CPSE 644 - Career Dev/Assess

Fall 2015

Section 001: 355 MCKB on Th from 12:00 pm - 2:50 pm

Instructor/TA Info

Name: Vaughn Worthen
Office Location: 1545 WSC
Office Phone: 801-422-6865
Email: vaughn_worthen@byu.edu

Course Information

Description

This course is designed to help you understand the topic of career development, career counseling, career assessment, career program development, and ethics related to providing career services. The course will introduce you to some of the well known and frequently used theories of career development. You will be expected to understand and be able to apply the principles and some of the associated interventions associated with these theories. You will also be exposed to and learn about a variety of career assessment inventories as well as take a few of them and conduct your own self-assessment and then conduct an interview with a colleague and create an assessment report. In this process you will evaluate the psychometric properties of these assessments, the appropriate uses of various assessment instruments, and how to analyze and communicate results in helpful ways to those you work with. You will gain understanding of the importance occupational information and helpful and valid sources for occupational information. You will examine how to differentially consider how to provide career services in diverse environments with diverse clientele. You will learn about the ethics associated with providing career services. You will also learn about the standards associated with building and providing effective career services. We will also spend some time trying to learn and use effective counseling strategies and skills necessary for effective career counseling. You should be able to understand enough that you could engage in providing career services to individuals.

Materials

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<tr>
<th>Item</th>
<th>Price (new)</th>
<th>Price (used)</th>
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<tbody>
<tr>
<td>APPLYING CAREER DEV THEORY TO COUNSELING 6E Required by SHARF, R</td>
<td>228.70</td>
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Learning Outcomes

Vocational Issues
Learn the importance of vocational issues in psychological development.

**Philosophy of counseling incorporating vocational issues**
Begin developing a philosophy of counseling that incorporates vocational issues.

**Appropriate vocational interventions**
Improve your ability to develop appropriate vocational interventions.

**Administering and interpreting relevant instruments**
Gain competence in administering and interpreting relevant instruments.

**Career counseling**
Consider how career counseling is an aspect of counseling - not a separate endeavor.

**Career assessments**
Consider how career assessments are integrated into counseling.

**Multicultural career experience/awareness**
Gain some multicultural career experience/awareness.

**Computer based applications**
Become aware of computer based applications.

**Grading Scale**

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<tr>
<th>Grades</th>
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**Grading Policy**

Grades are not a statement of your personal worth. Grades do reflect effort, professionalism, the sophistication of your writing and thinking, and adherence to instructions. All papers should follow APA format guidelines (unless otherwise specified). If you receive a grade less than you desired you may revise and resubmit with instructor approval. Late assignments will discounted (except in the cases of legitimate emergencies). Any assignment past two weeks due will not be accepted.
Participation Policy

I expect you to come prepared and to actively participate. We will have a better learning environment as everyone commits to being prepared and ready to engage in discussions and participate in role plays.

Teaching Philosophy

I hope that we can engage in a joint learning experience. The more you study and prepare for class the greater opportunity to engage in significant discussions and the outcome will lead to better learning. I will seek feedback about how to make the class worthwhile and want to make sure you have the theoretical understanding, ethical knowledge, assessment skills, and intervention strategies to apply what you are learning. I believe that along with the development of content knowledge and application is the ability to become a more effective and sophisticated thinker who can critically evaluate information and arguments and base those on sound reasoning and empirical support.

Attendance Policy

Please let me know in advance if you will not able to make it to class (or as soon as you can after mission a class). If you miss you are still responsible for completing assignments. If you have questions or concerns please communicate with me.

Assignments

Mid-Term

Due: Thursday, Oct 22 at 11:59 pm

Mid-Term (100) The midterm is a take-home exam. This exam is open book, open note, open instructor, and open colleague. Most of the questions will come from material that is in your readings and has been discussed in class. However, you are responsible for the assigned readings and some questions may address material in the readings that has not been discussed in class. The format for the exams will be short essay.

Assessments and Assessment Report

Due: Thursday, Nov 05 at 11:59 pm

Here is the assignment:

- Assessments and Assessment Report (2014).docx Download

Here a template for the report:

- Career Assessment Template2.doc Download
Career Topic Literature Review

Due: Thursday, Nov 12 at 11:59 pm

Career Topic/Literature Review Paper
In pairs (or if approved by me, solo), review the literature around a career development topic, okayed by me in advance. I will help you brainstorm your review, if you would like. Here some ideas just to get your thinking kick started.

- What does the literature say about:
  - Career as calling
  - Career decision making
  - What to do with the undecided
  - The role of assessment
  - Career and multicultural influences
  - Dual career (motherhood and career)
  - Career development interventions and career outcomes
  - Approaches to providing career interventions
  - Employment trends and factors
  - Careers and spirituality
  - Careers and the interplay of mental health factors

This is designed to be a BRIEF review (not exhaustive). Thus, here are the criteria for the paper:

- You must use 10 references (no more and no less).
- The total paper will be no more than 10 pages long, which should include:
  - a title page
  - an abstract page
  - one reference page
  - that leaves only 7 pages for the review body
- The review must be in APA format.
- Your sources must come from the scientific literature, found almost exclusively in peer reviewed journals. At least 5 of your references will need to come from the following journals (The big four in career development):
  - Journal of Vocational Behavior
  - Journal of Career Assessment
  - Journal of Career Development
  - Career Development Quarterly

Final Exam

Due: Thursday, Dec 10 at 11:59 pm

Chapter Questions

Due: Thursday, Dec 10 at 11:59 pm

Chapter Questions

- You will be asked to read the assigned chapter and formulate 3 discussion questions arising from the reading. You will submit these by email before each class period of the assigned reading. Make sure you have a copy you can use in class, since we will use that to help us engage in effective learning discussions.
• I have attached some additional readings for each class period. I will ask for volunteers to take responsibility for reading an article and then summarizing and teaching the class the main ideas from the article (about 10 minutes of class time). Send me a copy of your notes from the reading after the class.

Thoughts and Application Notes

Due: Thursday, Dec 10 at 11:59 pm

Thoughts and Application Notes (120 points)
• After each class period you will write a brief 1-2 page (don’t worry about APA formatting) reaction paper that will outline your thoughts regarding the ideas presented during class and their potential application in your work (12 total - look on the schedule for when they are due).

Career Counseling/Advising Observations

Due: Thursday, Dec 10 at 11:59 pm

Career Counseling/Advising Observations
• You are asked to observe 3 sessions of career counseling/advising and then write up your observations. I have arranged with the University Advisement Center (2500 WSC) to let you observe them providing career advising/counseling/inventory interpretations. If you want to observe career counseling occurring at UVU, Deseret Industries, or some other setting you may also work that out with them. If you decide to observe career counseling/advising in the University Advisement Center, you will be asked to contact Dr. Karen Evans (801.422.6860) the day you want to observe. They try to see students within a 24 hour time frame. She will then look up the appointments that are coded career, career choosing a major, or career test interpretation. You will be told the time and the advisor they are meeting with. It will be your responsibility to call or email them to see if it would be okay with that advisor if you observe the session.
• Make sure you submit your notes from these observations by the due date.
• Here are some things to comment upon in your notes: what was the nature of the need expressed by the student? What was the attitude or approach of the student? What do you think went well? What do you think might have been done to be more helpful? What did you learn from this experience? (List the date and the advisor/counselor you observed for each observation.

University Policies

Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures
an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

**Sexual Misconduct**

As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment-including sexual violence-committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university.

University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of sexual misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter sexual misconduct, please contact the Title IX Coordinator at t9coordinator@byu.edu or 801-422-2130 or Ethics Point at https://titleix.byu.edu/report-concern or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at http://titleix.byu.edu.

**Student Disability**

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

**Academic Honesty**

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.
Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, which may not be a violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education where all members of the university are expected to acknowledge the original intellectual work of others that is included in their own work. In some cases, plagiarism may also involve violations of copyright law. Intentional Plagiarism-Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Inadvertent Plagiarism-Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply not being sufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance. Examples of plagiarism include: Direct Plagiarism-The verbatim copying of an original source without acknowledging the source. Paraphrased Plagiarism-The paraphrasing, without acknowledgement, of ideas from another that the reader might mistake for the author's own. Plagiarism Mosaic-The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source. Insufficient Acknowledgement-The partial or incomplete attribution of words, ideas, or data from an original source. Plagiarism may occur with respect to unpublished as well as published material. Copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010 "Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010
<table>
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<tr>
<th>Date</th>
<th>Column 1</th>
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<tbody>
<tr>
<td>Th Sep 03</td>
<td><em>Introduction, course review, history of career development, issues/questions</em></td>
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<tr>
<td>Thursday</td>
<td><strong>Review</strong> Career Development History</td>
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<td>History of Career Counseling and Development (2014).pptx Download</td>
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<td></td>
<td><strong>View</strong> Dick Bolles story (author of “What Color is Your Parachute?”)</td>
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<td>(34 minutes): <a href="https://www.youtube.com/watch?v=M6piFMyPPE">https://www.youtube.com/watch?v=M6piFMyPPE</a></td>
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<td><strong>View</strong> Mark Savickas’ NCDA keynote address (51 minutes):</td>
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<td><strong>Reading assignment for today</strong></td>
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<td></td>
<td><strong>Read</strong> Chapter 1</td>
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<td>Th Sep 10</td>
<td><em>Career Development in Childhood &amp; Adolescence</em></td>
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<tr>
<td>Thursday</td>
<td><strong>Review and discuss</strong> Chapters 7 &amp; 8</td>
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<td>Linda Gottfredson (Theory 2008 Steve Smith).ppt Download</td>
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<td>Super's Theory (2014).pptx Download</td>
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<td><strong>View</strong> (Richard Bolles Parts 1-4) (25 minutes):</td>
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<td><strong>Career Counseling Circle</strong> <em>Getting started: Building rapport, clarifying expectations, gathering information</em></td>
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<td><strong>Reading assignment for today</strong></td>
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<td><strong>Read</strong> Chapters 7 &amp; 8</td>
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Role Play (Initial Contact)
Role Plays - First contact.docx  Download

Th Sep 17 Thursday

**College student and Adult Career Development/Adult Career Crises and Transitions**
Super’s Life Career Rainbow/Adult Life Stages/Career Patterns of Women
Schlossberg’s theory of transitions/Models of Transition and crises
Hopson and Adams’s Model of Adult Transitions
Career crises affecting women & culturally diverse populations)

View "Why 30 is not the new 20"
http://www.ted.com/talks/meg_jay_why_30_is_not_the_new_20?language=en

View Career Coaching demonstration (37 minutes):
http://search.alexanderstreet.com/view/work/1655620

View Steve Jobs “How to Live Before You Die” (15 minutes):
http://www.ted.com/talks/steve_jobs_how_to_live_before_you_die

**Career Counseling Circle (Getting started:** Building rapport, clarifying expectations, gathering information

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Reading assignment for today

Read Chapters 9

Th Sep 24 Thursday

**Trait and Factor Theory, Holland’s Theory of Types, & Occupational Information and Theory**

View Dick Bolles (5 Minutes): https://www.youtube.com/watch?v=at0p2FiJoXY

*Gaining self understanding* (aptitudes, achievement, interests, values, personality)

**Obtaining knowledge about the World of Work** (Types of occupational information, classification systems)

**Integrating information about oneself and the World of Work** (applying this to women and culturally diverse individuals and discrimination)

**Diamond Model**
Vaughn Diagram Diamond Model.pptx  Download

**Labor Market (U.S.)**
Occupational Outlook Handbooks and ONET
Youth employment
Status Attainment Theory
Human Capital Theory
Women and discrimination in the work place
Culturally diverse individuals and discrimination

View:
https://utahfutures.org/

http://www.bls.gov/ooh/

http://www.onetonline.org/

http://ncda.org/aws/NCDA/pt/sp/resources

https://ccc.byu.edu/

**Career Counseling Circle (Getting started:** Identifying concerns and issues, exploring beliefs and desires,
Reading assignment for today

Read Chapters 2 & 3

Visit the Career Fair (WSC Ballroom) and then meet back in class at 1:00 p.m.

Discuss thoughts about the career fair as a career intervention

Review Assessment instruments (Make sure you have taken these and they are scored before this class.
(They will need to be taken in the CASC 2590 WSC) (This applies only to those with a cost attached)

Strong Interest Inventory (SII) ($10.00)
Strong Interest Inventory (2015).pptx Download

Campbell Interest and Skills Survey (CISS) ($11.00)
Campbell Interest and Skills Survey (2008).pptx Download

Myers-Briggs Type Inventory (MBTI) ($16.00)
Myers-Briggs Type Inventory (2008).pptx Download

Self-Directed Search (SDS) ($2.00)

VIA Character Strengths (Free)
http://www.viacharacter.org/www/The-Survey

TypeFocus
https://casc.byu.edu/career-assessments

Kuder Journey
https://casc.byu.edu/career-assessments

Work Adjustment Theory
Dawis & Loftquist
Assessment
Measuring requirements and conditions of occupations
Matching abilities, values, & reinforcers
Job adjustment counseling

Holland’s Theory of Types

Holland's Theory
Holland.ppt Download

John Holland's Contribution article

Holland’s theory of types
Six types
Congruence
Differentiation
Consistency
Identity
**Reading assignment for today**

**Read** Chapters 4 & 5

<table>
<thead>
<tr>
<th>Th Oct 15 Thursday</th>
<th>Constructivist and Narrative Approaches to Career Development</th>
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<tr>
<td></td>
<td><strong>View</strong> Mark Savickas’ keynote address (40 minutes):</td>
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<td><a href="https://www.youtube.com/watch?v=uqz-5ny8T-s">https://www.youtube.com/watch?v=uqz-5ny8T-s</a></td>
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**Savickas’ Constructivist Model**
Constructivist Career Counseling Theories (2014).pptx Download

**Narrative Career Counseling**
Narrative Career Counseling (2014).pptx Download

**Before** class: Read “Career Adaptability” by Mark Savickas


and

Career Style Interview and Counseling
CareerLifestylesSavickas (3).pdf Download

and

http://www.academia.edu/3302509/Career_Style_Interview_A_Contextualized_Approach_to_Career_


and


and


Link to “My Story” workbook:

View Neil Gaiman commencement address:
http://www.ted.com/talks/steve_jobs_how_to_live_before_you_die

**Career Counseling Circle** *(Promoting action: setting goals, assessing readiness to change, exploring decisions)*

**Reading assignment for today**

**Read** Chapter 11 and readings
Th Oct 22
Thursday

**Guest Presenter** - Kerry Hammock (Career Interventions)

Book on career interventions and techniques (Molly H. Duggan & Jill C. Jurgens - 2006)

http://www.amazon.com/s/ref=nb_sb_ss_i_0_15?url=search-alias%3Dstripbooks&field-keywords=career%20interventions%20and%20techniques%20a%20complete%20guide%20for%20hum

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**Relational Approaches to Career Development/Social Cognitive Career Theory**

**Textbook Slides**
Instructor Textbook slides (11-5-14).ppt  Download

View “The Social Animal” (David Brooks) (19 minutes)
http://www.ted.com/talks/david_brooks_the_social_animal

View “When you feel you have no control over your life” (Dick Bolles) (4 minutes)
http://www.ted.com/talks/david_brooks_the_social_animal

**Career Counseling Circle** *(Promoting action: setting goals, assessing readiness to change, exploring decision ownership, career as something they create)*

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**Reading assignment for today**

Read Chapters 12 & 14

Th Oct 29
Thursday

**Krumboltz’s Social Learning Theory/Planned Happenstance**

Krumboltz’s Theory (2008).pptx  Download

Read the following:

Link to Planned Happenstance Article
Planned Happenstance.doc  Download

Mitchell, K.E., Levin, A. S., & Krumboltz, J. D. (199). Planned happenstance: Constructing unexpected

The Happenstance Learning Theory (John Krumboltz 2009)
The Happenstance Learning Theory Krumboltz 2009.pdf  Download


View “Luck is No Accident” parts 1-2 (John Krumboltz) (28 minutes)
https://www.youtube.com/watch?v=z6S7ANJPLBo
https://www.youtube.com/watch?v=rOQmqc5Tc50
https://www.youtube.com/watch?v=Zqm0aKjILLM

View Live demonstration of Happenstance Career Theory (John Krumboltz) (35 minutes) http://search

**Career Counseling Circle** *(Promoting action: setting goals, encouraging risk taking, involvement, curiosity)*

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**Reading assignment for today**
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<th>Reading Assignment</th>
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<tr>
<td>Th Nov 05</td>
<td><strong>Read</strong> Chapter 13 and readings</td>
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<td></td>
<td><strong>Career Decision-Making Approaches/ Theories in Combination</strong></td>
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<td></td>
<td>Career Decision Making Approaches (Chapter 15).pptx  Download</td>
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<tr>
<td></td>
<td><strong>Watch and Discuss - &quot;The Art of Choosing&quot;</strong></td>
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<td><a href="http://www.ted.com/talks/sheena_iyengar_on_the_art_of_choosing">http://www.ted.com/talks/sheena_iyengar_on_the_art_of_choosing</a></td>
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<td><strong>Watch and discuss - &quot;How to Make Hard Choices&quot;</strong></td>
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<td><a href="http://www.ted.com/talks/ruth_chang_how_to_make_hard_choices">http://www.ted.com/talks/ruth_chang_how_to_make_hard_choices</a></td>
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<td><em>The Tyranny of Choice</em> (Barry Schwartz)</td>
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<td><strong>Career Counseling Circle</strong> <em>(Promoting action: setting goals, decision making, anxiety issues, confidence)</em></td>
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<td>Th Nov 12</td>
<td><strong>Reading assignment for today</strong></td>
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<td><strong>Read</strong> Chapters 15 &amp; 16 and reading</td>
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<td><strong>Read:</strong> &quot;An anti-introspectivist view of career decision making&quot;</td>
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<td>An anti-introspectivist view of career decision making - 1998 - Krieshok.pdf</td>
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<td><em>Career Development Quarterly</em></td>
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<td><strong>Read</strong> &quot;Positive Uncertainty...&quot;</td>
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<td>Positive Uncertainty HB Gelatt 1989.pdf</td>
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<td>counseling. <em>Journal of Career Development</em></td>
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<td>Th Nov 19</td>
<td><strong>Social Cognitive Theory</strong></td>
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<td><strong>Gail Hackett's PPT on SCCT</strong> <em>(she is one of the authors)</em></td>
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<td>Social Cognitive Career Theory February 2013 (Gail Hackett).ppt  Download</td>
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<td>Social Cognitive Career Theory Brief</td>
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<td><strong>View</strong> (12 minutes): <a href="http://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence">http://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence</a></td>
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<td><strong>Myers-Briggs Type Theory</strong></td>
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<td>Perceiving and judging</td>
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<td>Extraversion and introversion</td>
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<td>Sixteen personality types</td>
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<td>Dominant and Auxiliary processes</td>
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<td><strong>Read</strong> Chapters 14 &amp; 6</td>
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<td>Th Nov 19</td>
<td><strong>Gender Issues &amp; LDS Culture; Family-friendly work; Guest Presenter: Dr. Melissa Jones</strong></td>
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<td><strong>View</strong> (15 &amp; 17 minutes): <a href="http://www.ted.com/talks/sheryl_sandberg_why_we_have_too_few_women_leaders">http://www.ted.com/talks/sheryl_sandberg_why_we_have_too_few_women_leaders</a></td>
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http://www.ted.com/talks/anne_marie_slaughter_can_we_all_have_it_all

**Proclamation on the Family**
https://www.lds.org/topics/family-proclamation

**Career Counseling Circle** *(Promoting action: setting goals, decision making, anxiety issues, confidence)*

**Reading assignment for today**


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<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
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<tr>
<td>W Nov 25</td>
<td><strong>No Classes</strong></td>
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<td>Th Nov 26</td>
<td><strong>Thanksgiving</strong></td>
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<td>Th Dec 03</td>
<td><strong>Literature Review Reports and Discussion</strong></td>
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<td>Th Dec 10</td>
<td><strong>Program Development, ethics, and guidelines</strong></td>
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<td>“Demonstrating how career services contribute to student learning”</td>
<td><a href="http://illinois.edu/blog/view/915/82661">http://illinois.edu/blog/view/915/82661</a></td>
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<td>Review before class:</td>
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<td><a href="http://www.ncda.org/aws/NCDA/asset_manager/get_file/3395">http://www.ncda.org/aws/NCDA/asset_manager/get_file/3395</a></td>
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<td><a href="http://www.naceweb.org/legal/faculty_guide/">http://www.naceweb.org/legal/faculty_guide/</a></td>
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<td>“Best practices for Career Service Centers”:</td>
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<td>“10 future trends in college career services”:</td>
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<td>M Dec 14</td>
<td><strong>Final Exam:</strong> 355 MCKB 2:30pm - 5:30pm</td>
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