**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: CNSL 5306 VC01 – Career and Vocational Counseling and Guidance

**Campus**

: WBUonline

**Term/Session**

**:** Fall 2 2025

**Instructor**

**:** Dr. Tom Thomson

**Office Phone Number**

**:** 806-773-3264 (This is my cell phone. Feel free to call or text. Please identify yourself in your voicemail or text message.)

**WBU Email Address**

**:** [thomas.thomson@wayland.wbu.edu](mailto:thomas.thomson@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:** Online

**Class Meeting Time and Location**

**:** Online

**Course Information**

**Catalog Description**

**:**  Role of career theory and information in counseling for career development; concepts, techniques, and resources to assist students to effectively work with clients throughout the life span; practical application of career theory to counseling, group guidance, job search and placement.

This course is designed to emphasize Career Development and Counseling by providing an understanding of career development and related life factors, including the following: Career development theories and decision-making models; Interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development; and Psychotherapy and career counseling processes, techniques, and resources, including those applicable to specific populations.

**There is no prerequisite for this course**.

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** Vernon G. Zunker.  **Career Counseling: A Holistic Approach.** Cengage: 9th Edition, 2016.  ISBN: 9781305087286.

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** none

**Course Outcome Competencies**

**:** Upon completion of this course, students will be able to:

* Demonstrate knowledge of prominent theories of career/vocational development including its sociological aspects
* Understand labor market information resources, occupational classification systems, and trends in the world of work
* Demonstrate career development program planning and evaluation using the major career inventories
* State the relationships between work and family including diversity and gender issues as related to career development with various populations
* Demonstrate computer career development applications and strategies, including computer-assisted career guidance and information systems

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

[Link to Statement on Academic Integrity , and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

1. No use of any generative AI tools permitted.
   1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like Chat GPT will be in immediate violation of the academic integrity policies for the course and WBU.
   2. All assignments must be fully created, designed, and prepared by the student(s).
   3. Any work that uses generative AI will be treated as plagiarism.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Course Requirements and Grading Criteria**

**Online discussions (100 points):** Students will participate in online discussions each week. Students are expected to submit postings with punctuality and are expected to check the online class at least three to four times each week and complete weekly postings in the discussion board. This averages out to be about 5-7 hours per week of online activities, as well as navigating and conducting research over the web. All initial posts should be submitted by 11:59 p.m. each Sunday. On the following Wednesday, students are expected to respond to two or more of their classmates' posts. These responses are due by 11:59 p.m. For example, the Week 1 Discussion Board for Chapters 1 and 2 is due on Sunday, Oct 19. On Wednesday, Oct 22, the responses to the Week 1 Discussion Board are due. If you have questions, let me know.

**Career Counseling Presentation (100 pts):** Each student will prepare a career counseling PowerPoint presentation.  It should address the question “How Do I Find My Career?” It should be aimed at a target audience of elementary, middle school, high school, or college.  The presentation should be a minimum of 15 slides, but it could be longer.  Please do not just cut and paste from sources.  Make this your presentation.  You may use whatever presentation software and format you prefer.

**Midterm Exam (100 pts):** The midterm will cover the major learning blocks of materials from Chapters 1-8. The exam will be available from Oct 31 to Nov 9. The exam will be timed and proctored by Honorlock.

**Final Exam (100 pts):** The final will cover the major learning blocks of materials from Chapters 10-16. The exam will be available from Dec 5-13. The exam will be timed and proctored by Honorlock.

**Grading Criteria:**

**Weekly online discussion board assignments 100 pts**

**Midterm 100 pts**

**Final exam 100 pts**

**Career Counseling Presentation 100 pts**

**Total 400 pts**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule**

CNSL 5306 Career Counseling Calendar Fall 2 2025

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| Week | Reading | Assignment |
| Week 1  Oct 13-19 | Chapter 1 Historical Development and Some Basic Issues  Chapter 2 Theories of Career Development | **First Required Assignment due by Oct 16-- VERY IMPORTANT**  Discussion Board  Week 1 due Oct 19 |
| Week 2  Oct 20-26 | Chapter 3 Career Counseling Models  Chapter 4 Integrating Career and Personal Counseling | Discussion Board  Week 2 due Oct 26  Responses to Week 1 due Oct 22 |
| Week 3  Oct 27-Nov 2 | Chapter 5 Career Counseling Intake Interview  Chapter 6 Using Standardized Tests and Self-Assessment Procedures in Career Counseling | Discussion Board  Week 2 due Nov 2  Responses to Week 2 due Oct 29 |
| Week 4  Nov 3-9 | Chapter 7 Impact of New Technology on Work, Career Development, and Learning Platforms  Chapter 8 On Being an Ethical Career Counselor | Discussion Board  Week 2 due Nov 9  Responses to Week 3 due Nov 5 |
| **Oct 31-Nov 9** | **Midterm Examination** | **Midterm Exam due**  **Nov 9** |
| Week 5  Nov 10-16 | Chapter 9 Career Counseling for Multicultural Groups  Chapter 10 Gender Issues and Dual Careers  Chapter 11 Career Counseling for Lesbian, Gay, Bisexual, and Transgendered Clients  Chapter 12 Career Counseling for Individuals with Disabilities | Discussion Board  Week 2 due Nov 16  Responses to Week 4 due Nov 12  Nov 14 Last day to drop class with a “W” |
| Week 6  Nov 17-23 | Chapter 13 Job loss and Transitions  Chapter 14 Career Development and Transitions of Working Adults | Discussion Board  Week 6 due Nov 23  Responses to Week 5 due Nov 19 |
| November 24-30  No assignments are due. | Thanksgiving Break | **No** assignments due  **Any** assignments may be submitted |
| Week 7  Dec 1-7 | Chapter 15 Career Related Programs for Career Development in Elementary Schools  Chapter 16 Career Related Programs for Career Development in Middle School  Chapter 17 Career Related Programs for Career Development in High School and Beyond  **Career Counseling Presentation due Dec 7** | Discussion Board  Week 7 due Dec 7  Responses to Week 6 due Dec3  Dec 6 Last day to drop class with a WP/WF |
| December 6-14 | Final Examination | **Final Exam** |
| Week 8  Dec 8-13 | **Final Exam Due Dec 13** | **Final Exam due**  **Dec 13** |