

## Wayland Mission Statement

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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

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**Course:** CNSL 5306 VC01 – Career and Vocational Counseling and Guidance

**Campus:** WBUonline

**Term/Session:** Spring II 2022

**Instructor:** Dr. Don Knox

**Office Phone Number:** 806.292.7021

**WBU Email Address:** [knox@wbu.edu](mailto:knox@wbu.edu)

**Office Hours, Building, and Location:** Online

**Class Meeting Time and Location:** Online

## Textbook Information

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### Required Textbook(s) and/or Required Materials:

Career Counseling; Zunker; Cengage 9<sup>th</sup> 2016 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](#) page.*

**Optional Materials:** May be provided by the instructor

## Course Information

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**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.**

**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

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### 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

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**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic

catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. 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. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**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.

[WBU Catalog](#)

## Course Requirements and Grading Criteria

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6 discussion board items (details on the discussion board). 30 points each and two discussion posts worth 10 points each (Intro and final) (200 points total)

4 quizzes 25 points each (100 points total)

2 Exams 150 points each (300 points total)

10 Case Studies 40 points each (400 points total) **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.

## Tentative Schedule

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**Tentative Schedule Tentative Schedule:**

<b>Module /Week</b>	<b>Topic</b>	<b>Chap</b>	<b>Due Date</b>
One	History, Basic Issues and Theories of Career Development	1,2	3/18
Two	Models and Integrating Counseling Case study 1	3,4	3/25
Three	Interviews and Assessments Resources and Platforms Case Study 2 Case Study 3 Quiz 1 (1-4)	5, 6, 7	4/1
Four	Ethics, Multicultural Groups and Gender Issues Case Study 4 CASE Study 5 Quiz 2 (5 -8)	8, 9, 10	4/8
Five	Alternative Lifestyles and Individuals with Disabilities Case Study 6 Exam 1 (1-8)	11, 12	4/15 (Good Friday)
Six	Career Transitions and Job Loss Adult Career Development Concerns Quiz 3 (9-12) Case Study 7 Case Study 8	13, 14	4/22
Seven	Career Counseling in Education Quiz 4 (13 – 17) Case Study 9 Case Study 10	15-17	4/29
Eight	Final examination	9 -17	5/6

All quizzes, exams and written work are due on Friday at 3:00 PM Plainview Texas time. Discussion postings have their individual due dates and times posted.

## **Additional Information**

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NO late work is ever accepted – not for any reason. I have held this policy for 21 years and there has never been an exception. You are showing your instructor what kind of counselor you are going to be and if you are constantly late, turn in poor work, have excuses for everything then you are showing me that you will not be a very good, dependable or satisfactory counselor. You will get the grade you earn – that I promise you.