

**COUN 5223 – Career Development Counseling**  
**Midwestern State University**  
**Gordon T. & Ellen West College of Education**  
**Semester Credits: 3**

**Contact Information**

**Professor: Katy Galloway, PhD, LPC-S**

**Semester: Fall 2023 POT B 8 Weeks**

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**In this Syllabi you will find:**

- Content areas
- Knowledge and skills outcomes
- Methods of instruction
- Required text or reading
- Student performance evaluation criteria and procedures
- A disability accommodation policy and procedure statement

**\*Important! This course's weeks start on Saturday and end on Friday. This means discussion board posts and assignments are due on Fridays. Please plan accordingly.**

**Instructor Response Policy:**

During the week (Saturday – Friday) I will respond within 24 hours. Do not expect a response from me on Holidays and weekends. As professionals, it's important that we implement boundaries around home and work. Please ask your questions before the weekend.

**\*The MSU Clinical Mental Health program requires at least a B average. Cs are unacceptable, and more than 2 Cs will put you in danger of being removed from the program. Please consult the Student Handbook for more information.**

**COVID-19:**

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial

coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

## **COURSE DESCRIPTION**

Career counseling is the most requested counseling service. Within the schools, one of the primary functions of counselors is to facilitate the career development of students. Clients at agencies and private practices present with career concerns which are intertwined with personal issues. Knowledge of career theories and techniques is required by licensing and certification standards.

Prerequisites: COUN 5203 and admission to the counseling program or permission of the counseling program coordinator. Theories of career development, techniques of life-career planning, analysis of career, and educational trends.

## **COURSE RATIONALE**

In this course students will gain knowledge including the theoretical and procedural aspects of effective career counseling and the nature of career development throughout the course of a lifetime.

## **REQUIRED TEXTBOOK**

Hicks, Flamez, & Mayorga. (2021). *Career counseling: Theory practice and application*.

San Diego, CA: Cognella Academic Publishing.

## **COURSE OBJECTIVES**

### **Knowledge and Skill Learning Outcomes: CACREP Standards**

Upon successful completion of this course, students will learn:

#### **CACREP Common Core Area Standards Addressed in this Course:**

Section 2: 1.a. history and philosophy of the counseling profession and its specialty areas

Section 2: 1.h. current labor market information relevant to opportunities for practice within the counseling profession

Section 2: 1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling KPI

Section 2: 1.k. strategies for personal and professional self-evaluation and implications for practice KPI

Section 2: 2.d. the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others

Section 2: 2.e. the effects of power and privilege for counselors and clients

Section 2: 2.g. the impact of spiritual beliefs on clients' and counselors' worldviews

Section 2: 2.h. strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination

Section 2: 3.a. theories of individual and family development across the lifespan

Section 2: 3.f. systemic and environmental factors that affect human development, functioning, and behavior KPI

Section 2: 3.i. ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan

Section 2: 4.a. theories and models of career development, counseling, and decision making KPI

Section 2: 4.b. approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors

Section 2: 4.c. processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems

Section 2: 4.d. approaches for assessing the conditions of the work environment on clients' life experiences

Section 2: 4.e. strategies for assessing abilities, interests, values, personality and other factors that contribute to career development

Section 2: 4.f. strategies for career development program planning, organization, implementation, administration, and evaluation

Section 2: 4.g. strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy

Section 2: 4.h. strategies for facilitating client skill development for career, educational, and life-work planning and management

Section 2: 4.i. methods of identifying and using assessment tools and techniques relevant to career planning and decision making KPI

Section 2: 4.j. ethical and culturally relevant strategies for addressing career development

Section 2: 7.i. use of assessments relevant to academic/educational, career, personal, and social development

Section 5C: 1.e. psychological tests and assessments specific to clinical mental health counseling

Section 5C: 2.a. roles and settings of clinical mental health counselors

Section 5C: 2.d. diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD)

Section 5C: 2.k. professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling

Section 5C: 2.l. legal and ethical considerations specific to clinical mental health counseling

Section 5C: 3.d. strategies for interfacing with integrated behavioral health care professionals

## Learning Objectives

1. Students can articulate and apply career counseling theories.
2. Student can introduce and utilize career instruments to identify interests, values, life roles and describe personality style.
3. Students understand and adapt counseling to cross cultural differences and disabilities.
4. Students can create and deliver appropriate career education programs based on developmental needs.
5. Students integrate information in counseling including market information, occupational information and technology.
6. Students adhere to ethical standards to career counseling.

## COURSE EXPECTATIONS

The Clinical Mental Health Counseling Program, its faculty, and its students adhere to the University Code of Conduct, State of Texas licensure laws and regulations, and the American Counseling Association's Code of Ethics (2014). The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines. Students

are strongly encouraged to review, understand, and consult the [American Counseling Association website](#) for details related to these guidelines.

Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings.

**Online Etiquette:**

It is expected that students use formal, professional language when corresponding online. It is expected that you use complete sentences, address one another with respect, follow the American Counseling Association Code of Ethics (2014), and treat all members of the class with respect.

**Inclusivity:**

It is my intent to present material and activities that are respectful. It is also my intent that students from all perspectives and diverse backgrounds be well-served by this course, that students' learning needs be addressed both in and out of class, and that students bring to this class be viewed as a resource, strength, and benefit. Your suggestions about how to improve the value of inclusivity in this course are encouraged and appreciated.

**Confidentiality:**

Upholding confidentiality is a major responsibility of the student. Anything discussed during supervision, online in this class, or shared by individual students about themselves is considered confidential. Please do not share any information shared to you by other students.

**Academic Dishonesty:**

Students at Midwestern State University are an essential part of the academic community and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Observing or assisting another student's work.
- Multiple Submission - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.
- Usage of Artificial Intelligence (AI) software, this does not include editing tools of Word or Grammarly i.e., spell check or rewriting suggestions for clarity.

**Statement of Disability:**

Disability Support Services (DSS) provides services to students with disabilities to insure accessibility to university programs. DSS offers information about accommodations and disability, evaluation

referral, adaptive technology training and equipment, and interpreter services for academically related purposes.

If you suspect you have a disability that is impacting your academic performance or have been previously documented as a person with a disability, you will need to apply and provide documentation of that disability to the Disability Support Services. This documentation must be supplied by a qualified professional who is licensed or certified to diagnose the disability in question.

The Disability Support Services office is located in Room 168 of the Clark Student Center. If you need assistance, you can also contact them at (940) 397-4140.

**Attendance:**

Class attendance is crucial to successful completion of this course since much of the training cannot be learned in textbooks. Therefore, GRADUATE STUDENTS are expected to be on time and to attend \*every session online and all required face to face classes. Tardiness, leaving early, and absences are considered evidence of lack of dependability, and are taken seriously.

**Late Work:**

All papers and assignments must be turned in the day they are due. **\*No exceptions.** If you have an emergency please let me know in advance, and/or email me your assignment the same day it is due. Any late papers will be lowered **\*10%**. Late papers can only be turned in before the deadline for the following assignments. Please observe that your assignments are worth a considerable amount of points and skipping even one assignment will most likely significantly lower your grade. Please begin planning your semester schedule accordingly.

**SEMESTER COURSE OUTLINE**

<b>Class Dates</b>	<b>Class Topics</b>	<b>Assignments/Reading</b>
<b>Week of Saturday, October 21, 2023 – Friday, October 27, 2023</b>	<ul style="list-style-type: none"><li>• Syllabus Review</li><li>• Chapters one through three</li></ul>	<ul style="list-style-type: none"><li>• Read Chapters one through three</li><li>• <b>Do Discussion Board, Post and Comment</b></li><li>• <b>*Discussion Board Post and Reply due Friday before 11:59 pm central.</b></li></ul>
<b>Week of Saturday, October 28, 2023 – Friday, November 3, 2023</b>	<ul style="list-style-type: none"><li>• Chapters four through six</li></ul>	<ul style="list-style-type: none"><li>• <b>Do Discussion Board, Post, and Comment</b></li><li>• <b>Read Chapters four through six</b></li><li>• <b>*Discussion Board Post and Reply due Friday before 11:59 pm central.</b></li></ul>

Class Dates	Class Topics	Assignments/Reading
<p><b>Week of Saturday, November 4, 2023 – Friday, November 10, 2023</b></p> <p>* 2.4b, 2.4h, <b>2.4i</b>, and 2.7i.</p>	<ul style="list-style-type: none"> <li>• Career Identity Paper Appendix B due 11/10/23 by 11:59 pm central to D2L and TK20 link.</li> <li>• Chapters seven through nine</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board, Post, and Comment</li> <li>• Career Identity Paper Appendix B Due 11/10/23 by 11:59 pm central to D2L and TK20 link.</li> <li>• *Discussion Board Post and Reply and Assignment due <b>Friday</b> before 11:59 pm central.</li> <li>• *Turn in Paper to D2L and TK20.</li> <li>• Read Chapters seven through nine</li> </ul>
<p><b>Week of Saturday, November 11, 2023 – Friday, November 17, 2023</b></p> <p>*2.1a, 2.1h, <b>2.1i</b>, <b>2.1k</b>, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, <b>2.3f</b>, 2.3i, <b>2.4a</b>, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, <b>2.4i</b>, 2.4j, and 2.7i.</p>	<ul style="list-style-type: none"> <li>• Review Readings Chapters one through eight.</li> <li>• Complete Midterm Exam Appendix D due 11/17/23 by 11:59 pm central on D2L.</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board, Post, and Comment</li> <li>• Review Readings Chapters one through eight</li> <li>• Complete Midterm Exam Appendix D due 11/17/23 by 11:59 pm central on D2L.</li> <li>• *Discussion Board Post and Reply and Exam due <b>Friday</b> before 11:59 pm central.</li> <li>• *Complete exam on D2L.</li> </ul>
<p><b>Week of Saturday, November 18, 2023 – Friday, November 24, 2023</b></p> <p><b>*Thanksgiving Break</b></p>	<ul style="list-style-type: none"> <li>• Chapters 10-11</li> <li>• You are getting extra days to complete your discussion board post due to the Thanksgiving holiday.</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapters 10-11</li> <li>• Do Discussion Board, Post, and Comment</li> <li>• *Discussion Board Post and Reply due <b>Tuesday</b>, November 28th before 11:59 pm central.</li> </ul>
<p><b>Week of Saturday, November 25, 2023 – Friday, December 1, 2023</b></p> <p>* <b>2.1i</b>, 2.2d, 2.2h, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4j, 5C.1e, 5C.2a, 5C.2l, and 5C.3d.</p>	<ul style="list-style-type: none"> <li>• Chapters 12-13</li> <li>• Career Education Program Appendix C due 12/1/23 by 11:59 pm central to D2L and TK20 link.</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board, Post, and Comment</li> <li>• Read Chapters 12-13</li> <li>• *Discussion Board Post and Reply and Assignment due <b>Friday</b> before 11:59 pm central.</li> </ul>
<p><b>Week of Saturday, December 2, 2023 – Friday, December 8, 2023</b></p>	<ul style="list-style-type: none"> <li>• Chapters 14-15</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapters 14-15</li> <li>• Do Discussion Board, Post, and Comment</li> <li>• *Discussion Board Post and Reply due <b>Friday</b> before 11:59 pm central.</li> </ul>

Class Dates	Class Topics	Assignments/Reading
<p>Week of Saturday, December 9, 2023 – *Friday, December 15, 2023</p> <p>*2.1a, 2.1h, 2.1i, 2.1k, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, 2.3f, 2.3i, 2.4a, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4i, 2.4j, and 2.7i.</p>	<ul style="list-style-type: none"> <li>• Complete Final Exam on D2L Appendix E before Friday, December 15, 2023 by 11:59 pm central.</li> <li>• Review Readings</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board, Post, and Comment</li> <li>• Complete Final Exam on D2L Appendix E before Friday, December 15, 2023 by 11:59 pm central.</li> <li>• Discussion Board Post and Reply and Exam due Friday before 11:59 pm central.</li> </ul>

## EVALUATION AND ASSIGNMENTS

**\*\*ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING THE LATEST APA EDITION STYLE.**

### Online Assignments and Comments: (10 pts.)

Students are required to answer questions or complete assignments regularly related to the weekly reading. Almost every week students will be required to answer questions about the reading or be asked to reflect on a particular topic for that week. Students may also be required to engage in short creative projects instead of questions about the readings. If there is a discussion, students are required to participate and comment on at least one other person's thread. **\*The assignments and discussion board posts are due by Friday at 11:59 pm central for this course.** Follow directions to get full points each week. Late work will not be accepted (See Appendix A). 2.1a, 2.1h, 2.1i, 2.1k, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, 2.3f, 2.3i, 2.4a, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4i, 2.4j, 2.7i, 5C.1e, 5C.2a, 5C.2d, 5C.2k, 5C.2l, and 5C.3d.

### Career Identity Paper: (20 pts.)

**\*Please turn in the assignment to D2L and the Tk20 link.**

Using results from instruments taken for the course regarding personality indicators, interests, values checklist as well as descriptions of life experiences, students will show the developmental progression that has led to current career identity and future expectations. Students will explain strategies for facilitating client's skill development for career, educational, life-work planning, and management. Students will address conceptualizing the interrelationships among and between work, mental well-being, relationships, life roles, and other factors. Students will address using assessments relevant to academic, educational, career, personal, and social development, and their impact on the counseling field. The paper should be in APA style, academically written, with appropriate grammar, please follow the template on D2L. (See Appendix B) KPI: 2.4b, 2.4h, 2.4i, and 2.7i.

### Career Education Program: (30 pts.)

**\*Please turn in the assignment to D2L and the Tk20 link.**

Students write a plan for a career education program designed to promote the career development of a specific marginalized population. Students will address the conditions of the work environment and how it impacts client's experiences. Students will explain how to assess abilities, interest values, personality, and other factors that may contribute to career development. Students will address strategies

for advocating for diverse clients' career, educational development, and employment opportunities. Multicultural considerations should be expressed throughout the assignment. Students will identify how to eliminate barriers, prejudices, and processes or intentional and unintentional oppression and discrimination. Attention to ethics should be given. All papers for this class are to be completed in the APA style, and points will be taken off for errors in formatting. Please follow the template on D2L. (See Appendix C) KPI: **2.1i**, 2.2d, 2.2h, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4j, 5C.1e, 5C.2a, 5C.2l, and 5C.3d.

### Midterm: (20 pts.)

\*Please complete the exam on D2L.

**\*Before you begin, please take 10-30 minutes utilizing mindfulness techniques to create a positive and safe space to take your exam. See examples on Appendix D and E.**

Students will complete a quiz to test over the topics covered thus far within chapters one through eight. Students will be able to take the exam twice, with the highest grade being kept. (See Appendix D) 2.1a, 2.1h, **2.1i**, **2.1k**, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, **2.3f**, 2.3i, **2.4a**, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, **2.4i**, 2.4j, and 2.7i.

### Final Exam (20 pts.)

\*Please complete the exam on D2L.

**\*Before you begin, please take 10-30 minutes utilizing mindfulness techniques to create a positive and safe space to take your exam. See examples on Appendix D and E.**

There will be a final exam testing over the topics covered within chapters nine through 15. Students will be able to take the exam twice, with the highest grade being kept. (See Appendix E) 2.1a, 2.1h, **2.1i**, **2.1k**, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, **2.3f**, 2.3i, **2.4a**, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, **2.4i**, 2.4j, and 2.7i.

### Grade Breakdown:

Assignment	Points
Online Assignments and Comments	10
Career Identity Paper (D2L and TK20 Link)	20
Career Education Program (D2L and TK20 Link)	30
Midterm (D2L)	20
Final Exam (D2L)	20
<b>Total Points</b>	<b>100</b>

### Grade Classifications:

Letter Grade	Point Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

## **DEPARTMENT OF COUNSELING STATEMENT OF EXPECTATIONS**

The counselor education program is charged with the dual task of nurturing the development of counselors-in-training and ensuring quality client care. In order to fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with training-related requirements. For example, in order to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, professional attitudes, and professional character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Students should demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility, and be able to express feelings effectively and appropriately. For further clarification on student review and retention please refer to the handbook.

### **Classroom Behaviors:**

Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings. Specifically, these include:

- Avoiding tardiness and late arrival to class.
- Being attentive and participative in class and online.
- Not using cell phones and text messaging during class.
- Not surfing the web, emailing, tweeting, or using instant messaging (IM) during class.
- Minimizing eating and disruptive snacking during class.
- Avoiding personal conversations with students during class, which are disruptive to fellow students and the learning environment.

## **STUDENT ETHICS AND OTHER POLICY INFORMATION**

### **Ethics:**

For further information about Midwestern State University's policies regarding student ethics and conduct, please contact 940-397-4135 (Student Support Services).

### **Special Notice:**

Students whose names do not appear on the class list will not be permitted to participate (take exams or receive credit) without first showing proof of registration (Schedule of Classes and Statement of Account).

### **Campus Carry:**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: [Campus Carry](#). As this is an online class, this policy should not apply, but please familiarize yourself with this and other campus policies. **\*Please note, open carry of handguns,**

**whether licensed or not, and the carrying of all other firearms, whether open or concealed, are prohibited on campus.**

**Limited Right to Intellectual Property:**

By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

**Midwestern State University Mission Statement:**

MSU is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university’s undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

**Midwestern State University Values:**

- Excellence in teaching, learning, scholarship, and artistic production
- Intellectual curiosity and integrity
- Critical thinking
- Emotional and physical well-being
- Mutual respect, civility, and cooperation
- Social justice
- Civic service
- Stewardship of the environment, and of financial and human resources
- A safe, attractive, and well-designed campus

**Midwestern State University Counseling Program Objectives:**

- Reflect current knowledge and projected needs concerning counseling practice in a multicultural and pluralistic society
- Reflect input from all persons involved in the conduct of the program, including counselor education program faculty, current and former students, and personnel in cooperating agencies
- Address student learning
- Written so they can be evaluated

**\*Please refer to your Clinical Mental Health student handbook, and or your practicum and internship manual located within the D2L shell for review.**

**Desire-to-Learn (D2L):**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination

materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### **Important Dates:**

Last day for term schedule check date on [Academic Calendar](#).

Deadline to file for graduation check date on [Academic Calendar](#).

Last Day to drop with a grade of “W” check date on [Academic Calendar](#). Refer to: [Drops, Withdrawals & Void](#)

### **Online Computer Requirements:**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.* Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **\*Your computer being down is not an excuse for missing a deadline!!**

There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### **Change of Schedule:**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

### **Refund and Repayment Policy:**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Smoking/Tobacco Policy:**

College policy strictly prohibits the use of tobacco products in any building on campus. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy:**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also

subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

**Grade Appeal Process:**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

**RESOURCES**

American Counseling Association. (2014). *2014 ACA Code of Ethics*. Retrieved from

<https://www.counseling.org/resources/aca-code-of-ethics.pdf>

American Psychiatric Association. (2023). *Diagnostic and statistical manual of mental disorders (5th ed TR.)*. Author.

American Psychological Association. (2020). *2020 APA Publication Manual*. Retrieved from

<https://apastyle.apa.org/products/publication-manual-7th-edition-spiral>

Council for Accreditation of Counseling and Related Educational Programs. (2016). *2016 CACREP*

*Standards*. Retrieved from <https://www.cacrep.org/for-programs/2016-cacrep-standards/>

United States National Library of Medicine, & National Institutes of Health. (n.d.). *National Center*

*for Biotechnology Information*. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/>

**WEBSITES:**

Academia (n.d.) Retrieved from <https://academia.edu/>

American Counseling Association (n.d.) Retrieved from <https://www.counseling.org/>

American Psychological Association (n.d.). Retrieved from <https://www.apa.org>

## **APPENDENCIES**

### **Appendix A**

#### **Online Assignments and Comments (10 pts.)**

##### **CACREP Standards:**

**2.1a, 2.1h, 2.1i, 2.1k, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, 2.3f, 2.3i, 2.4a, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4i, 2.4j, 2.7i, 5C.1e, 5C.2a, 5C.2d, 5C.2k, 5C.2l, and 5C.3d.**

Students will receive participation points each week that goes into their final grade.

#### **Rubric of Online Assignments and Comments (Possible 10 Pts.)**

- **Week 1 (1.25 pts)**
- **Week 2 (1.25 pts)**
- **Week 3 (1.25 pts)**
- **Week 4 (1.25 pts)**
- **Week 5 (1.25 pts)**
- **Week 6 (1.25 pts)**
- **Week 7 (1.25 pts)**
- **Week 8 (1.25 pts)**

## Appendix B

### Career Identity Paper (20 pts.)

#### CACREP Standards:

2.4b, 2.4h, 2.4i, and 2.7i.

#### Example outline:

**Please see template paper located in D2L. Turn in paper to D2L and the TK20 link.**

#### APA 7 Cover Page

- Introduction to the Assignment
  - In at least five sentences, introduce the assignment.
- Career Identity Description
  - In at least five sentences define career identity from resources, and textbooks.
  - In at least five sentences, summarize your own opinion of your definition of career identity.
  - In at least five sentences, explain your developmental progression which has led to your current career identity.
- Interpretation of Instruments
  - In at least five sentences, reflect on a personality indicator instrument that you have completed, and the results.
  - In at least five sentences, reflect on an interest inventory instrument that you have completed, and the results.
  - In at least five sentences, reflect on a values checklist that you have completed, and the results.
  - In at least five sentences, explain how the results from the above instruments impacts your career identity.
- Career Counseling Processes
  - In at least five sentences, explain strategies for facilitating a client's skill development for career, education, life-work planning, and management.
  - In at least five sentences, explain conceptualizing the interrelationships among and between work, mental well-being, relationships, life roles, and other factors.
- Career Counseling Techniques
  - In at least five sentences, discuss using assessments relevant to academic, educational, career, personal, and social development, and their impact on the counseling field.
  - In at least five sentences, discuss the different career counseling techniques, and how you would use them in your career moving forward.
- Summary
  - In at least five sentence, please reflect on, and summarize the assignment, and your career identity.

#### APA 7 Reference Page

**Career Identity Paper Rubric (Possible 20 Pts.)**

<i>Criterion</i>	<i>Improvement Needed</i> <b>(1)</b>	<i>Developing</i> <b>(2)</b>	<i>Proficient</i> <b>(3)</b>	<i>Accomplished</i> <b>(4)</b>	<i>Points</i>
<b>FACULTY USE ONLY =</b>	Parts are missing or incomplete and/or quality is poor	All parts are complete but quality needs improvement	All parts are complete and quality is acceptable	All parts are complete and quality is exceptional	
<b>Career Identity Description</b>	Does not delineate.	Details of personal attributes are somewhat sketchy; no examples	Fairly well developed description, less than fully developed, lacking detail, examples.	Supporting details specific to connections between self-examination and career identity clearly delineated.	
<b>Interpretation of Instruments</b>	Does not refer to instruments.	Makes cursory reference to instruments.	Integrates results of instruments with career identity description.	Weaves results of instruments into a narrative about career identity that flows naturally.	
<b>Demonstrates an Awareness of Career Counseling Process.</b>	Doesn't describe ideas about how career counseling works.	Some shallow references to process.	Occasionally describes an awareness of career counseling sequence.	Carefully examines counseling process in depth.	
<b>Career Counseling Techniques</b>	Doesn't refer to any techniques.	Throws in a technique or two.	Describes a number of techniques and why they would be used.	Thoroughly considers career counseling purposes for techniques; insights to be gained.	
<b>Organization Syntax; Grammar, Spelling, Punctuation.</b>	Train of thought makes little sense; Incomplete, Run-On sentences errors.	Conclusions unclear, few descriptors, examples; Some sentence, grammar, spelling, errors.	Thoughts mostly clear, organized, language varied, no sentence errors.	Thoughts sequential, ordered; vocabulary varied; descriptive; well developed.	
<b>Out of 20 Points</b>					

## Appendix C

### Career Education Program (30 pts.)

**\*Please turn in the assignment to D2L and the Tk20 Link.**

#### CACREP Standards:

**2.1i, 2.2d, 2.2h, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4j, 5C.1e, 5C.2a, 5C.2l, and 5C.3d.**

#### Example outline:

**\*Please see template paper in D2L.**

#### APA 7 Cover Page

- Introduction to the Assignment
  - In at least five sentences, introduce the assignment.
- Introduction to the Program Created
  - In at least five sentences introduce the program that you created.
  - In at least five sentences detail which specified population that you designed your program for, for example: low socioeconomic, inmates, single mothers, minority groups, etc.
  - In at least five sentences, explain how your program will fill a gap that is not currently there (use literature and resources to back this up).
- Current Work Conditions
  - In at least five sentences, reflect on the positives and negatives of current work environment and conditions as a whole.
  - In at least five sentences, detail how the current work environment and conditions impact your population of choice.
  - In at least five sentences, explain how work environment and conditions can impact client's/individuals life experiences.
- Assessing Career Development
  - In at least five sentences, detail the different ways to assess abilities, interest values, personality, and other factors within the field of career development.
  - In at least five sentences, explain how you will utilizing assessments, the evaluations, and scales listed in the above paragraph, with your population of choice for your program.
- Multicultural Advocacy and Ethics
  - In at least five sentences, discuss the multicultural and diverse issues that your population experiences.
  - In at least five sentences, explain the strategies and ways that you will advocate for your diverse clients in regards to their educational development, and employment opportunities.
  - In at least five sentences, identify how your program intends to eliminate barriers, prejudices, or any intentional or unintentional oppression and discrimination.
  - In at least five sentences, detail how your program will remain ethically sound.
- Reflection Summary
  - In at least five sentence, please reflect on and summarize the assignment
  - In at least five sentences discuss a possible future for your program.

#### APA 7 Reference Page

### Career Education Program Rubric (Possible 30 Pts.)

<i>Criteria</i>	<i>Beginning 1</i>	<i>Basic 2</i>	<i>Proficient 3</i>	<i>Advanced 4</i>	<i>Exceptional 5</i>	<i>Pts</i>
<b>Introduction to the Program Created</b> <ul style="list-style-type: none"> <li>○ Name of Program</li> <li>○ Marginalized Population it serves</li> <li>○ How does this program fill in the gap?</li> </ul>	Student does not introduce the program in which they created.	Student introduces the program but not within at least five sentences.	Student gives a basic introduction of the program that they have created in at least five sentences.	Student gives a cohesive introduction of the program they have created in at least five sentences.	Student creates an in-depth introduction to the program that they have created meeting the sentence minimum and addresses all areas of the topic.	
<b>Current Work Conditions</b> <ul style="list-style-type: none"> <li>○ Positives and Negatives</li> <li>○ How impacts your population</li> <li>○ How impact client experience</li> </ul>	Student does not address areas of current work conditions.	Student discusses current work conditions but not within at least five sentences.	Student gives a basic explanation of current work conditions in at least five sentences.	Student gives a cohesive description of current work conditions in at least five sentences.	Student creates an in-depth detailing of current work conditions meeting the sentence minimum and addresses all areas of the topic.	
<b>Assessing Career Development</b> <ul style="list-style-type: none"> <li>○ Ways to utilize your program.</li> </ul>	Student does not address areas of assessing career development.	Student discusses assessing career development but not within at least five sentences.	Student gives a basic explanation of assessing career development in at least five sentences.	Student gives a cohesive description of assessing career development in at least five sentences	Student creates an in-depth detailing assessing career development meeting the sentence minimum and addresses all areas of the topic.	
<b>Multicultural Advocacy and Ethics</b> <ul style="list-style-type: none"> <li>○ Multicultural and diverse issue your population experiences</li> <li>○ How will you advocate?</li> <li>○ How will you eliminate barriers?</li> <li>○ How will you remain ethically sound?</li> </ul>	Student does not address areas of multicultural advocacy and ethics.	Student discusses multicultural advocacy and ethics but not within at least five sentences.	Student gives a basic explanation of multicultural advocacy and ethics in at least five sentences.	Student gives a cohesive description of multicultural advocacy and ethics in at least five sentences	Student creates an in-depth detailing of multicultural advocacy and ethics meeting the sentence minimum and addresses all areas of the topic.	
<b>Reflection Summary</b> <ul style="list-style-type: none"> <li>○ Reflect on the assignment</li> <li>○ Summarize the assignment</li> <li>○ Do you see a future with your program?</li> </ul>	Student does not address areas of the reflection summary.	Student discusses the reflection summary but not within at least five sentences.	Student gives a basic explanation of the reflection summary in at least five sentences.	Student gives a cohesive description of the reflection summary in at least five sentences	Student creates an in-depth detailing of the reflection summary meeting the sentence minimum and addresses all areas of the topic.	
<b>APA 7 formatting, academic writing, and appropriate grammar.</b>	Shows no knowledge of APA formatting, academic writing, or appropriate grammar.	Student lacks consistency in APA formatting, academic writing, or appropriate grammar.	Cohesive paper in mostly APA formatting, academic writing, or appropriate grammar.	Succinct and cohesive paper, mostly in APA formatting, academic writing, or appropriate grammar.	Demonstrates strong knowledge, well thought out ideas, succinct, cohesive, and in APA formatting, academic writing, or appropriate grammar.	
<b>Out of 30 Points</b>						

## Appendix D

### Midterm Exam (20 pts.)

#### CACREP Standards:

2.1a, 2.1h, 2.1i, 2.1k, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, 2.3f, 2.3i, 2.4a, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4i, 2.4j, and 2.7i.

Students will take a midterm exam over chapters one through eight. Students will be able to take the exam twice with the highest grade being kept.

#### Breathing Exercises:

- **Breath Focus**
  - **Bringing intentional attention to each breath.**
- **Deep Breathing**
  - **Inhale for 4 seconds, hold until 7, and exhale at 8.**
- **Diaphragmatic Breathing**
  - **Lie down, place one hand on your chest, and one below rib cage, focus on deep body breathing.**
- **Pursed Lip Breathing**
  - **Inhale slowly, pucker/purse lips, exhale slowly**
- **Resonant or Coherent Breathing**
  - **Inhale for 5 seconds, Exhale for 5 seconds**

#### Grounding Techniques:

- **Progressive Muscle Relaxation**
- **Counting backwards from 100 by 7**
- **Play categories**
- **Cool water on the skin**
- **Reframing**

## Appendix E

### Final Exam (20 pts.)

#### CACREP Standards:

2.1a, 2.1h, 2.1i, 2.1k, 2.2d, 2.2e, 2.2g, 2.2h, 2.3a, 2.3f, 2.3i, 2.4a, 2.4b, 2.4c, 2.4d, 2.4e, 2.4f, 2.4g, 2.4h, 2.4i, 2.4j, and 2.7i.

Students will take a final exam over chapters nine through 15. Students will be able to take the exam twice with the highest grade being kept.

**I have abided by the Midwestern State University Code of Academic Integrity on the above assignments.**