

FACS 1100
Career Exploration
Spring 2009

Wednesday 12:00-12:50 CRN 30299

Instructor: Ms. Darby T. Sewell

Office: 115 Ag Sciences

Phone: 229-391-4810

Email: dsewell@abac.edu

Office Hours: Monday/Wednesday 2:00-5:00 P.M.; Tuesday/Thursday 3:00-5:00

Textbook: Sproles, E.K. & Sproles, G. B. (2000). *Careers Serving Families and Consumers*, 4th Edition.
New

Jersey: Prentice Hall.

Course Description: 1 hour. A study of the various fields of Family and Consumer Sciences designed to orient the student in the opportunities, preparation and personal qualities important for the various fields of Family and Consumer Sciences.

Course Objectives: Upon completion of the course, students will be able to:

1. Identify current career opportunities in family and consumer sciences fields.
2. Identify employment opportunities and education required in desired field of study.
3. Prepare a resume, letter of application, and thank you letter to potential employer.
4. Identify relevant professional organizations and the benefits of becoming a member of such organizations

Daily Grades/In-Class Assignments: These assignments will be given in class and cannot be made up if the student is absent. These grades include quizzes over textbook reading material and class lecture, video evaluations, guest speaker evaluations, and in-class exercises, questions, and other written and oral class assignments. **Attendance and class participation is important to achieving all points. Tardiness will result in the inability to participate in assignments given at the beginning of class and/or receive full credit for class participation.**

Career Profile: Each student will select a specific career and create a career profile to share with the class. The textbook contains career profiles on many careers in Family and Consumer Sciences. Chapters 5-10 are especially helpful when completing your Career Profile. Students can also utilize the Internet for more information. Chapter 15 has many valuable Internet sites that give information on careers and salaries. Students should document the source of information in MLA or APA style on a "Reference Slide" at the end of the PowerPoint presentation. The presentation should be 10 minutes and you must present it in a PowerPoint. Each student should print a copy of their presentation to turn in to the instructor. This profile should contain the following:

- Title of Job/Career
- Nature of Work
- Working Conditions
- Qualifications
- Salary
- Advantages & Disadvantages
- Advancement potential
- Professional Organizations
- Reference Slide

*Students may choose to add more categories of information for their profile. Students are encouraged to be creative and professional.

Career Prep Notebook: Each student will complete a notebook that contains:

- Letter of Application (Cover Letter, Chapter 16)
- Resume (Chapter 14)
- Thank you letter (Chapter 16)
- Answers to potential interview questions: Select 5 questions from pages 330-331 in your textbook. Type question and then your response
- List of questions that you would ask an employer at an interview (Chapter 16)
- Information on chosen career: salary, possible job locations, job descriptions, education required: where should you go when you graduate from ABAC? (use Internet Career Sites Chapter 15)
- Information on 3 relevant professional organizations: Students should visit at least 3 professional organization websites, print information about the organizations, and type a page which lists the name, website, and mailing address of the organizations and describe the mission of each of the 3 organizations. Include in your typed description why you believe it would benefit you to join this organization. Students should include the Internet printouts with the typed page. (Chapter 19 is a valuable resource on professional organizations.)

*Notebooks should be neat and professional. Students may choose to use resume paper, sheet protectors, etc. for a professional look.

Assignments submitted past the deadline will be subject to penalty and may not be accepted.

Course Attendance Policy: Class attendance is expected. To attain maximum success, students must attend all class meetings, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

The instructor will keep accurate attendance records. Excessive absences will result in grade penalties ultimately resulting in a lower grade for the entire course at the discretion of the instructor.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for finding out what will be covered in class. However, final approval for the ability to make up work remains with the individual instructor. A student who stops attending class without officially withdrawing from the course will receive a grade of "F" for the course.

At the beginning of each semester, the instructor will explain clearly to the student specific attendance requirements (including possible penalties). Additionally, she will publish the attendance policy on her syllabus and website.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

Make-Up Policy: Scheduled exams should not be missed. **There will be no make up exams or make-up presentations.** You should be present on the day of your presentation. Exceptions may be granted on an individual basis only if extreme circumstances render it necessary. These circumstances must be cleared with the instructor prior to testing. Assignments should be turned in on time. Late assignments are subject to penalty and may not be accepted. In-class assignments are calculated into the final course grade. **There will be no make-ups for In-class assignments.** Therefore, excessive absences will adversely affect the student's course grade.

Tardiness: Class begins at the time listed on the schedule. I expect students to be in class and ready to begin at that time. Tardiness is distracting to me and other students. If any student

is tardy, it is **his/her responsibility** to tell me **after** class that he/she has indeed attended class. If I am not told at the end of the class period, I will count the student as absent. I count being tardy 3 times as 1 absence. If you are late, you will be unable to make up quizzes, test or points earned from guest speaker evaluations.

Academic Dishonesty: Because Abraham Baldwin College has the dual responsibility of educating students and helping them mature into worthy citizens who take their place in the larger community, it has adopted a code for dealing with academic irregularities. Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the educational process; selling, giving, lending or otherwise furnishing to any person any questions and/or answers to any examination known to be scheduled at any subsequent date; and plagiarism (taking credit for another author's work without proper citation and recognition) in any form related to themes, essays, term papers, tests and other assignments.

Academic dishonesty includes plagiarizing from the Internet. Due process for academic dishonesty cases will be followed as outlined in the ABAC Catalog. For more a detailed explanation, see the ABAC Catalog on Academic Dishonesty.

Refer to the current ABAC Catalog for all academic policies and procedures: www.abac.edu/catalog.

Special Accommodations: Special accommodations will be provided for students with a documented learning and/or physical disability. Documentation should be presented from the Office of Student Development located in J. Lamar Branch Student Center. *Any student in this class who has specific needs because of learning disabilities or any other disability should discuss this with the instructor.*

Academic and Classroom Behavior Policies:

- Class will begin on time. Avoid arriving late and leaving early. **It is unprofessional to arrive late to class and get up in the middle of class unless it is an emergency. It is also disruptive to the instructor and other students.**
- You are expected to attend class on a regular basis and participate in all activities and discussion
 - If a student is not prepared for class or misses an assignment deadline, the student's grade may be lowered and/or work may not be accepted
- Avoid talking while teacher, classmates or guests speakers are talking or other unprofessional behavior. This is a discussion based class. It is important to be courteous and respectful to other class members. Common courtesy is expected.
- Avoid asking inappropriate or involved questions which have nothing to do with the topic under discussion.
- Avoid studying or reading other material, sleeping and not participating in group discussion or activities that are considered disruptive behavior according to the Board of Regents policy on disruptive behavior. Classroom sessions are not for studying for other classes, doing homework, or conducting other business. Sleeping should be done before, or after, but never during the classroom session.
 - Students who engage in such behavior can be asked to leave class.
- Students must be reasonably dressed in the classroom.
- Avoid using foul or profane language. Profane language is offensive to most people, and is both unprofessional and unacceptable.
- Avoid using tobacco products in class.
- Students should respect all equipment and furniture in the facility.
- **Turn Cell Phones off before class begins. If your cell phone rings in class or a student participates in text messaging during class, all students will have to take a pop quiz immediately.**
- **No eating during class.**
- **Drinks in spill proof containers are permissible.**
- **Use your breaks between classes to use your cell phone and eat your snacks.**

Evaluation Criteria:

Daily Grades/In-Class Assignments:	100
Career Profile:	100
Career Prep Portfolio:	100
Final Exam	50
Total	350 points

Course Grading:

Grade	Points
A	314-350
B	279-313
C	244-278
D	209-243
F	208 & BELOW

Tentative Course Calendar

Instructor reserves the right to change the course plan. Students will be notified of any changes.

Date	Day	Class/Activity	Assignments
January 14	Wednesday	Course Introduction Review Course Syllabus Complete Pre-questions	
January 21	Wednesday	Careers for the 21 st Century & The Growth of the FCS Profession <i>Ellen Richards DVD</i>	Read Chapters 1 & 2 Be prepared to discuss
January 28	Wednesday	Beginning Your Career Plan FCS Careers Video	Read Chapter 3 Be prepared to discuss
February 4	Wednesday	Career Market of Today & Internships Complete Discover Occupations	Read Chapters 4 & 12 Be prepared to discuss
February 11	Wednesday	Professional Organizations	Read Chapter 19 Be prepared to discuss <i>Meet in Ag Sciences</i> <i>132 Computer Lab</i>
February 18	Wednesday	Guest Speaker Student Development Center	
February 25	Wednesday	Focus on Career Possibilities Chapters 5-9	Read over Chapters 5-9 Be prepared to discuss
March 4	Wednesday	Career Profile Presentations <i>March 5 is Midpoint & last day to Withdraw without penalty</i>	
March 11	Wednesday	Career Profile Presentations	
March 18	Wednesday	Spring Break	
March 25	Wednesday	Resumes	Read Chapter 14 Be prepared to discuss
April 1	Wednesday	Cover Letters/Thank you letters	Read Chapter 16 Be prepared to discuss

April 8	Wednesday	Preparing a Strategy for Job Seeking How to Find Potential Employers & <i>Work on Career Prep Portfolio</i>	Read Chapters 13 & 15 Be prepared to discuss <i>Bring Portfolio materials to class to work on and ask questions Meet in Ag Sciences 132 Computer Lab</i>
April 15	Wednesday	How to Obtain Interviews/Preparing for Job Interviews Honor's Day??	Read Chapter 16
April 22	Wednesday	Career Prep Portfolio Due At the beginning of class	
April 29	Wednesday	Last Day of Class Final Exam	

Revised January 2009