Course Description
This course is designed for students who want to explore various academic majors and/or occupations. Through self-assessment, students will be provided with a greater understanding of how their personal characteristics, interests, values, and skills influence career development, and will have the opportunity to explore a variety of options. In addition, students will gain an increased understanding of how to use a variety of career resources, will explore the link between liberal learning and employer needs, and will establish career goals and develop a plan for achieving them.

Required Textbook

IMPORTANT: The textbook is *required* for this course. There will be weekly quizzes based on the chapters assigned for that week. The book can be found at Barnes & Noble at USD or through a number of online bookstores.

Instructional Method
This course will be instructed entirely online via Desire2Learn ([http://d2l.sdbor.edu](http://d2l.sdbor.edu)) (see also the “Desire2Learn” section below). While this is an online class, it does not mean it is a self-paced or correspondence-like course. Each week you will be required to complete a number of tasks as outlined in the “Assessments” section below.

Expectations

Students
First and foremost, students are expected to read, understand and abide by all policies and procedures outlined in this syllabus as well as those in the CDE Online Orientation, which can be accessed from the “Getting Started” section on the course homepage. The latter contains important information about the various academic, student and technical resources and services available at USD.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a one credit-hour course, students should expect to invest around 3 hours per week in the course.

Because this is an online course, and meant to be an asynchronous experience, we will not be meeting face-to-face, so the SDBOR engagement requirement will be reproduced by the following activities:
posting in weekly discussions and responding to two other class members’ discussions, completing the required reading assignments and other activities, and connecting with the instructor.

**IMPORTANT:** The instructor will provide regular updates during the week, so students should log into D2L to check for announcements and emails at least three times per week, if not more frequently. You can also, optionally, forward your D2L course mail to your preferred email account to keep updated. See the guide in the course FAQs.

One important thing to remember: when all is said and done, this is your class; it is what you make of it. Your level of participation will be directly proportional to your class experience. In other words, you will get out of it what you put into it.

**Instructor**

The instructor will strive to provide every possible opportunity for feedback and, unless otherwise stated, will respond to all communications within twenty-four (24) hours on weekdays, or within forty-eight hours (48) on the weekends. The instructor will also endeavor to return with feedback and suggestions in a reasonable amount of time—see the “Assessments” section below for more detail. Finally, the instructor will also abide by all policies set forth in this syllabus and those by the CDE Online Orientation, The University of South Dakota, and the SDBOR.

**Course Objectives:**

Students successfully completing this course will:

- Clarify academic and career goals; describe the steps of effective decision-making.
- Identify the vital link between university liberal learning and employers’ needs.
- Gather, analyze, and integrate information about oneself, academic majors, and occupations.
- Connect with faculty, university staff, professionals, and/or the work environment.
- Formulate strategic action plans to achieve one’s academic and career goals.

**Assessments**

Because of the online nature of this course, it is important that students receive regular feedback on their progress. To that end, there will be weekly participation requirements and assessments to assure that ample feedback is provided and that ample opportunity is provided to ask questions about the various course topics.

**IMPORTANT:** Make-up assessments will only be available under conditions such as serious illness, family emergencies, etc., and will be provided solely at the discretion of the instructor. When possible, students should notify the instructor prior to missing any assessment.

**Weekly Reading Quizzes**

Each week, students will need to take a short, five-question quiz over the week’s assigned reading from the textbook. The quizzes will become available to students at 12:01am each Monday morning and must
be finished by 11:59pm on Sunday. Students will have 15 minutes to finish each quiz and will only get
one opportunity to take each one.

**Weekly Activities**
Each week, students will complete one longer activity/assignment. These activities are meant to get
students active in learning about themselves and the career exploration process. Each activity is worth
100 points and is due in the Dropbox by 11:59pm on Sunday (unless otherwise noted in the weekly class
notes).

The activities for this course are as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Me Survey</td>
<td>100</td>
</tr>
<tr>
<td>Wandering Map</td>
<td>100</td>
</tr>
<tr>
<td>Interest Assessment</td>
<td>100</td>
</tr>
<tr>
<td>Career Exploration Worksheets</td>
<td>100</td>
</tr>
<tr>
<td>Possible Self Activity</td>
<td>100</td>
</tr>
<tr>
<td>Resume &amp; Cover Letter (rough draft)</td>
<td>100</td>
</tr>
<tr>
<td>Final Paper</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>700</td>
</tr>
</tbody>
</table>

Papers must be submitted as Word documents (DOC or DOCX) via the Dropbox—not through course
mail. The instructor will have assessments graded within one week of the due date.

**Discussion Posts**
Each week there will be an associated discussion on topics for the activity and supplemental course
content. Students will need to post a direct response to the instructor’s prompts and then respond to
the postings of at least TWO class members. When posting in the discussions, each student needs to
abide by the “Netiquette” section in the CDE Online Student Orientation guide, which can be found in
the “Getting Started” section of the course homepage. Students are expected to post a substantive
response to the question or questions posed by the instructor and then reply substantively to two other
students’ postings. A substantive response if more than simply saying, “I agree.” Rather, it will provide
arguments to support the student’s response. Discussion participation will be assessed at the conclusion
of each discussion topic on the level and quality of participation.

**IMPORTANT:**
- Initial responses to the instructor’s question are due by **Friday @ 11:59 PM CT**. If
  you do not post your initial response by this time, **you will lose points**.
- Weekly discussions will be closed on **Sunday @ 11:59 PM CT**. You must complete
  all requirements by that time or you will lose points for whatever requirements
  are incomplete.

**Participation / Attendance / Discussion**
For an online class, attendance is based on participation in the weekly discussion forums. These
discussions are essential for this class and points will be awarded as follows:
Your post based on the week’s Activity
(Due Friday by 11:59pm) 30 Points

Your responses to two class members’ posts
(Due Sunday by 11:59pm) 20 Points

TOTAL 50 Points

Course Point Total

Given the types of assessments and number of points each is worth, the total number of points in the course is broken down as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Quizzes</td>
<td>350</td>
</tr>
<tr>
<td>Weekly Discussions</td>
<td>350</td>
</tr>
<tr>
<td>Assignments/Activities</td>
<td>700</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1400</strong></td>
</tr>
</tbody>
</table>

Grading

Your grade will be calculated using the following scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>1260 - 1400</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>1120 - 1259</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>980 - 1119</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>840 - 979</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>&lt;840</td>
</tr>
</tbody>
</table>

**IMPORTANT**: You can check your current grade at any time during the semester by clicking on the “Grades” link off of the course homepage. You will also be able to check the grades for any assessment, as well as feedback on activities, using this link as well.

Course Sequencing

In general, a typical week in this course will be sequenced as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly assessments available</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for independent work and discussions</td>
</tr>
<tr>
<td>Friday</td>
<td>Initial discussion postings due by 11:59 PM CT</td>
</tr>
<tr>
<td></td>
<td>Open for independent work and discussions</td>
</tr>
</tbody>
</table>
Saturday  Open for independent work and discussions

Sunday  Weekly activity/assessment, quizzes, and discussion due by 11:59 PM CT.

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started section of the course homepage.

Desire2Learn (D2L):
D2L will be used to facilitate all aspects of the course. In D2L, you will be able to:

- Communicate with your classmates and the instructor via discussions and course mail
- View weekly class notes
- View and complete weekly reading quizzes
- Access assignments, activities, and additional course documents
- Access your course progress and grades

To access D2L, please visit the following URL:  http://d2l.sdbor.edu/

Student Resources:
The University of South Dakota provides a number of useful services to students:

- **CDE Online Orientation Guide (see link in the Getting Started section of the course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:

  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **USD Portal (http://myu.usd.edu/):**
The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:

  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center (http://www.usd.edu/academics/academic-commons/writing-center.cfm):**
The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.

**Plagiarism Policy:**
Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment.

Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be:

- reported to the program in which the student is majoring and that department may take additional action
- allowed to rewrite and resubmit the assignment for credit
- assigned a reduced grade for the course
- dropped from the course
- failed in the course

**Freedom in Learning:**
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the College of Arts & Sciences at (605) 677-5381 to initiate a review of the evaluation.

**Disability Services:**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

**Ernetta L. Fox, Director**
Disability Services
Room 119 Service Center
(605) 677-6389
http://www.usd.edu/ds/

dservices@usd.edu