ARIZONA WESTERN COLLEGE

SYLLABUS

AWC 104 CAREER EXPLORATION

Credit Hours: 2 Lec: 2

PREREQUISITE: None

COURSE DESCRIPTION
Comprehensive examination of the career exploration process designed to assist students in making informed career decisions. Topics include career development theories; the role of self-knowledge in career planning; use of the Internet in career research, college majors and related occupations; and the study of the employment trends and their implications.

1.   COURSE GOAL
      Make realistic, informed career decisions through comprehensive knowledge of career exploration.

2.   OUTCOMES
      Upon satisfactory completion of this course, students will be able to:
      2.1   develop self-knowledge through completion of personal interests, values and personality inventories and apply to the career decision making process.
      2.2   utilize major career exploration websites in clarifying their occupational choices.
      2.3   identify the latest trends impacting the modern workplace.
      2.4   identify college majors that relate to areas of career interest.
      2.5   narrow career choice possibilities by researching two areas of career interest, and comparing and contrasting each area.

3.   METHODS OF INSTRUCTION
      3.1   Lecture
      3.2   Discussion
      3.3   Guest speakers

4.   LEARNING ACTIVITIES
      4.1   Reading assignments
      4.2   Completion of career interest, values and personality inventories
      4.3   Use of major career exploration websites
      4.4   Career research paper
      4.5   Class presentation

5.   EVALUATION
      5.1   Written assignments
      5.2   Quizzes
      5.3   Tests
      5.4   Classroom participation

6.   STUDENT RESPONSIBILITIES
      6.1   Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

6.2   If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

6.3   Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

6.4   Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized "crib notes", plagiarism, stealing tests, or forging an instructor's signature—will be subject to the procedures and consequences outlined in AWC's Student Code of Conduct.

6.5   Texts and Notebooks: Students are required to obtain the class materials for the course.

6.6   Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course