



**POFT 1300 Career Planning and Exploring  
Fall 2023  
Internet Course**

**Instructor Information:** Andrew Gregory, RA, EA, MBA, MST, [Agregory2@com.edu](mailto:Agregory2@com.edu)

**Student hours and location:** Tuesday and Wednesday 2:00 5:00 pm in ICB 313-14 or on TEAMS, Friday 1:00-2:30 on TEAMS by appointment online

**Required Textbook/Materials:** *Your Career. How to Make It Happen.* Harwood, Owens, Kadakia, Ninth Edition with access code to MindTap.

**Course Description:** An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, personal finance, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes, and interviewing.

**Course requirements:** Students will participate in a variety of assessment activities and projects to determine competencies as assigned by the instructor. These assignments include:

**Chapter Quizzes:** Each chapter quiz assesses your comprehension of the material covered in that chapter of the textbook.

**Video Assignments:** Each chapter has two video assignments in MindTap that assess your comprehension of the material covered in that chapter of the textbook.

**Projects:** In the assignments, students will apply the material covered in the textbooks and the discussion forums to the real-world problems associated with job search and career planning.

**Final Assignment:** In the final assignment, students will apply their strengths to a job search, perform a job analysis, and prepare for an interview.

**Determination of Course Grade/Detailed Grading Formula:**

<b>Point Values</b>			
<b>Activity</b>	<b>Point Value</b>	<b># of Activities</b>	<b>Total Points</b>
Chapter Quizzes	10	14	140
Tests	100	1	100
Video 25 Assessments	20	28	420
Projects/Assignments	50	5	250
Discussion Board	10	5	50
Course Evaluation	40	1	40
<b>Total Possible Points</b>			<b>1000</b>

**Late Work, Make-Up, and Extra-Credit Policy:** There is a 20% late penalty for all late submissions. Only one attempt will be allowed on the test. No retakes are allowed. Make-ups are generally not allowed, but the instructor reserves the right to make individual decisions prior to the opening of the exam.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
Identify career options and aptitudes.	Personal Responsibility	Course Project 1 - Research Assignment
Explain the nature of the career decision-making process and its ongoing application.	Critical Thinking Skills	Video Assessments
Develop a resume and cover letter.	Communication Skills	Course Projects 2 & 3
Demonstrate interviewing skills.	Communication Skills	Course Project 4
Describe follow-up procedures.	Communication Skills	Final Assignment

**Attendance Policy:** While this is an online asynchronous course, it is strongly recommended that you log in daily to complete assignments and check for course updates to ensure success in this course.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with the college policy and the student handbook. Academic dishonesty-such as cheating on exams is an extremely serious offense and will result in a grade of zero on the exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8948 or RMontz@com.edu.

**Course outline:**

**Career Exploration and Planning**

**Spring 2024**

<b>Schedule of Activities</b>						
<b>Module</b>	<b>Week</b>	<b>Reading</b>	<b>Video Assign</b>	<b>Project/Assignments</b>	<b>Quizzes Exams</b>	<b>Due Date 11:59 pm</b>
Mod 1	1			Introduction		18-Jan
Mod 2	2	Chapter 1	1-1 & 1-2	Project 1	Quiz 1	21-Jan
Mod 3	3	Chapter 2	2-1 & 2-2		Quiz 2	28-Jan
Mod 4	4	Chapter 3	3-1 & 3-2		Quiz 3	4-Feb
Mod 5	5	Chapter 4	4-1 & 4-2	Discussion	Quiz 4	11-Feb
Mod 6	6	Chapter 5	5-1 & 5-2	Project 2	Quiz 5	18-Feb
Mod 7	7	Chapter 6	6-1 & 6-2		Quiz 6	25-Feb
Mod 8	8	Chapter 7	7-1 & 7-2		Quiz 7	3-Mar
Spring Break						
Mod 9	9	Chapter 8	8-1 & 8-2	Project 3	Quiz 8	17-Mar
Mod 10	10	Chapter 9	9-1 & 9-2		Quiz 9	24-Mar
Mod 11	11	Chapter 10	10-1 & 10-2		Quiz 10	31-Mar
Mod 12	12	Chapter 11	11-1 & 11-2	Project 4	Quiz 11	7-Apr
Mod 13	13	Chapter 12	12-1 & 12-2	Discussion	Quiz 12	14-Apr
Mod 14	14	Chapter 13	13-1 & 13-2		Quiz 13	21-Apr
Mod 15	15	Chapter 14	14-1 & 14-2		Quiz 14	28-Apr
Mod 16	16			Final Project	Final Exam	7-May

**Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2023-2024 v2.pdf](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing, students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 28th. The last date to withdraw from the 16-week session is April 22nd. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 1.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).