

ON-LINE COUN 125 SYLLABUS SECTION 99

The On-Line Syllabus Is the Official Syllabus. Read Thoroughly, And Commit To It.

INSTRUCTOR PROFILE

I am John Carroll, a full-time Counselor at Henry Ford Community College. I have been employed at this college since 1977, and have worked in a variety of capacities. Initially I came to the college as the Assistant Registrar and then moved into Counseling two years later. While at HFCC, I have also been its Athletic Director, and I have taught part-time in the Speech Department. Prior to working at Henry Ford Community College, I worked as the Assistant Registrar at Schoolcraft College, and served as an Admissions Counselor at Madonna University.

My higher education background is from Eastern Michigan University where I obtained three degrees between 1970-75. Initially, I received a BA degree with a double major: Speech and Sociology. Afterwards, I achieved a MA degree in Speech while working at EMU as a Teaching Fellow. Once I started working in Admissions at Madonna, I returned to graduate school and completed my counseling education with another MA degree.

In addition to working at HFCC, I have maintained a private practice that helps people make career choices. I have also received additional counselor training in hypnosis through the Wellness Institute in Seattle, and use this specialty to help students reduce test anxiety and overcome fears. I am a licensed counselor in the State of Michigan, and hold board certifications as a counselor and hypnotherapist.

Over the years, I have been a consultant to business and industry on a variety of topics related to careers, outplacement, personality development, communication, and learning. In addition, I have taught a variety of classes at HFCC including, Life Work Planning, Assertiveness, Issues in Personal Growth, Personality and Success, Stress Management, Job Interview Counseling, and Human Potential. The Life Work Planning class was developed by myself shortly after coming to HFCC, and has been instrumental in changing the lives of hundreds of HFCC students. Now, this successful program has been adapted to the technology of the 21st Century with an on-line version. Students of this on-line version will receive from me the same special attention that has been a trademark of the classroom approach which I have been teaching since 1980.

TEXT

We will be using the book **Live What You Love** which is available at the College Store. Feel free to purchase it now, and you can begin reading while you have time. It's a series of short stories about the lives of Bob and Mel Blanchard. Ultimately you will be writing a report on this book which is detailed in Lesson 12.

MOVIE

Eventually you will be assigned to watch a movie that you will have to rent and report on.

COURSE

This course is divided into four sections, and each contains a number of lessons that will help you improve your life work situation. Although most of the lessons will be completed via the computer, you will be asked to do other things away from the computer such as read a book, see a movie, and interview people. **TO GET AN “A” GRADE IN THIS COURSE, YOU WILL NEED TO DEVOTE ABOUT 50 HOURS TO THIS CLASS. THERE WILL BE TIME FRAMES TO COMPLETE THE WORK BY, AND YOU WILL BE DOWNGRADED FOR NOT HANDING IN YOUR WORK ON-TIME.**

For procrastinators who do not get their work in by the stated time period mentioned in the Syllabus and Announcements, an absolute deadline will be given in the Announcement section of U-Compass. If work is not completed and submitted by this absolute deadline, then your work will not be graded. This could then lead to being dropped by me from the class, or perhaps you will be receiving a less desirable grade. The design of this class is progressive, meaning what you do in the last half of the class is dependent upon what you do in the first half. Therefore, students who try to dump all, or many, class lessons in my mailbox to be graded after the absolute deadlines, will in effect, not be graded. As a result, this could mean receiving a “DR” or an “E” grade for the class.

Section One: Discovery

This part focuses on learning more about yourself. You will take a series of assessments that will measure your experiences, interests, abilities, values, and personality. At the end of this section, you will generate a profile of yourself that is connected to the World of Work.

Lessons: 1, 2, 3, 14

Section Two: Negativity

This area allows you to examine things that are holding you back from being all that you can be. These constraints will be confronted, and you will develop strategies to reduce, or even eliminate their negative impact.

Lessons: 5, 6, 7

Section Three: Exploration

This section shows you how to explore various career options, and gather meaningful information. You will interact with people, as well as computers, during this phase.

Lessons: 4, 8, 9, 13

Section Four: Motivation

This last part motivates you to make some type of change within your life-work situation. You will not only be able to make an intelligent, meaningful changes, but also develop a plan of attack to implement your decisions.

Lessons: 10, 11, 12, 15, 16

**LESSON SCHEDULE AND GRADE CUTOFFS
FOR ON-LINE COUN 125.99 FALL 07**

LESSON	Approximate Time to Spend	DUE DATE	MAX POINTS AWARDED
1	2 HOURS	10/20	30 Autobiography
2	4 HOURS	10/24	30 Discover Assessments
3	4 HOURS	10/24	30 MBTI Assessment
4	3 HOURS	10/31	30 World of Work Profile
5	2 HOURS	10/31	30 Network and Analysis
6	2 HOURS	11/07	30 Life/Work Balance Time Mgt.
7	2 HOURS	11/07	25 What's Holding You Back?
8	6 HOURS	11/03	30 Values: Survivor Exercise
9	4 HOURS	11/07	50 Discover Career Exploration
10	3 HOURS	12/01	50 Informational Interview Reports
11	3 HOURS	11/17	50 Movie Report
12	10 HOURS	11/24	55 Book Report
13	1 HOUR	12/02 to 12/08	50 Informational Interv. Chats
14	2 HOURS	11/10	30 Eulogy
15	1 HOUR	12/12	30 Decision Making
16	3 HOURS	12/15	50 Life Work Plan
	52 HOURS		600 TOTAL POINTS
GRADES			
A	600-550		
B	549-500		
C	499-450		
D	449-400		

LESSON ASSIGNMENTS ORGANIZED BY DUE DATE

LATE SUBMISSION POLICY

If assignments are submitted after the assigned due date, then a deduction of 20% of the point value might be taken. For instance, Lesson 1 is due 10-20-07 and is worth 30 points. If I receive it on 10-27-07 or after, and assuming that all of the work is done correctly, I could take an automatic 6 points off this lesson. Be careful of starting an assignment at 11:45 PM and submitting it to me at 12:15 AM around a due date. In the above example, if I received it at 12:15 AM, it is late even though you might have started it before the deadline. **ALL LESSON SUBMISSIONS NEED TO BE DELIVERED THROUGH MY U-COMPASS EMAIL ACCOUNT. U-COMPASS IS THE OFFICIAL DELIVERY SYSTEM FOR COUN 125.**

PLEASE BE AWARE THAT ABSOLUTE DEADLINE DATES WILL BE POSTED IN THE ANNOUNCEMENT SECTION OF U-COMPASS. THIS IS DONE ON AN "AS NEEDED BASIS" FOR THOSE STUDENTS WHO ARE MASTERS OF PROCRASTINATION. IF COURSE WORK IS SUBMITTED AFTER THE ABSOLUTE DEADLINE DATE, IT WILL NOT BE GRADED. THIS COULD RESULT IN A POOR COURSE GRADE, OR EVEN BEING DROPPED FROM THE CLASS.

DUE DATE SCHEDULE

Saturday	10-20-07	Lesson 1
Wednesday	10-24-07	Lessons 2 and 3
Wednesday	10-01-07	Lessons 4 and 5
Saturday	11-03-07	Lessons 8 Survivor Exercise
Wednesday	11-07-07	Lessons 6 - 7 - 9
Saturday	11-10-07	Lesson 14 Eulogy
Saturday	11-17-07	Lesson 11 Movie Report
Saturday	11-24-07	Lesson 12 Book Report
Saturday	12-01-07	Lesson 10 Informational Interview Reports
	12-02 - 12-08	Lesson 13 Chats on Interview Reports
Wednesday	12-12-07	Lesson 15 Decision Making
Wednesday	12-15-07	Lessons 16 Life Work Plan and Lesson 17 Evaluation