

CPS 2400: Career & Lifespan Development – CRN 53387
Georgia State University – Summer, 2009
Dept. of Counseling & Psychological Services (CPS)

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Office Hours: A telephone conference or meeting may be arranged on an individual basis, should the need arise.

Course Overview:

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. There are no prerequisites.

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 resumes, interviews, and working relationships. Issues such as diversity, discrimination, mentoring, making commitments and dealing with uncertainty are also addressed.

Course Objectives:

Among the course objectives, the student will be able to:

- Describe the general history, current trends, and future projections of the world of work in the United States.
- Define theoretical and popular terms used to describe the world of work and life span development.
- Describe theories used to give perspective to career and life span development.
- List and clarify personal qualities related to job and career satisfaction.
- Assess one's self in terms of interests, values, attitudes, skills, and self-efficacy as related to the job market.
- Explain how family and cultural roots influence job choice and satisfaction.
- Identify career resources that can be useful in a job search and career exploration.
- Match personality traits to job and career environments.
- Identify possible job and career interests.
- List and describe decision-making styles related to job choice.
- Identify tentative job and career choices and goals.
- List the characteristics of an effective resume.
- Tell how one might act in an effective job interview and anticipate key questions.
- Describe the process of choosing and changing college majors.
- Discuss gender, diversity, and disability issues in the workplace.
- Give examples of relationship issues that impact the workplace and career development.
- Identify significant transitions in life span and career development.
- Cite personal rights and government regulations that influence the workplace.
- Discuss how computer technology has impacted job opportunities, communications, and relationships.

- Describe the value of resilience and flexibility as applied to career development.
- Explain how "The Next Step" concept motivates one to find a job.
- Give examples of how dual-career couples can resolve job and career dilemmas.
- Discuss how a mentor can play a role in helping one start his or her own business.
- Compare and contrast life development stages with job and career stages.
- Identify ways to manage job stress and burnout.
- Explain how stereotyping is related to career opportunities.
- Discuss the ways in which positive uncertainty, serendipity, lost potentialities, and risk-taking can affect career development.

Required Course Text: The text is included in the course software, along with lectures, learning activities and other resources.

Myrick, R.D. & Myrick, L.S. (2006). *Career and Lifespan Development* (downloadable software program). Sarasota, FL: Faulkner Press.

NOTE: The course materials may be purchased online only directly from the publisher at <http://www.faulknermedia.com>

Supplemental Books and Links: The following, while not required reading, are recommended as references and resources.

Carter, C. & Izumo, G. (2001). *The Career Tool Kit: Skills for Success*. Upper Saddle River, NJ: Prentice Hall.

Ducat, D. (2002). *Turning Points: Career Decision-Making Guide*. Upper Saddle River, N.J: Prentice Hall.

Gibson, R.L. & M.H. Mitchell (2006). *Introduction to career counseling for the 21st century*. Upper Saddle River, N.J. Pearson Education, Inc.

Herr, E.L, Cramer, S.H. & Niles, S.G. (2004) *Career Guidance and Counseling Through the Lifespan: Systematic Approaches*. Boston: Pearson Education, Inc.

Sharf, R. (2002). *Applying Career Development Theory to Counseling*. Pacific Grove, CA: Brooks/Cole.

Sukiennik, D., Bendat, W. & Raufman, L. (2001). *The Career Fitness Program*. Upper Saddle River, NJ: Prentice Hall.

Representative Publications and Information (Websites):

U.S. Department of Labor
<http://www.dol.gov/>

U.S. Bureau of Labor Statistics
<http://www.bls.gov/>

Occupational Outlook Quarterly
<http://www.bls.gov/opub/ooq/ooqhome.htm>

National Career Development Association
<http://ncda.org/>

Professional Journal Articles: Using the GSU library and the Internet, students can be directed to professional journal articles via hyperlinks.

IMPORTANT INFORMATION AND GUIDELINES FOR THIS COURSE

Communication

Email is an essential communication tool for important class information, so make sure your GSU email address is functioning properly. Then, check it on a daily basis throughout the term for course-related messages.

Students who email the professor regarding a question or concern will be answered as soon as possible. Those who are concerned about not completing an assignment on time are expected to contact the instructor prior to the due date.

On occasion, announcements will be posted in the News & Events section of the course software main menu and will also appear under News in My Account at the Faulkner Media website.

Course Materials

The course text and lecture presentations are accessed via a published software program. The software also includes *self-assessments, interactive learning activities, video clips* and Internet links. In addition, there are class announcements, secure online exams and practice questions for each topic. For security purposes, only one student per registered software product can access the online exams.

Course Structure & Requirements

There are no class meetings on campus to attend. For the most part, you work independently, at the time and place of your choosing and at your own pace. You will use the course software to complete the assigned readings and lecture presentations in preparation for four online exams scheduled throughout the term. It is strongly recommended that you use the optional practice tests for each topic as part of your preparation as well. Your course grade will be derived from your four online exam scores.

The Course Software: 4 Major Components

When you open the course software, you will see a menu box in the center of your screen. There is a section called Help & Quicklinks and one called News & Events, where you can see exam codes, course updates and other announcements when you are online. The four major components are:

Component 1: View Online Resources – You must be online for this option to function. Selecting it will take you to the login for your My Account page on the Faulkner Media website. Here, you can verify your exam scores, read all news announcements and access other resources.

Component 2: View Textbook Material (Library) – Click this menu item to access the readings from the course text. The menu leads to the 14 topical areas that comprise the four sections of the course. This is the first step in learning about each topic and proceeding through the course section by section.

Component 3: View Presentations – Selecting this option is the next step in studying a topic. The mini-lectures with slides and images for each topic offer additional insights and examples to enhance your understanding. Use the upper left menu tab to select a topic. Experiment with the slide and audio controls at the top of the window to find the options that work best for you. Read the textbook selection about a topic first and then view the related presentation.

Component 4: Exercises & Assessments – This component provides access to the four online exams as well as practice tests and interactive games for each topic that can help you study and prepare for exams.

Practice Choice Questions: Select this option from the Assessment menu to access **Practice Tests** for each topic.

Choice Game: Select this option to access a game version of the practice tests.

Online Exercises: Select this option from the Assessment menu when it is time to complete **Online Exams**.

See the handout [How to Study](#) to learn more about how to proceed through the course successfully.

Practice Assessments (Practice Tests and Games)

The practice questions are based on the readings and lectures and organized by topic. Each Practice Test for a topic consists of 10 items randomly drawn from a pool of about 35-55 questions. Choice Games are timed and have options to make some items easier. A game consists of as many items as you can answer in the allotted time.

Using the practice activities increases your familiarity with the topics as well as the format and content of potential exam questions. They are highly recommended as a study aid and students are not required to submit their practice scores.

To learn more about practice assessments and how to take them, see the handout [Using Practice Assessments](#).

Scheduled & Timed Online Exams

There are four scheduled online exams, one per section of course material. The items for each student's exam are randomly selected from a large pool of questions, making each exam unique. Shortly before each exam period, the required 3-digit access code will be announced in the News & Events section of the software Main Menu and via class email.

Important things to remember:

You must be online with your browser set to accept cookies.

Make sure you enter the access code correctly.

An exam must be completed during a single 50-minute sitting.

An exam access code can be used only ONE time.

For more information on how to access and take online exams, see the handout [Completing Online Exams](#).

Course Assignments and Schedule

The course content, which is accessed via the software program, is divided into four sections that cover a total of 12 topics (3 per section).

For each topic, students have:

- (1) A textbook assignment to read (View Textbook Material)
- (2) A mini-lecture/slide presentation to listen to and view (View Presentations)
- (3) Practice tests and games (Exercises & Assessments)

After each section of topics, students complete an online exam. The following schedule is designed to help students give attention to the material covered in each section, have adequate time to review for each exam and complete the course on time. All four exams must be completed by midnight of August 1st.

MYACCOUNT:

MyAccount is your personal webpage in the Faulkner Press navigation system. Go to Faulkner Press: <http://www.faulknerpress.com/> and login to your personal account.

At your MyAccount, you can view and verify your exam scores. If your score is posted here, then it has also been posted to the professor's online grade book. It's a good idea to keep a personal record of your exam scores.

If you don't see your score in your MyAccount, then contact Faulkner Press for assistance. You may have to resubmit your exam score and the help desk can coach you through the process.

Communication: As this is a web course, email is our main communication tool. Check your GSU email regularly. If your mailbox is full, then class messages will bounce back. Also check the News & Events window of the course program for periodic announcements, updates and for the three-letter codes needed to access exams.

Scheduled and Timed Online Exams:

Students are expected to complete each exam during a single 50-minute session. The exam can be taken anytime within a three-day exam period (Monday - Wednesday). Please note the topics and exam dates below.

Exam 1

Take Exam: June 18-20

Section I: Understanding Career & Lifespan Development (Topics 1-3)

1. World of Work: What Was, What Is...
2. The Career Chase
3. Taking Stock: Self-Assessment

Exam 2

Take Exam: July 02-05

Section II: Theories of Career & Life Span Development (Topics 4-6)

4. Personal Career Theories
5. Social Learning & Decision-Making Theories

6. Alternative Career Theories

Exam 3

Take Exam: July 16-18

Section III: Succeeding in the Job Market (Topics 7-9)

7. Searching & Exploring Career Opportunities
8. Career Decisions & Goal Setting
9. Entering the Job Market

Exam 4

Take Exam: July 30-Aug.01

Section IV: Issues & Changes in the Workplace (Topics 10-12)

10. Diversity in the World of Work
11. Working Relationships and Job Stress
12. Shaping the 21st Century Workplace

Access Codes. Prior to each exam period, you will receive the required three-letter access code via Class News & Events window of the program. To access an exam, click on Exercises and Assessments in the main menu and scroll down to the appropriate exam.

Enter the access code and complete the exam. Once you complete the exam, select Grade in the assessment menu and your score will be submitted automatically to the professor's online grade book and your MyAccount page. You can verify your score by going to your MyAccount at <http://www.faulknerpress.com>.

Please note that when taking an online exam:

You must be connected to the Internet.

You must deactivate your Instant Messaging.

You can get technical help, if needed, from the Faulkner Press Help Desk

Attendance Policy and Final Grades:

The following actions are used to reflect required participation: 1) purchasing materials, 2) registering materials with Faulkner Press and 3) completing online exams as scheduled. Practice tests are for your use only and are not a factor in determining final grades. However, it is possible, if necessary, to monitor the amount of time students spend interacting with the course materials and using the practice questions.

Final grades will be based on accumulated scores or points from the four exams. All exams must be completed within the semester.

TECHNICAL ASSISTANCE:

This course is not accessed via uLearn and does not use GSU technical services. Instead, it uses software and navigational systems developed by Faulkner Press and administered by Faulkner Media, who also provides all technical assistance. A variety of resources and technical assistance options are available.

- Read the Courseware Guide at the Faulkner Media online Help Desk <http://www.faulknermedia.com/help/> to learn about navigating the software.

- Check out the articles about common software issues and technical questions also located at the Faulkner Media online Help Desk at <http://www.faulknermedia.com/help/>.
- If you can't resolve the issue on your own, contact the help staff directly.
By email to: questions@faulknermedia.com
By calling toll-free: 1-866-428-2346

Evaluation and Grading Criteria:

The four online exams determine final grades for the course. Each exam is comprised of 50 items worth two points each. Thus, each exam is worth 100 points and the total for the course is 400 points. Practice tests in Exercises and Assessments help you prepare for an exam, but they are for your study purposes only and do not apply toward the final grade. They do not need to be submitted.

Online exam scores are reported in percentages (i.e., 92% = 92 points). Final grades are based on the following scale, which conforms to GSU policies.

<u>Points</u>	<u>(%)</u>	<u>Grade</u>
0-236	(0-59)	F
238-249	(60-62)	D-
250-265	(63-66)	D
266-277	(67-69)	D+
278-289	(70-72)	C-
290-305	(73-76)	C
306-317	(77-79)	C+
318-329	(80-82)	B-
330-345	(83-86)	B
346-357	(87-89)	B+
358-369	(90-92)	A-
370-400	(93-100)	A

The course syllabus provides a general plan for the course; deviations may be necessary.