Course Change Request

Date Submitted: 12/20/17 5:16 pm

Viewing: ASCC STLC-102 : Career Awareness

Formerly Known As: STLC 102

Last edit: 01/02/18 11:09 am

Changes proposed by: bari

Faculty Senate Number

Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bari Brookins</td>
<td><a href="mailto:bari@tamu.edu">bari@tamu.edu</a></td>
<td>979-458-0693</td>
</tr>
</tbody>
</table>

Rationale for Course

Edit

Other

The proposed changes are part of a routine curriculum review.

Explained other rationale

The proposed changes are to align the existing course prefix (STLC) with the new departmental code (ASCC).

Course prefix: ASCC

Course number: STLC-102

Department: TASP/TSI Administration

College/School: Center for Acad Enhancement

Academic Level: Undergraduate

Undergraduate course level justification (Select One)

Academic Level
(alternate)

Graduate

Effective term: 2018-2019

Complete Course Title
Career Awareness

Abbreviated Course Title
CAREER AWARENESS

Catalog course description

Encourages planning career and life goals early in academic career for timely decision-making related to academics, acquiring marketable skills, pursuing relevant experiential education, and participating in student/professional organizations; acquaints students with realities of early career, emphasizes utilization of resources on a timely basis for competitiveness in job market.

Prerequisites and Restrictions

Concurrent Enrollment
No

Should catalog prerequisites / concurrent enrollment be enforced?
No

Crosslistings
No

Crosslisted With

Stacked
No

Stacked with

Semester: 0-3
Credit: (per week): 0-3
Contact Hour(s)
Lecture: 0-3
Lab: 0
Other: 0
Total: 0-3

In Workflow

1. TSPX Department Head
2. Curricular Services Review
3. AE College Dean
4. UCC Preparer
5. UCC Chair
6. Faculty Senate Preparer
7. Faculty Senate
8. Provost II
9. President
10. Curricular Services
11. Banner

Approval Path

1. 12/21/17 4:03 pm
   Joel McGee (jmcgee):
   Approved for TSPX Department Head

2. 12/22/17 9:47 am
   Sandra Williams (sandra-williams):
   Approved for Curricular Services Review

3. 12/22/17 11:50 am
   Ann Kenimer (a-kenimer):
   Approved for AE College Dean

4. 01/02/18 11:28 am
   Sandra Williams (sandra-williams):
   Approved for UCC Preparer

5. 02/05/18 2:02 pm
   Sandra Williams (sandra-williams):
   Approved for UCC Chair
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeatable for credit?</td>
<td>No</td>
</tr>
<tr>
<td>Three-peat?</td>
<td>No</td>
</tr>
<tr>
<td>CIP/Fund Code</td>
<td>3201070099</td>
</tr>
<tr>
<td>Default Grade Mode</td>
<td>Letter Grade(G)</td>
</tr>
<tr>
<td>Alternate Grade Modes</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>Method of instruction</td>
<td>Lecture</td>
</tr>
<tr>
<td>Will sections of this course be taught as non-traditional? (i.e., parts of term, distance education)</td>
<td>No</td>
</tr>
<tr>
<td>Will this course be taught as a distance education course?</td>
<td>No</td>
</tr>
<tr>
<td>Is 100% of this course going to be taught in Texas?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will classroom space be needed for this course?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

This will be a required course or an elective course for the following programs:

- Required (select program)
- Elective (select program)

Has/will this course be(en) submitted for core curriculum consideration? No
Has/will this course be(en) submitted for Writing or Communication consideration? No
Has/will this course be(en) submitted for ICD consideration? No

### Course Syllabus

- **Syllabus:** Upload syllabus
  - [ASCC 102.docx](ascc_102.docx)
- **Letters of support or other documentation:** No
- **Additional information**
- **Reviewer Comments**
Sandra Williams (sandra-williams) (12/01/17 12:41 pm): Rollback: As requested.

Sandra Williams (sandra-williams) (12/20/17 2:28 pm): Rollback: Updates needed: The Semester Credit Hour field shows 0-3, however, the Lecture field shows 1-3. These should be the same in both places. The syllabus still shows "STLC" listed but it should have the new prefix "ASCC." Syllabus missing Course Outcomes and shows old Aggie Honor Code website link.

Joel McGee (jmcgee) (12/20/17 4:32 pm): Rollback: Make needed changes.

Sandra Williams (sandra-williams) (12/22/17 9:46 am): Update received.

Sandra Williams (sandra-williams) (12/22/17 9:47 am): is this course repeatable (it is variable 0-3)?

Sandra Williams (sandra-williams) (01/02/18 11:28 am): Confirmed course is NOT repeatable.

Sandra Williams (sandra-williams) (02/05/18 2:02 pm): UCC approved February 2018.

Reported to state?

Change
ASCC 102: Career Awareness  
Fall/Spring 201X

**Instructor:** Dr. Bari Brookins  
**Office:** 1015 Rudder  
**E-Mail:** bari@tamu.edu  
**Phone:** 979-458-0693

**Office Hours:** M/W 2:00 – 3:00 pm  
Or by appointment

STLC 102 is a study of labor market trends and career planning strategies which is intended to equip students to choose and prepare for a career.

**Learning Outcomes:**

By the end of the course, the student will be able to:

- Evaluate and assess current job market trends and conditions.
- Have experience in researching career opportunities using campus resources, media sources and networking skills.
- Assess their own career skills and aptitudes.
- Evaluate the necessary education and marketable skills needed to be competitive in the job market.
- Have increased ability to use effective job search methods and personal presentation skills.
- Have increased ability to use personal leadership skills as they apply to career and life planning.

**Required Materials**


**KNOW THE CODE**

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

Information about the Aggie Honor Code can be found:  
http://aggiehonor.tamu.edu
COURSE POLICIES

Grading Policy

Your success in life is greatly dependent on your efforts, and so it is in this class. No grades at Texas A&M University are automatic; you will have to work for them. Your grade will be computed from the basic components of the course. The weight of the assignments is distributed as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Quizzes</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Research Project</td>
<td>150 points</td>
<td>(5 @ 20 points each)</td>
<td></td>
</tr>
<tr>
<td>Resume Exercise</td>
<td>50 points</td>
<td>Exam 1</td>
<td>100 points</td>
</tr>
<tr>
<td>Interview Exercise</td>
<td>50 points</td>
<td>Exam 2</td>
<td>100 points</td>
</tr>
<tr>
<td>Class Participation</td>
<td>50 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Available: 600

The grading scale is as follows:

- 540 – 600  A
- 480 – 539  B
- 420 – 479  C
- 360 – 419  D
- Below 360  F

A brief explanation of assignments is contained in the syllabus. Detailed assignment information is available on eCampus at eCampus.tamu.edu. The numeric value of each assignment is noted above.

NOTE: Assignments submitted on eCampus are due by 10:00 PM on the due date (usually a Friday) unless prior arrangements have been made. Assignments submitted in class are due during the class meeting time. Late assignments will be accepted for one (1) week past the due date (Friday, 10:00 PM, of the following week). Assignments submitted late will be subject to a 50% late submission penalty. Assignments will not be accepted past the one (1) week.

All assignments that are submitted as attachments must be in an MSWord format (.doc or .docx). Submissions that cannot be opened due to formatting issues will be considered to be late, must be resubmitted and are subject to the late penalty.

If you have questions about eCampus or are having difficulty using it, contact the Help Desk at (979) 845-8300. They are available 24 hours a day, 7 days a week. Technical issues or difficulties with eCampus are not acceptable reasons for late submission of assignments. A practice assignment will be available as a “dry run” for you to familiarize yourself with eCampus.
All typewritten assignments are to be college level writing and should be free of grammatical and spelling errors. Required word counts are given for specific assignments. Title information, retyping of the question/assignment information, student’s name, course information, date, sources/bibliography, etc. are not included in the word count. Also remember, appearances count.

**Attendance**

Attendance in class is fundamental to your academic success in any course. Attendance is required with the exception of University excused absences as defined in the current issue of the *Texas A&M Student Rules*. Unless you have a University excused absence, **all** work is due on the assigned dates. **It is your responsibility to provide the required documentation within the timetables outlined in the Student Rules** (Sec. 7.3: [http://student-rules.tamu.edu/rule07](http://student-rules.tamu.edu/rule07)); failure to adhere to the guidelines and timetables as listed in the Student Rules will result in the absence being considered “unexcused.” If you have an excused absence, it is also **your** responsibility to determine and complete the work you missed. It is your responsibility, as well, to get class notes for missed classes from one of your classmates. Students who miss class due to an unexcused absence will not have the opportunity to make up missed work.

In terms of documentation for an absence that is less than three (3) days (7.1.6.2), the Texas A&M University Explanatory Statement for Absence from Class form available is **NOT** accepted for this class.

Acceptable documentation for a medical excuse must be an original confirmation (no copies) of a visit to a health care professional affirming date and time of visit. **This confirmation must state that the health care professional has determined that you are too ill or contagious to attend class and provide dates of recommended non-attendance. Confirmation of a medical visit only is not acceptable documentation.**

**Electronic Devices**

As a community of learners, fully engaged with classroom and community activities, cell phones, smart phones and other mobile communication devices **must be on silent and remain out of sight during class time**. Use of other electronic devices, such as laptop computers, tablets, etc., should first be discussed with the instructor and such devices may only be used with instructor permission.

**Classroom Etiquette**

It is my intention that this classroom would be a place where everyone is respected and each of us can feel free to express our opinions in a respectful manner. Please show respect for yourself and other students in all course interactions.
E-Mail Communication

If you need to communicate with me via e-mail, use my TAMU e-mail address: bari@tamu.edu and e-mail me from your TAMU e-mail account. E-mail received from a non-TAMU account may not reach me in a timely manner (or at all). Make sure all e-mail correspondence contains your (full) name, UIN and Course/Section information.

When I need to communicate with you individually via e-mail, I will use the e-mail address provided in Howdy. When I need to communicate with the class as a group via e-mail, I will use the TAMU Direct e-mail system provided by the University. This e-mail goes to your University student e-mail account. Please make sure this e-mail is not forwarded to another e-mail address and get in the habit of checking this account frequently.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation for their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services currently located in the Disability Services building at the Student Services at White Creek Complex on West Campus or call 845-1637. For additional information visit http://disability.tamu.edu.

Details about Course Requirements

This information is provided to give you brief details about your assignments and other course requirements. Detailed assignment information is available on eCampus at eCampus.tamu.edu for all assignments.

It is your responsibility to ask questions about any assignment you are not sure about and to keep up with your grades as well as due dates of assignments. It would be especially helpful for any questions about assignments to be asked during class in case other students have similar concerns. However, please consult the syllabus and/or eCampus to see if your question is answered there.

I. Examinations and Quizzes

Like any college course, this one requires that you be prepared for class and prepared for quizzes and exams. Examinations will cover material from class (notes or class discussion) and material from the textbook. The quizzes will cover reading material assigned for class. An 882E Scantron will be needed for all exams. Quizzes will be on-line through eCampus.
II. Career Research Project

This project entails a detailed investigation of a career that you are interested in pursuing. To insure that you are obtaining the maximum benefit from this assignment, it will be due in stages. Detailed information about this assignment is on eCampus and will be explained in class.

III. Resume Exercise

Based on information that will be discussed in class and that is available on eCampus, you will construct a resume. Your assignment MUST be printed on resume paper (25% bond). You can buy a couple of sheets at Fed-Ex/Kinko’s or Office Max. It should contain NO spelling or grammar mistakes.

IV. Interview Exercise

Information on this assignment is available on eCampus and will be explained in detail in class.

V. Class Participation

A personal participation/attendance sheet will be utilized each day of class. Each day you will be asked to sign the sheet as well as possibly provide information on the sheet such as answers to a question, a quiz or other random other information. This is how attendance will be tracked. Twenty-five (25) class meetings, worth two (2) points each will be computed for your Class Participation grade. If you are tardy, you may miss the daily participation activity and therefore forfeit any points for that day. If you are more than 10 minutes late you will be counted absent for that day and will forfeit any points for that class session.

FINAL WORDS

I am excited to have each and every one of you as a student this semester. If you feel that you are overwhelmed and just need someone to talk to, know that my door is open. No concern is too small or too petty. If it bothers you, it matters. If you just want to drop by and see a friendly face, that’s fine, too. You’re always welcome!!!
## ASCC 102: Career Awareness

**Course Calendar**

**Fall/Spring 201X**

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Topic:</th>
<th>Reading Due:</th>
<th>Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction</td>
<td></td>
<td>Purchase Textbook</td>
</tr>
<tr>
<td>Week 1</td>
<td>Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Career Options</td>
<td>Chapter 1*</td>
<td>Practice Assign. (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td>Week 3</td>
<td>Library: Annex 601</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Values &amp; Personality</td>
<td>Chapter 2</td>
<td>CRP #1 (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td>Week 4</td>
<td>Interests &amp; Skills</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Gathering Information</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Student Counseling Service</td>
<td></td>
<td>CRP #2 (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td>Week 6</td>
<td>Graduate &amp; Professional School</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Exam 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Exploring Careers</td>
<td>Chapter 6</td>
<td>CRP #3 (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td>Week 8</td>
<td>Overcoming Barriers</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Job Search</td>
<td>Chapter 8</td>
<td>CRP #4 (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td></td>
<td>S&amp;R, Ch. 9**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Resumes</td>
<td>Chapter 9</td>
<td>CRP #5 (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td></td>
<td>S&amp;R, Ch. 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Interviewing</td>
<td>Chapter 10</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Interviewing</td>
<td>S&amp;R, Ch. 11</td>
<td>Resume (due in class)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Making Decisions</td>
<td>Chapter 11,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 12</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>Networking</td>
<td>Chapters 13/14</td>
<td>Interview Assignment (X/X; 10:00 pm; eCampus)</td>
</tr>
<tr>
<td></td>
<td><strong>Exam 2</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Topics and Due Dates are subject to change.

* When no author is specified, reading is from *Turning Points* by Ducat.

** S&R – Sukiennik & Raufman