Processes for identifying and using career, avocational, educational, occupational and labor market information resources, technology, and information systems	2.F.4.c.	Chapters 4-6 in Scharf; Kaltura Lectures	Quizzes #2-3; Mid-Term & Final Exam
Approaches for assessing the conditions of the work environment on clients' life experiences	2.F.4.d.	Chapters 3-4 & 10 in Scharf; Kaltura Lectures	Quizzes # 4-5; Mid-Term & Final Exam
Strategies for assessing abilities, interests, values, personality and other factors that contribute to career development	2.F.4.e.	Chapters 5-6 in Sharf; Kaltura Lectures	Quizzes # 2-3; Career Assessments; Mid-Term and Final Exam

C	70-76.99	2.00
F	0-69.99	0

Additional Course Policies:

. You may not receive any assistance from another person or use any unauthorized materials in completing any of the assignments, quizzes, or exams required in the course. This action is considered to be cheating and will result in a F in the course; you may also be referred to the office of Student Conduct Rights and Advocacy. These same consequences will also be imposed in cases of plagiarism.

. As outlined in this syllabus, the assignments and associated due dates are clearly spelled out. It is my expectation that you will budget your time wisely and complete every assignment on time. As a general rule, late work will not be accepted and any assignments that are late or missed will result in a grade of zero. Exceptions to this rule will be extremely unusual and will only be granted in extraordinary circumstances (e.g., severe illness, death in the family). I have the sole discretion to determine if an exception to this rule is warranted.

Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including,
but not limited to class time, preparation, reading, studying, homework, etc.

Class Workload
Students cannot learn by simply being spectators – it is not enough to watch and listen in class. Success requires an investment of time and effort outside of class in studying the material and, most importantly, in working on assigned readings, exercises, projects, research, and papers. For most three-credit courses, a typical student will need to spend nine hours per week studying outside of class. Some students will require more time than this; very few can get by with less. Students must take this out-of- class study time into account when developing course schedules. Students unable to make the needed commitment of time for class attendance   out-of-class study should consider taking the course some other time when their schedule will allow them to devote sufficient time to the material. Success in courses requires students to read assigned material carefully and to do assignments, projects, and papers on a regular basis. Expect the unexpected. Power outages, computer crashes, Internet interruptions, and otherwise unavoidable problems   happen. Students must take steps to ensure they can complete their work on time. Do not wait until the last possible moment to complete assignments. Have a backup plan (e.g., a second computer with an Internet connection from a friend, local public library, or college library) in case the unexpected

call the university/weather closings hotline: 859-572-6165 or 859-572-6166
listen to local media (information will be provided to all area radio and television stations).

Incomplete Policy

differences. It is the responsibility of all citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

Inclusive Excellence
At NKU, we believe that individual differences can deepen understanding of one another and the world around us rather than divide us. As the instructor of this class, I value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations,

In addition to downloading and installing Office 365 (free for NKU students, see https://inside.nku.edu/it/service-catalog/software/softwarecatalog/microsoft-stu.html), students who need access to Microsoft products (e.g., Word, Excel, PowerPoint) or Adobe Acrobat Pro and SPSS off campus may access NKU software and network drives from anywhere using NKU Virtual Desktop (VMWare View, https://one.nku.edu/task/all/virtual-desktop).
All technology problems must be addressed directly to the NKU IT Help Desk (https://inside.nku.edu/it/service-catalog/supporttraining/hd.html).

Student Evaluation of Instructor and Course
NKU takes instructor and course evaluations very seriously. They represent an important means of gathering information about instructors and courses, information that will be used to enhance student-learning opportunities. As such, NKU asks its students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

For a full-