

ORIN 151 Choosing a Major and Career: Creating a Career Plan

Purpose

To provide guidance and clarity to students who find themselves unsure about a major and career path. The course addresses first-time freshman who are undecided about a major and students whose initial major or career choice does not match their personal, academic and professional aspirations. Students will be guided through a formal assessment of their personal characteristics, consider possible career options and identify those majors that may help them obtain those options.

Students will research these different options, taking into consideration their personality, work values, interests and strengths. The various activities will be conducted both in and outside of class as described in this syllabus.

Instructor

STAFF Career Development Specialist
WVU Career Services Center, Mountainlair

Email

Contact instructor by email.

Every effort will be made to answer your email messages daily.

Required "Textbooks"

- TURNING POINTS: Your Career Decision Making Guide, 3rd Ed. Ducat, D. Prentice Hall. ISBN: 978-0-13-708445-5 (you can rent for the semester for around \$20)
- Focus 2: Provided free online by Career Services at: focus2career.com/Portal/Login.cfm?SID=776 (access code - mountaineer)

Course Outcomes

After completing this course, students will be able to:

1. Identify specific majors at WVU that should help prepare them for careers of interest as suggested by Focus 2 (a self-paced, online education planning tool).
2. Describe their work interests, personality type, skills, values and leisure interests and the associated occupations that fit best with their individual characteristics.
3. Recognize their individual strengths through 16 Personalities resulting in a better understanding of areas in which they excel.
4. Evaluate all the information gathered about themselves and begin to plan for their future based on realistic goals and expectations.
5. Think critically about major and career decisions and how they may help obtain future goals.
6. Create a basic resume and recognize the key components necessary to build a professional resume.

Grading Scale

A	166-185
B	148-165
C	129-147
D	111-128
F	less than 111

Assignments

Discussions	40
Ten Years from Now	10
Task 1	10
Complete 3.5 exercise and Reflection Paper	15
Resume	15
Handshake assignment	10
FOCUS	15
Personality Assessment Reflection	15
Work Importance Locator	15
Career Interview Paper	20
Final paper	20
TOTAL POINTS	185

Academic Responsibilities

- All papers must be 1-2 pages long, double spaced, Ariel, Calibri or Times New Roman fonts, font size 12, 1-inch margins. All papers MUST be submitted as MS Word attachment.
- Papers must be submitted through e-campus via assignment submission tool which can be found under each weekly folder.
- Out of class assignments must be turned in by the beginning of class the following week. Late assignments will automatically be reduced by 10 points for each additional day (24 hours from start of class) that the assignment is not turned in.

Schedule

Module	Reading	Assignment Subject	Due Date
1	Chapter 1, Turning Points	10 years from now Task 1 Discussion #1	
2	Chapter 2 Turning Points	Complete: Focus (complete assessments) Discussion #2	
3	Chapter 3 Turning Points	Complete: Personality Assessment on Steppingblocks Discussion #3	
4		Complete: Work Importance Locator Discussion #4	

5		Complete 3.5 Task 1 and Task 2
		Discussion #5 –Identify 5 careers on Onetcenter.org. For each find Education Level required, Interest code, Work Values, Employment Numbers and Median Wages
6		Work on Resume Explore Handshake Discussion #6 Select your Academic Major and then from the Major Map link: https://www.wvu.edu/academics/major-maps Post a screen shot or list the 1 st year Academic schedule.
7	Chapter 4 Turning Points	Research Potential Majors/Interview (paper) Activity 4.1- Informational Interview Discussion #7 From: “What Can You Do with That Major?” Link, identify at least 2 fields, 2 strategies and 1 Professional Organization affiliated with a major you are considering.
8	Chapter 7 Turning Points	Class overview worksheet, final discussion # 8

Academic Integrity Statement

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, instructors will enforce rigorous standards of academic integrity in all aspects and assignments of their courses. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University [Academic Standards Policy](http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification) (http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification). Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see your instructor before the assignment is due to discuss the matter.

Academic Standards Policy, including Academic Dishonesty

The WVU Catalog contains the full [Academic Standards Policy](#). [Resources for Faculty and Students for Reporting and Appealing Violations of Academic Standards](#)

Adverse Weather Statement

In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact your instructor as soon as possible. Similarly, if your instructor(s) are unable to reach the class location, they will notify you of any cancellation or change as soon as possible, using agreed upon methods to prevent students from embarking on any unnecessary travel. If you cannot get to class because of weather conditions, instructors will make allowances relative to required attendance policies, as well as any scheduled tests, quizzes, or other assessments. [adopted 98-2014]

Attendance Policy

The WVU Catalog contains the full [Attendance Policy](#).

Campus Safety Statement

The WVU Police are committed to creating and maintaining a safe learning environment for all students, faculty, and staff. The WVU Police are committed to creating and maintaining a safe learning environment for all students, faculty, and staff. Part of this mission includes educating the campus community on how to respond to potential campus threats, such as the threat of an active shooter on campus or other suspicious behaviors. Fortunately, WVU Police offer training - both online and in-person - on how to handle a variety of campus safety scenarios. All students are encouraged to visit the [WVU Police](#) (<https://police.wvu.edu/>) webpage, in particular the content under the [Active Shooter](#) (<https://police.wvu.edu/training>) training program. Students are also encouraged to report any suspicious behaviors on campus using the [Report a Threat](#) (<https://police.wvu.edu/emergencymanagement/threat-assessment>) portion of the webpage. Additional materials on campus safety prepared by WVU Police, including special safety tips and training, will also be provided on our e-Campus page. [adopted 10-2-17]

Etiquette Statement

College students are responsible for their own learning, goal setting, and success, and for recognizing that the college classroom is a community. So that all community members may learn, students should behave respectfully (e.g., turn off cell phones and other electronic devices; remove headphones; be punctual; turn exclusive attention to class and work activities; and interact appropriately with other students, co-workers, and the instructor).

Incomplete Policy

The WVU Catalog contains the full [Incomplete Policy](#).

Inclusivity Statement

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with [the Office of Accessibility Services](#). (<https://accessibilityservices.wvu.edu/>) More information is available at the [Division of Diversity, Equity, and Inclusion](#) (<https://diversity.wvu.edu/>) as well. [adopted 2-11-2013]

Plagiarism

The policy of this school, as stated in the Undergraduate Handbook: "Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to: submitting, without appropriate acknowledgement, a report, notebook, speech, outline theme, thesis, dissertation, or other written, visual or oral material that has been copied in whole or in part from the work of others, whether the source is published or not...."Plagiarism will result in an unforgivable "F" for the class.

Sale of Course Material Statement

All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other course materials provided to students for their courses are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the [Student Conduct Code](https://studentconduct.wvu.edu/policies-and-procedures). (<https://studentconduct.wvu.edu/policies-and-procedures>) [adopted 5-11-2015]

Sexual Misconduct Statement

West Virginia University does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or relationship violence [[BOG Policy 44](#)]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff; keep in mind that they have an obligation to report the incident to the [Title IX Coordinator](#). (<https://titleix.wvu.edu/staff>). If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the [Carruth Center](#), 304-293-9355 or 304-293-4431 (24-hour hotline), and locally within the community at the [Rape and Domestic Violence Information Center](#) (RDVIC), 304- 292-5100 or 304-292-4431 (24-hour hotline). For students at WVU-Beckley, contact the [Women's Resource Center](#) at 304-255-1585 (toll free at 1-888-825-7836) or [REACH](#) at 304-340-3676. For students at WVU-Keyser, contact the WVU-Keyser [Psychological Services Office](#) at 304-788-6976, and locally in Keyser, the [Family Crisis Center](#), 304-788-6061 or 1-800-698-1240 (24-hour hotline). For more information, please consult [WVU's Title IX Office](#) (<https://titleix.wvu.edu/confidential-resources>).

Social Justice

WVU is committed to promoting an environment where everyone can be heard and respected. Any recommendations about how to further this policy are welcome. If you need any accommodations to participate in class, please contact disability services at 293-6700.

Student Evaluation of Instruction Statement

Effective teaching is a primary mission of West Virginia University. Student evaluation of instruction provides the university and the instructor with feedback about your experiences in the course for review and course improvement. Your participation in the evaluation of course instruction is both strongly encouraged and highly valued. Results are strictly confidential, anonymous, and not available to the instructor until after final grades are released by Admissions and Records. Information about how you can complete this evaluation will be provided by your instructor.

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” 20 U.S.C.A. section 1681(a).