

MAC804A – CAREER AND LIFESTYLE DEVELOPMENT
June 2019

Last revised: 05/27/2019

CLASS DATES AND TIMES**Summer 2019****Class June 3 to Friday, June 29 - 2 Credits**

During this course, you will be **required** to log in weekly to our online class. This is a live online event where you can interact with the professors and other students.

Each of the four sessions will be held starting at 7:30 p.m. each Monday in June and will run until 9:00 p.m. This is an important component of your class participation.

Please read the instructions on how to access and log in. Links will be provided each week.

Students taking this course are required to engage in an assessment at a cost of \$9.95.

PROFESSORS – (OFFICE HOURS BY APPOINTMENT)

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MISSIO'S MISSION

To prepare missional leaders who incarnate the story of Jesus with humility and authenticity and who communicate the story with fidelity to Scripture, appreciation of the Christian tradition, and sensitivity to the needs and aspirations of postmodern culture.

COURSE DESCRIPTION

The principles of counseling for career and lifestyle development apply both in secular and in ministry environments. This advanced level course supports the Pennsylvania state requirement that those interested in pursuing licensure must have studies that provide an understanding of career development and related life factors. The course will address theories and their application in formal and informal settings.

Students will receive instruction through:

- Videos and required WebClass sessions
- Case studies and discussion boards
- Application of learning by providing elements of career counseling to a recipient of their selection and approved by the professors
- Guided development of the student's own professional documents

PERSONAL NOTE FROM THE PROFESSORS

This course will help equip you to provide career counseling services to clients. It will also prepare you for the NCE Examination.

GOALS OF THE COURSE

The aim of this course is to

- Explain career assessment theories and their use
- Describe stages of adult career development
- Guide others through the career development process
- Understand the internal and external barriers to progressing in a desired career path
- Have an awareness of the challenges and resources for more difficult career situations

PROGRAM GOALS AND COURSE OBJECTIVES

PROGRAM GOALS	COURSE OBJECTIVES
Guide others through the career development process	Students will counsel a client using what is learned in this course and report on the session so that instructors can validate the demonstration of skills learned.
Demonstrate effective counseling skills in light of student's gifting, call, and context	Students will apply skills learned to revise their own résumés prior to counseling others and to developing a professional CV.

COURSE ASSIGNMENTS AND ASSESSMENTS

ALL ASSIGNMENTS SUBMITTED VIA E-CAMPUS

- VIEW ORIENTATION VIDEO FOR DISCUSSION AT FIRST WEBCLASS
- POST YOUR CURRENT RESUME

Assignment or Assessment	Due Date	PERCENT OF GRADE	TIME	ESTIMATED TIME IN HOURS
WebClass Participation	Per Class	10%	7:30 – 9:00 p.m.	6
Discussion Board (1) – Video Assignment	6/8/19	10%	7 p.m.	1
Assigned Career Theories	6/10/19	10%	7 p.m.	2
O*Net Interest Inventory and Posting	6/15/19	10%	7 p.m.	1
Discussion board (2) - Disability and those released from Incarceration – what was learned and one response to another student's post	6/15/19	10%	7 p.m.	1
CAR Stories and Revised Résumé	6/22/19	20%	7 p.m.	6
Case Study Application paper	6/24/19	10%	7 p.m.	4

Curriculum Vitae	6/29/19	5%	7 p.m.	2
Career Counseling Client Summary paper	6/29/19	15%	7 p.m.	4
Reading Completion (30 hours) Videos (13 hours)	6/29/19			
TOTAL ESTIMATED COURSE WORK HOURS		100%		70

Note: All assignments must be submitted by the due date listed in the syllabus and no later than the final due date for the course listed in this syllabus by permission of the instructor. After the final due date, faculty cannot grant students permission to submit late work. See "Completion of Course Work" below.

REQUIRED TEXTS AND MATERIALS

Sharf, Richard S., (2010) *Applying Career Development Theory to Counseling, 5th edition*. Thompson Wadsworth [Applying Career Dev Theory - Amazon](#) (***)The professors are aware of the cost of this required text. Students may use the 4th edition provided they make their own page adjustments by topic to ensure they read the appropriate material. No cross reference between editions will be provided.)

Brennfleck, Kevin & Brennfleck, Kay Marie (2005) *Live Your Calling: A Practical Guide to Finding and Fulfilling Your Mission in Life*. Jossey-Bass [Live Your Calling - Amazon](#)

RECOMMENDED TEXTS AND MATERIALS

Lybarger, John S. & Donelson, William L. (2004) *Discovering God's Blueprint for Your Career: A Christian's Job Search Guide*. iUniverse.com [Discovering God's Blueprint - Amazon](#)

Tieger, Paul & Barron, Barbara (2014) *Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type* [Do What You Are](#)

Buckingham, Marcus & Clifton, Donald (2011) *Now, Discover Your Strengths*. Gallup [Now Discover Your Strengths](#)

COURSE PROCEDURES AND REQUIREMENTS

Format for Papers: All papers should be written in APA style.

WebEx participation requires the use of Internet Explorer and will not work with Firefox.

Important: Late Assignments:

Assignment grade will drop one level for each day late. (A- becomes a B+ if one day late; A- becomes a B- if three days late)

COURSE SCHEDULE WITH TOPIC, ASSIGNMENTS, SUBMISSION METHOD, AND DUE DATES

Course Topics and Assignments	Submission Method	Due Dates
<p>Course Introduction:</p> <ul style="list-style-type: none"> Post your current résumé 	<p>Post résumé on E-Campus</p>	<p>6/5/19 7 pm</p>
<p><u>Week #1 WebClass (6/3/19)</u></p> <ul style="list-style-type: none"> Scripture verses on work***have a Bible or electronic Bible version ready Receive chapter assignment for Career Theory Presentation Career Client Process Explanation Introduction to this week's videos 	<p><i>(link and password will be posted prior to session)</i></p>	<p>6/3/19 7:30-9:00 p.m.</p>
<p><u>Week #1 Video Assignment</u></p> <p>View Videos that cover:</p> <p>#1 – Realities of Counseling Career Clients – full video</p> <p>#2 - Job Fit Demo – Start at 4:26 – End at 21:29</p> <p>#3 – Calling and Career Model Demo – full video</p> <p>#4 - Trait and Factor Theory – Start at :37 and End at 32:06</p> <p>#5 - Client Session: Feedback on MBTI– Start at 3:40 and End at 52:51</p> <p>#6 - Client Session: Feedback on Strong Interest Inventory – full video</p> <p>#7 - Life Span Theory and Millennials – Start at 4:49 and End at 31:17</p> <p>#8 - Mid-Career, Boomers, Generational Attitudes, Who am I? Self Assessment Tools – full video</p> <p>#9 - Career Research – Start at :00 and End at 21:37</p>	<p>Discussion Board Post -one key learning from 3 different videos and respond to one student's post</p> <p>Content of videos #1 through #9 will be discussed at Week #2 WebClass</p>	<p>Post on or before 6/8/19 7 p.m.</p>
<p><u>Week #1 Reading and Writing</u></p> <ul style="list-style-type: none"> Read assigned chapters in Part 3 of <i>Applying Career Development Theory to Counseling</i> and Post Summary of Assigned Career Theories <i>Live Your Calling:</i> Read Part 1 Read pages 29-34 	<p>Posting</p> <p>Reading assignment</p> <p>Prepare to present what you learned from the</p>	<p>Due 6/10/19</p> <p>During WebClass on 6/10/19</p>

<ul style="list-style-type: none"> • Peruse pages 35-109 • Take the Transferable Skills Assessment • Read Part 1 of <i>Applying Career Development Theory to Counseling</i> • Take Self-Directed Search Assessment - http://www.self-directed-search.com/ 	<p style="text-align: center;">assessment</p> <p style="text-align: center;">Reading assignment</p>	
<p><u>Week #2 WebClass (6/10/19)</u></p> <ul style="list-style-type: none"> • Transferable Skills Assessment Discussion • Presentations of Career Theories by Students • Introduction to this week's videos • O*Net Assignment • Case Study 		<p style="text-align: center;">6/10/19 7:30-9:00 pm</p>
<p><u>Week #2 Video Assignment</u></p> <p>View Videos that cover:</p> <ol style="list-style-type: none"> 1. Jerry Borton on Disability and Career – Start at :50 and End at 23:03 2. Those Released from Incarceration – Start at :58 and End at 28:21 3. Review of two theories: Constructive and Narrative Approaches – Start at :00 and End at 6:46 Relational Approaches – Start at 11:47 and End at 16:52 4. Developing Effective Resumes – full video 	<p>Post what was learned from disability (video 1) and the formerly incarcerated (video 2) and comment on one other student's posting</p>	<p>Complete on or before 6/15/19</p>
<p><u>Week #2 Reading and Writing</u></p> <ul style="list-style-type: none"> • O*Net Interest Inventory and Posting • Read Part 2 of <i>Applying Career Development Theory to Counseling</i> • <i>Live Your Calling:</i> <ul style="list-style-type: none"> ➢ Read Chapter 11 ➢ Peruse Chapters 12-17 	<p>Discussion Board Posting – Reflection on Inventory Results and how you would use O*Net or Self-Directed Search (SDS) with a client</p> <p style="text-align: center;">Reading assignment</p>	<p style="text-align: center;">On or before 6/15/19 7 p.m.</p> <p style="text-align: center;">On or before 6/17/19 7 p.m. On or before 6/17/19 7 p.m.</p>
<p><u>.Week #3 WebClass (6/17/19)</u></p> <ul style="list-style-type: none"> • Discussion of re-inventing careers • O*Net Review and Discussion • Remaining Theory Presentations by Students • Career Research Review • CAR Stories • Chapter Summary Presentations 		<p style="text-align: center;">6/17/19 7:30-9:00 p.m.</p>

<p><u>Week #3 Video Assignment</u> View Videos that cover:</p> <ol style="list-style-type: none"> 1. Review of Theories and Difficult Career Situations: Krumboltz Social Learning: Start at :17 and End at 7:15 Social Cognitive Career Theory: Start at 11:59 and End at 18:57 Difficult Situations: Start at 22:11 and End at 39:59 2. Decision Making and Planning – full video 3. Job Search: Start at :00 and End at 18:00 4. Introduction to Coaching in Career Counseling – full video 5. Review of Theories: Descriptive – Start at :22 and End at 9:41 Prescriptive – Start at 12:36 and End at 20:30 Gender Aware Approaches – Start at 24:50 and End at 33:40 6. Integration of Career Development Theories – Debra Franke process: Start at 15:11 and End at 21:14 7. Integration Continued: Start at :00 and End at 4:40 AND Clients in More Difficult Career Situations: from 4:40 to 36:15 8. Career Counseling as a Profession – full video 		<p>Complete on or before 6/22/19</p>
<p><u>Week #3 Reading and Writing</u></p> <ul style="list-style-type: none"> • CAR Stories Revise résumé based on lecture, reading, and feedback • Set appointment date and time for Career Client • Case Study Application Paper • Read part 4 of <i>Applying Career Development Theory to Counseling</i> Read Chapters 4-10 in <i>Live Your Calling</i> 	<p>E-Campus submission: 10 CAR Stories and Revised Résumé</p> <p>Email to hannwi2@mail.regent.edu your client initials, brief summary of client’s career situation, and relationship (i.e., neighbor; current client; family friend)</p> <p>E-Campus Submission</p> <p>Reading Assignment</p>	<p>6/22/19</p> <p>6/22/19 7 p.m.</p> <p>Complete on or before 6/24/19 at 7 p.m.</p>

<p><u>Week #4 WebClass (6/24/19)</u></p> <ul style="list-style-type: none"> Professional profile vs. objective statement CV Discussion Glass Ceiling or Sticky Floor discussion Key Learnings from the Course Key Learnings from the Career Counseling Session Preparing for the NCE Final preparation for career client 		<p>6/24/19 7:30–9:00 p.m.</p>
<p><u>Week #4 Video Assignment</u></p> <p>1. No assignment</p>		
<p><u>Week #4 Reading and Writing</u></p> <ul style="list-style-type: none"> Curriculum Vitae Meet with your Career Client and Submit 2-4 page Career Client Summary paper 	<p>E-Campus Submission</p> <p>E-Campus submission</p>	<p>Complete on or before 6/29/19 at 7 p.m.</p> <p>On or before 6/29/19 at 7 p.m.</p>

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STUDENT RESPONSIBILITY AND ACADEMIC POLICIES

Academic Policies: Students are fully responsible to know and follow all seminary rules, regulations, and deadlines published in Missio Seminary’s Academic Catalog, and all requirements concerning their degree programs. The catalog is found on Missio’s e-campus.

Course Syllabus: Students are fully responsible to know and fulfill the requirements stated in the course syllabus. Students should speak with the professor about issues related to course work and deadlines during the course. See “Completion of Course Work” below for policies on course extensions.

E-campus Course Site: Students are fully responsible for course content and materials that are posted on the course site. Students are encouraged to check the course site frequently during the course. Student usage of the course site is tracked by the software and monitored by the professor of the course. Students who experience difficulty accessing or using the E-campus should email helpdesk@missio.edu and include their student ID# in their correspondence.

Academic and General Integrity: As followers of Jesus Christ, we are called to integrity and Christ-likeness in all areas of life. What this means in the academic realm is that the completion of all assignments and assessments are to reflect your own work. Students found guilty of cheating or plagiarism will receive a grade of zero on the assessment and will follow the process outlined in the Academic Catalog. See Missio’s Academic Catalog for more information on plagiarism and Missio’s policies related to cheating and plagiarism.

COMPLETION OF COURSE WORK – VARIANCE FORMS

All course work is to be completed by the last day of classes for the term or by the date posted in the course syllabus. Extensions to this time limit will be made only by the academic affairs committee. The individual faculty member does not have the authority to grant any extensions of time beyond the last class of the term. Requests for extensions must be made in writing to the committee at least one week prior to the last day of classes. Variance forms for this purpose are available in the academic office or on Missio’s website. All requests should specify the reasons for the extension and the length of the extension desired. Requests are not automatically granted. www.missio.edu Login using your student ID# and password and go to the e-campus homepage.

STUDENT COURSE EVALUATIONS

Student course evaluations are an important part of Missio’s commitment to continuous improvement. Students are required to complete the course evaluation within one week of the final due date of the course. See Missio’s Academic Catalog and program supplement for your program (if applicable) for more information.

STUDENT PC SECURITY DISCLAIMER

Missio Seminary recognizes the need for computer use throughout the entire educational process today. Computers equipped with Internet access and applications that help deliver information and knowledge are vital. Students are encouraged to bring their electronic computing devices to campus to facilitate their course work and supplemental activities. Given the current climate of online dangers such as viruses, malware, phishing scams, and other related risks it is critical to secure all such devices regardless if they’re being used on campus or not. Please take the appropriate steps to safeguard the security of your own electronic devices to protect the integrity of the student network on campus and provide a safe computing environment for everyone to use. Please contact the Academic Office if you have any questions regarding this statement.

GRADING SYSTEM

To remain in good academic standing, a student must maintain the grade point average designated for his or her program (see Missio’s catalog for details).

MISSIO SEMINARY GRADING SYSTEM			
A	4.00	93.0 -100	Superior
A-	3.67	90.0 – 92.9	
B+	3.33	87.0 – 89.9	
B	3.00	83.0 – 86.9	Good
B-	2.67	80.0 – 82.9	
C+	2.33	77.0 – 79.9	
C	2.00	73.0 – 76.9	Fair
C-	1.70	70.0 – 72.9	
D+	1.30	67.0 – 69.9	Poor
D	1.00	63.0 – 66.9	
D-	.70	60.0 – 62.9	
F	0.00	00. - 59.9	Failing