a deadline by which all required elements are due.
- To honor all students in the course - **late assignments are not accepted.**

- You may work ahead in this course and **turn in any/all assignments early**.

As in any course, it is YOUR RESPONSIBILITY to be proactive by reading this syllabus carefully and looking through the course to get a sense of the layout and requirements. I recommend you add these dates to your calendar immediately.

STOP Add the session deadlines to your calendar, phone, ipad, or whatever tool you use to track dates. Remember late assignments are not accepted.		
Week	Topic	Assignments
Session 1 August 27th-September 17th	Understanding Career and Lifespan Development 1. World of Work 2. Career Chase 3. Taking Stock Self-Assessment	DUE by 9/17, 11:59 EST Exam – Faulkner Assignment – UBlearns Extra Credit - UBlearns
Session 2 September 18th - October 15th	Theories of Career and Lifespan Development 4. Personal Career Theories 5. Social Learning and Decision-Making Theories 6. Alternative Career Theories	DUE by 10/15, 11:59 EST Exam – Faulkner Assignment – UBlearns Extra Credit - UBlearns
Session 3 October 16th – November 12th	Succeeding in the Job Market 7. Searching and Exploring Career Opportunities 8. Career Decisions and Goal Setting 9. Entering the Job Market	DUE by 11/12, 11:59 EST Exam - Faulkner Assignment - UBlearns Extra Credit - UBlearns
Session 4 November 11th – December 3rd	Issues and Changes in the Workplace 10. Diversity in the World of Work 11. Working Relationships and Job Stress 12. Shaping the 21 st Century Workplace	DUE by 12/3, 11:59 EST Exam – Faulkner Assignment – UBlearns Extra Credit - UBlearns

6. Grading Policy

At the end of the semester, add your four exams to points earned for the essays. If you have participated in extra credit, add your points earned. Utilize the chart below to calculate your grade.

Grade	Points	Grade	Points
A	424-448	C+	313-334
A-	401-423	C	289-312
B+	379-400	C-	268-288
B	357-378	D	249-267
B-	335-356	F	248 and Below

7. Important Information for all Students

Accessibility Services and Special Needs

If you have a disability and may require some type of instructional and/or examination accommodation, please inform me early in the semester so that we can coordinate the accommodations you may need. If you have not already done so, please contact the Office of Accessibility Services (formerly the Office of Disability Services) University at Buffalo, 25 Capen Hall, Buffalo, NY 14260-1632; email: stu-disability@buffalo.edu Phone: 716-645-2608 (voice); 716-645-2616 (TTY); Fax: 716-645-3116; and on the web at <http://www.ub-disability.buffalo.edu>. All information and documentation is confidential.

The University at Buffalo and the Graduate School of Education are committed to ensuring equal opportunity for persons with special needs to participate in and benefit from all of its programs, services and activities.

Academic Integrity

It is expected that you will behave in an honorable and respectful way as you learn and share ideas. Therefore, *recycled papers, work submitted to other courses, and major assistance in preparation of assignments without identifying and acknowledging such assistance* are not acceptable. All work for this class must be original for this class. Please be familiar with the University and the School policies regarding plagiarism. Read the [Academic Integrity Policy and Procedure](#) for more information.

Incomplete Grades

As students have a unique opportunity to work ahead in this course, it is very rare to get a request for an incomplete grade. If you are experiencing a very difficult situation and there is no longer an option to drop or resign from the class, please use the appropriate form "[Request for Grade of Incomplete](#)" form. The form must be received and approved by the instructor of record before the last day of the final exam week.

Learner Support

There are multiple offices on campus available to provide support to University at Buffalo students. Here are some common contacts, if help is needed with something not found on the list contact Louise Lalli at lmalli@buffalo.edu or 716-645-6622 (voice).

Other Software (not the software used for this course, which must be purchased through Faulkner Media):

UB provides **free** licensing of major software packages for UB students, including Microsoft Office and Symantec Antivirus. Please visit <http://ubit.buffalo.edu/software/> for more information.

Library

As a registered University at Buffalo student you have full access to UB Libraries (<http://library.buffalo.edu>) and online resources available through the libraries. There are many full text article databases. There are resources available under "Get Help" → "Student Support" to assist you in using the library.

Christopher Hollister, MLS, Associate Librarian, is the GSE Librarian. He has offices at 524 Lockwood Library and is available by phone: 716-645-1323; fax: 716-645-3859; and email: cvh2@buffalo.edu and is available to help.