



Graduate Course Syllabus

COU 630: Career Counseling

Center: Online

Course Prerequisites

Advisor registration required

COU 530, COU 540, and COU 610

Course Description

Review the major theories of career development. Learn how to help clients explore issues including career choice, leisure, retirement planning, rehabilitation, mid-life career changes, and work-life balance. Learn to administer several commonly utilized career interest assessments.

Course Outcomes

- Create a unique career counseling strategy for informing an appropriate career plan while working with a client
- Select appropriate career assessment resources for supporting a client's career path during career case conceptualization
- Analyze career counseling theories to inform career decision-making strategies in the counseling field
- Evaluate career assessment results to determine a career plan while working with a client
- Articulate clear and appropriate career assessment results to inform clients on career pathways

Required Materials

You are not required to purchase a textbook through SNHU's online bookstore. The following equipment will be needed to complete the Bongo activities in this course:

Bongo

The following equipment will be needed to complete the Bongo activities in this course:

- Mac or PC desktop or laptop (not a mobile device or tablet)
- Webcam
- Microphone

For more detailed technical requirements, refer to [this document](#).

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment’s due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Start Here Assignment	1	5	5
Discussions	6	20	120
Journals	5	25	125
Worksheets	2	30	60
Knowledge Check	1	20	20
Small Group Discussion	1	20	20
Activity	1	25	25
Career and Personality Assessments	2	25	50
Practice Activity	1	35	35
Report Drafts	2	70	140
Final Project Review Activity	1	5	5
Final Project I Submission	1	200	200
Final Project II Submission	1	195	195
			Total Course Points: 1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

Grade	Numerical Equivalent	Points
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
I	Incomplete	
IF	Incomplete/Failure *	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each week.

For more detailed information, view the [Comprehensive Syllabus](#).

Concept One: Introduction to Career Counseling

Week One	Start Here Assignment 1-1 Journal: Personal Career Autobiography 1-2 Knowledge Check: Introduction to Career Counseling 1-3 Activity: Final Project Review
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Concept Two: Career Counseling Strategies and Theories

Week Two	2-1 Discussion: Choosing Assessments 2-2 Activity: Career Counseling Theories 2-3 Journal: Career Theory 2-4 Résumé Reminder
Week Three	3-1 Discussion: Career Counseling Model 3-2 Personality Assessment 3-3 Résumé Reminder

Concept Three: Career Assessments and Results

Week Four	4-1 Discussion: Client Intake 4-2 Journal: Résumé Submission 4-3 Career Assessment
Week Five	5-1 Small Group Discussion: Diverse Population Considerations 5-2 Career Assessment Report: Draft One
Week Six	6-1 Worksheet: Appropriate Tools and Resources 6-2 Worksheet: Life-Planning Workshop
Week Seven	7-1 Discussion: Career Education Planning 7-2 Career Assessment Report: Draft Two

Concept Four: Final Project and Self-Reflection

Week Eight	8-1 Discussion: Technology in Career Counseling 8-2 Practice Activity: Explaining the Results
Week Nine	9-1 Journal: Ethical Considerations 9-2 Final Project I Submission: Career Assessment Report 9-3 Final Project II Submission: Summary to Client
Week Ten	10-1 Journal: Personal Career Path 10-2 Discussion: Special Populations

CACREP Alignment Map

Week 1:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
1-1 Journal: Personal Career Autobiography	2.F.4.b,	CO1		Week 1 Journal Rubric
1-2 Knowledge Check: Introduction to Career Counseling	2.F.4.a, 2.F.4.e, 2.F.4.j, 5.C.2.a, 5.C.2.k	CO1		Week 1 Knowledge Check Rubric
Week 2:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
2-1 Discussion: Choosing Assessments	2.F.4.e, 2.F.4.i, 2.F.7.h, 2.F.7.i	CO2, CO3		Bongo Discussion Rubric
2-2 Activity: Career Counseling Theories	2.F.1.i, 2.F.4.a, 5.C.1.b, 5.C.2.l	CO3		Week 2 Activity Rubric
2-3 Journal: Career Theory	2.F.4.a, 5.C.1.b			Week 2 Journal Rubric
Week 3:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
3-1 Discussion: Career Counseling Model	2.F.4.a, 2.F.4.j	CO3		Bongo Discussion Rubric
3-2 Personality Assessment	2.F.4.a, 2.F.4.e, 2.F.4.i, 2.F.7.k	CO2		Personality Assessment Rubric
Week 4:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
4-1 Discussion: Client Intake	2.F.2.f, 2.F.4.c, 2.F.4.e, 2.F.4.f, 2.F.4.j, 2.F.7.b, 2.F.7.i, 5.C.3.a	CO1		Bongo Discussion Rubric
4-2 Journal: Resume Submission	2.F.4.b, 2.F.4.c	CO1		Week 4 Journal Rubric
4-3 Career Assessment	2.F.4.e, 2.F.4.i, 2.F.7.i	CO2		Career Assessment Rubric
Week 5:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
5-1 Small Group Discussion: Diverse Population Considerations	2.F.4.c, 2.F.4.e, 2.F.4.f, 2.F.4.g, 2.F.4.j	CO2		Bongo Discussion Rubric
5-2 Career Assessment Report: Draft One	2.F.4.a, 2.F.4.e, 2.F.4.i, 2.F.7.i, 5.C.2.j	CO1, CO2, CO3		Final Project Draft One Rubric

Week 6:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
6-1 Worksheet: Appropriate Tools and Resources	2.F.4.a, 2.F.4.b, 2.F.4.c, 2.F.4.d, 2.F.4.e, 2.F.4.f, 2.F.4.g, 2.F.4.h, 2.F.4.i, 2.F.4.j, 2.F.7.i	CO5		Week 6 Appropriate Tools and Resources Rubric
6-2 Worksheet: Life-Planning Workshop	2.F.4.a, 2.F.4.b, 2.F.4.c, 2.F.4.f, 2.F.4.h, 2.F.4.i, 2.F.5.i	CO4		Week 6 Life Planning Workshop Rubric
Week 7:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
7-1 Discussion: Career Education Planning	2.F.4.a, 2.F.4.b, 2.F.4.c, 2.F.4.d, 2.F.4.e, 2.F.4.f, 2.F.4.h, 2.F.4.i	CO2		Bongo Discussion Rubric
7-2 Career Assessment Report: Draft Two	2.F.1.g, 2.F.4.e, 2.F.4.i, 2.F.7.i	CO4		Final Project Draft Two Rubric
Week 8:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
8-1 Discussion: Technology in Career Counseling	2.F.1.j, 2.F.4.a, 2.F.4.b, 2.F.4.c, 2.F.4.e, 2.F.4.f, 2.F.4.g, 2.F.4.h, 2.F.4.i, 2.F.5.e	CO4		Bongo Discussion Rubric
8-2 Practice Activity: Explaining the Results	2.F.4.e, 2.F.4.i, 2.F.5.g, 2.F.7.i, 5.C.2.j, 5.C.2.l	CO5		Practice Activity Rubric
Week 9:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
9-1 Journal: Ethical Considerations	2.F.1.f, 2.F.1.h, 2.F.1.i, 2.F.4.a, 2.F.4.b, 2.F.4.c, 2.F.4.d, 2.F.4.e, 2.F.4.f, 2.F.4.g, 2.F.4.h, 2.F.4.i, 2.F.4.j, 2.F.7.h, 2.F.7.m, 5.C.2.l	CO5	PO4	Week 9 Journal Rubric
9-2 Final Project 1 Submission: Career Assessment Report	2.F.4.a, 2.F.4.e, 2.F.4.i, 2.F.5.n, 2.F.7.i, 5.C.2.j	CO4	PO3, PO4	Final Project 1 Rubric
9-3 Final Project 2 Submission: Summary to Client	2.F.1.i, 2.F.4.a, 2.F.4.f, 2.F.4.i, 2.F.7.e, 2.F.7.i, 5.C.2.l	CO5	PO3, PO4	Final Project 2 Rubric
Week 10:	CACREP Standard(s)	Course Objective(s)	Program Outcome(s)	Assessment
10-1 Journal: Personal Career Path	2.F.2.a, 2.F.4.b,	CO5		Week 10 Journal Rubric

10-2 Discussion: Special Populations	2.F.4.g, 2.F.4.h,	CO1		Bongo Discussion Rubric
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Course Participation

Course participation is required within the first week of the term for all online courses. *Participation* in this context is defined as completing one graded assignment during the first week of the course. Otherwise, students will be administratively removed for nonparticipation. Students who do not participate during the first week may forfeit their rights to be reinstated into the course. Students who stop attending a course after the first week and who do not officially withdraw will receive a grade calculated based on all submitted and missed graded assignments for the course. Missed assignments will earn a grade of zero. See the [course withdrawal policy](#) and the [full attendance policy](#) for further information.

Late Assignments

Students who need extra time may submit assignments (excluding discussion board postings) up to one week after the assignment due date. Discussion board submissions will not be accepted for credit after the deadline except in extenuating circumstances.

- A penalty of 10 percent of the total value of the assignment will be applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted.
- Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.

Students must submit all assignments no later than 11:59 p.m. (in their own time zone) on the last day of the term. No assignments are accepted after the last day of the term unless an incomplete has been submitted. See the [incomplete grades policy](#).

There may be times an instructor makes an exception to the late assignment policy. Instructors may accept late work, including discussion board posts, with or without prior arrangement.

- Exceptions to the late policy on these grounds are left to the instructor's discretion, including whether the late penalty is applied or waived. Students should not assume that they will be allowed to submit assignments after the due dates.
- If an instructor finds that they are unable to determine whether an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Dispute Resolution team in order to protect the student's privacy. In these cases, students should file a [Student Concern Dispute form](#) to have the circumstances reviewed.

If a student is experiencing (or knows they will experience) a circumstance, including pregnancy, that is protected under the Americans with Disabilities Act or Title IX, they are encouraged to contact the [Online Accessibility Center \(OAC\)](#) as soon as possible to explore what academic accommodations might be offered. Instructors must honor all deadlines established through the OAC.

Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted the [ADA/504 Grievances Policy](#) (version 1.2 effective October 16, 2017), providing for prompt and equitable resolution of complaints regarding any action prohibited by Section 504 or the ADA.

For further information on accessibility support and services, visit the [Disability and Accessibility Services](#) webpage.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).