

## Course Syllabus

### CLP 7 – Self Assessment - 4 Units

Instructor: Monica Ganesh, MA & PPSC

#### Contact Me

- The fastest way to communicate with me is by Canvas Inbox. You may send an email directly to my campus address, ganeshmonica@fhda.edu. However, once class begins, I prefer that you send email through the **mail function in Canvas Inbox**. For more information: [How do I send a message from within my Canvas Course?](#)
- **Email:** [ganeshmonica@fhda.edu](mailto:ganeshmonica@fhda.edu)
- I will reply to emails within 24 – 48 hours during the week, although during the week I check messages frequently and usually reply sooner than that. If you have not heard from me within 24 hours during the week of sending your message, I probably did not receive it, so please contact me again. (If you misspell my name, the email will not come through to me, so please recheck your spelling before sending!).
- **Canvas Zoom Office hours:** By Appointment

#### Course Description

Comprehensive approach to career and life planning. Examine the decision-making process by exploring theories in career development and other factors such as familial, social, and cultural issues that influence career and lifestyle choices. Utilize self-assessment inventories to identify individual interests, values, skills, and personality types as they relate to career/college major options. Become familiar with career development software, related technology and develop skills to enhance the job search process.

#### Learning Outcomes

1. Develop, and evaluate college major and career options by analyzing a multitude of factors involved in career development such as: personality, values, skills, interests, attitudes, and family and culture.
2. Research and appraise college major and career options by utilizing various resources such as: the online resources and informational interviews. Demonstrates decision-making skills that include the multitude of factors shown in SLO Number One.

## Required Materials and Technology

- You will need to have access to a computer and reliable internet to download and type for this class.
- Computer or mobile device capable of accessing the Internet (see [Canvas Computer Specifications](#))
- Fairly recent Mac or PC (not more than three years old preferable) with a current operating system
- Current browser (Chrome is preferable)
- High-speed Internet access for viewing online videos and more
- Course materials, handouts, videos, and homework will be available online in Canvas. Many of them will be in the online Canvas guides, and you will be able to bookmark or print them for future reference.

## Canvas Login Information:

### Online Education

- Email: [onlineeducation@deanza.edu](mailto:onlineeducation@deanza.edu)
- Monday-Thursday 8:30am-5pm and Friday: 8:30am-4pm
- Phone: 408-864-8969

### Canvas Technical Support: Call **(844) 303-5596**

- Email: [support@instructure.com](mailto:support@instructure.com)
- Mon-Fri, 5:00 p.m. to 8:00 a.m. and weekends (24x7)

**Important:** A free Canvas app is available for you to connect to our site with your mobile device. Here's the complete instructions of free [Canvas App](#).

### Your Email

To prevent problems, make sure your email address on file in Admissions and Records and in MyPortal is correct.

## Special Learning Needs Related Accommodations

If you have a learning or physical need that requires special accommodations in this class, please make an appointment with the [Disabilities Support Services \(DSS\)](#), and notify me of the accommodations needed. If you require any special accommodations for this class, please

contact me as soon as possible to ensure a quality learning experience. I will be happy to work with you to meet your specific needs.

### **Preferred Name and Gender Pronoun**

Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter, so that I may make appropriate changes to my records.

### **Participation, Attendance, and Drops**

Students who demonstrate regular participation will receive maximum benefit from their investment in this course.

Student participation is vital in this course. Participation in this class is defined as being present and actively engaged in discussions, journals, and group work. It is also expected that students will participate in the class with personal integrity, an openness to share your experience, a commitment to learn from others, and **compassion and sensitivity for learning about diverse life experiences and cultures.**

**During the first week: You must log in to Canvas and submit homework by the end of the first week. Please be advised you may be dropped from the class for non-attendance if you fail to complete this requirement.** You may be dropped if you are absent during the first week and do not inform me!

**Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!

### **Time Commitment & Recommended Skills**

- This course has 4 units and will take approximately **12 hours per week.**
  - Your time commitment may vary based upon your own learning process and level of experience with web technologies.
- You are also expected to submit work and begin reading and submitting assignments based on the assigned due dates.
- This class is transferable to the California State University (CSU) and the University of California (UC) systems. For this reason, you should expect academic rigor. The expectation is you know how to read and write at college level.

- You will be regularly reading and writing assignments.
- The **Writing and Reading Center (WRC)** is a support service to help you with your writing, if needed. The tutorial services are a great resource for proofreading your assignments before submitting them to me.
- Although this class is designed for beginning Canvas users, we recommend you have the following skills:
  - Basic computer skills (word processing, e-mail, file management)
  - Basic Internet skills (use of browser, searches, uploading/downloading files)

## Writing Tips

- Use formal language.
- Use spell and grammar check. Grammar and spelling errors can be distracting.
- Write in complete sentences.
- When responding to a question, each of your answers should be a minimum of three to five (3-5) sentences.
- Writing a list lessens the impact of your words.
- Expand on a topic by using examples to support your point.
- **You can improve the quality of your writing by demonstrating evidence, providing explanations, discussing examples, or sharing experiences.**
- **I do not accept re-writes**, so make sure you proofread your work before submitting it to me on Canvas.
- For your benefit, **I do not review assignments before the deadline.**
- Once the deadline for an assignment has passed, **Canvas does not allow late submissions.**

## Late Policy

- **I do not accept late work**, with the exception of a **one-time late pass** or **special circumstances!**
- I will review special circumstances and emergencies on a case by case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, please **email me 48 hours prior** or as soon as possible so that arrangements can be made for you to keep up in the class.
- The late policy may be waived at the instructor's discretion in special circumstances or in case of an emergency. **Emergencies** are defined as anything which is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are: heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, conferences or any other event which can be planned around.

- Due dates for each module are published on the course calendar. Work **turned in by the end of the** due date, as evidenced by the date stamp given on the discussion board or drop box, will be considered on time and will receive full credit. For your benefit, I do not review assignments before the deadline.
- Once the deadline has passed, Canvas does not accept late work. If you will be using your **one-time** late pass, you need to **inform me**, so that I can extend the deadline on Canvas for you (**only 24 hours**). (**I keep track!**).
- **Prompt submission** of assignments for assessment **allows the instructor to provide guidance and timely feedback**. Assignment grades will be posted in the grade book within **2 to 4 business days after the assignment due date**. If a grade is not posted, then the assignment was missing in the appropriate drop box folder.
- Check the grade book and drop box throughout the course to review assignment feedback. If you have questions or concerns about a grade, please contact me ASAP. **Do not wait until final grades have been posted to discuss missing assignments or missing grades in the gradebook.**
- It is strongly recommended that you draft (and save) all assignments in Microsoft Word (or other word processing program) and then copy and paste the information. That way you will have a copy saved on your computer should anything go wrong. Keep a copy of all of assignments you wish to include in your computer.
- **Excused Makeup Work** - If a late submission has been requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

### **One-time late pass!**

Only valid for discussions and journal entries (cannot be used for presentations, quizzes, midterm, or final).

Everyone deserves a second chance, so here is yours. You may use the one-time late pass if you are unable to turn in a homework assignment on the day it is due without losing any points. That assignment will be accepted **within 24 hours of the due date**. **Let me know what assignment you will be using the pass, so I can extend your deadline on Canvas.**

Homework that is more than 24 hours late will be declared void and will not count. Any homework turned in after the due date without using the one-time pass will earn a zero. Pass cannot be used for quizzes, projects, or the final exam. You may use only one pass a quarter.

## **Academic Dishonesty**

The college community has the responsibility to make every reasonable effort to foster academic honesty and conduct. Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses, degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess.

Students shall be suspended or expelled only for a good cause. Misconduct that constitutes grounds for disciplinary action includes but is not limited to acts of academic dishonesty, including, but not limited to, cheating, tampering, fabrication, plagiarism, or assisting others in an act of academic dishonesty.

If a student is unclear about a specific situation, s/he should speak to the instructor. The following are examples of academic dishonesty:

### **Cheating**

- Copying, in part or whole, from someone else's test
- Using or consulting any sources or materials not authorized by the instructor during an examination

### **Plagiarism**

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own.
- Submitting a paper purchased from a research or term service.

Plagiarism is grounds for probation and/or suspension from the college. Any student who cheats on an exam or assignment, plagiarizes from somebody's work or lifts information from sources without citing those sources will be reported and will receive a "F" letter grade for the assignment.

### **Netiquette-Conduct Online**

- Any student who posts a message that is deemed by the instructor to be derogatory, abusive, threatening, sarcastic, rude, inflammatory or otherwise offensive shall immediately have his or her Discussion Forum privileges suspended pending an investigation into the matter. Further postings of a like nature shall be punishable under the conditions specified in the Code on the entry page of Canvas.

## Netiquette Tips

- **Avoid sarcasm.** People who don't know you may misinterpret your meaning.
- **Use appropriate language.**
- **Avoid "flaming"** (online "screaming") or sentences typed in all caps.
- **Be courteous** to the other students in the class. You might find it helpful to read your posting out loud before you submit it: "tone" is a very important part of online communication. When you read your message out loud, does it sound the way you would speak to another student in the classroom?
- **Never make derogatory comments** toward another person in the class.
- **You can disagree with ideas**, but do not make personal attacks.

## When will Grades be Posted?

I will post grades and comments for the assignment as soon as I am able. However, I will not grade any papers before the assignment due date. This is for both of our benefit.

You will be required to work together as a class within the discussions and certain group/partner activities. Therefore, the drop box and discussion boards are date-restricted to open as appropriate for the assignments.

## Course Calendar with Due Dates

All graded work will be due on the date specified. Late submissions will not be accepted, unless submitted with a one-time late pass or special circumstance. If you require special accommodations for assignments and final exam, please let me know well in advance of the scheduled date so I can make arrangements. If you're having difficulty with the course, please see me as soon as possible.

## Course Calendar with Due Dates

Details for each assignment are found withing your Canvas course.