

**WAYLAND BAPTIST UNIVERSITY  
DIVISION OF EDUCATION**

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

**Course Number and Title:**

**CNSL 5306** Career and Vocational Counseling and Guidance

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**Course Description:** This course is designed to provide students with an understanding of the roles career theory and information play in counseling for career development. It is designed to assist students to effectively work with clients throughout the life span: Pre-Kindergarten through adulthood. Emphasis is placed on career decision-making, social-psychological factors in career decision making, formal and informal occupational classification systems and practical application of career theory to counseling, group guidance, job search and placement.

**Resources:**

- **Textbook:** Zunker (2006) Career Counseling: A Holistic Approach, 7<sup>th</sup> Edition. Thomson/Brooks and Cole
- The World of Work map found at [American College Testing Web site](#)
- Texas Counselor Standards found at [Texas Administrative Code: Standards for School Counselor Certification](#)
- State Comprehensive School Counseling Programs found at [American School Counselor Web site](#)
- National Career Standards found at [Association for Career and Technical Association Web site](#)
- Multiple authoritative Web sources concerning career guidance and counseling

**Prerequisite Courses: None**

**Note: Any student who, because of a disabling condition, may require some special arrangement in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.**

**Student Learner Outcomes:**

- Knowledge: The certified counselor has a broad knowledge base. The certified counselor must know and understand:
  - (1) Career development theories and practices;
  - (2) Learners'/clients' developmental characteristics and needs and their relevance to educational and career choices;
  
- Skills: The certified counselor applies the knowledge base to promote the educational, personal, social, and career development of the learner/client. The certified counselor must:
  - (1) Develop processes and procedures for planning, designing, implementing, and evaluating a developmental guidance and counseling program;
  - (2) Provide a proactive, developmental guidance program based on the needs of students/clients;
  - (3) Counsel individuals and small groups using appropriate counseling theories and techniques in response to students'/clients' needs;
  - (4) Consult with parents/guardians, teachers, administrators, and other individuals as appropriate to enhance their work with students/clients;
  - (5) Coordinate resources for students/clients within the school and community;
  - (6) Demonstrate proficiency in teaching small and large groups by actively engaging students/clients in the learning process;
  - (7) Participate in the selection, use, and interpretation of assessments and assessment results;
  - (8) Use varied sources of information about students/clients for assessment purposes;
  - (9) Use counseling-related research techniques and practices to address student/client needs; and
  - (10) Advocate for a developmental guidance and counseling program that is responsive to all students/clients.

- **Process:** The certified counselor participates in the development, monitoring, and evaluation of a developmental guidance and counseling program that promotes learners'/clients' knowledge, skills, motivation, and personal growth. The certified counselor must:
  - (1) facilitate learners'/clients' ability to achieve their potential by helping them set and attain challenging educational, career, and personal/social goals based on various types of information;

**Course Requirements:** The student will develop holistic career counseling skills, through conceptual research and writing activities. Each module will require conceptualizing the ideas presented in the textbook through weekly assignments and quizzes, a self-assessment and the development of a personal career guidance model.

**Course Outline and Grading Structure:**

Module /Week	Topic	Chap	Due Date
One	History, Basic Issues and Theories of Career Development	1,2	June 1
Two	Models and Managing Needs	3,4	June 8
Three	Interviews and Assessments	5,6	June 15
Four	Self-Assessment, Technology and Ethics	7,8,9	June 22
Five	Multicultural Groups and Gender Issues	10,11	June 29
Six	Midterm examination	1-11	July 6
Seven	Family Systems, Individuals with Disabilities, and Alternative Lifestyles	12, 13, 14	July 13
Eight	School Counseling	15, 16, 17	July 20
Nine	Work in Our Lives	18	July 27
Ten	Adults in Transitions	19	Aug 3
Eleven	Final examination	12-19	Aug 7

**Participation Policy:** Students are expected to submit class assignments with punctuality. Students are encouraged to communicate promptly with the professor in case of an unavoidable delay in order to keep pace with the requirements of the course. You are training to be a professional. If you wouldn't use the excuse for your boss/principal, don't use it as excuse for this class. You will never be any better counselor than you are a student.

## Academic Honesty

Wayland “expects students to be honest in all of their academic work. By enrolling, students agree to adhere to the high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action.”

Source: <http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

## Plagiarism

“Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one’s own thought, whether the other’s work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.* Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the World Wide Web.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.

8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another."

Source:

<http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

### University Grading System:

<b>A</b>	90-100%	<b>Cr</b>	For Credit*
<b>B</b>	80-89%	<b>NCR</b>	No Credit
<b>C</b>	70-79%	<b>I</b>	Incomplete**
<b>D</b>	60-69%	<b>W</b>	Withdrawal
<b>F</b>	below 60	<b>X</b>	No grade given
		<b>IP</b>	In Progress

\* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.

\*\*A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise, it becomes F. This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met.

### Computation of final grade:

1. 9 chapter quizzes=90 points
2. Short weekly assignments = 19 points
3. Midterm = 100 points
4. Personal Self-assessment = 10 points
5. Final Exam= 100 points

**Total points=319 points**

**A=287-319 points**

**B=255-286 points**

**C=223-254 points**

**D=191-222 points**

**F=190 below**