The University of Oklahoma
College of Continuing Education
Advanced Programs – Course Syllabus

Course Title:
Career Counseling

Course Number:
HR 5563-101

Course Description:
Conceptual and functional tools for enhancing career development of children, youth and adults in both counseling and corporate human resources relationships. Students will have the opportunity to apply theories and techniques discussed to career counseling case studies using “real-world” situations. Additionally, all students will have the opportunity to self-administer a variety of career counseling assessment tools and develop their personal career preference profile.

Class Dates, Location and Hours:
Dates: July 6-8 & 13-15, 2012
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 1:00-5:00 p.m.
Last day to enroll or drop without penalty: June 7, 2012

Site Director:
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:
Course Professor: William D. Young, Ed.D., SPHR, L.P.C.
Mailing Address: 3421 E. 72 Street
Tulsa, OK 74136
Telephone Number: 918-260-2814
E-mail Address: wyoung323@mac.com
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).


2. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at http://learn.ou.edu; enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.
Course Objectives:

1. Acquire an understanding of historical and contemporary influences on the career development of individuals.
2. Acquire knowledge of the essential concepts of selected theories of career development.
3. Acquire knowledge of the developmental nature of career and choice throughout the life span.
4. Acquire an awareness of the career development needs of various age groups, cultural differences, gender differences and career needs of special populations.
5. Acquire a knowledge and understanding of the world of work.
6. Acquire a range of skills and understanding of the components of a career.
7. Acquire a familiarity with career related assessment instruments and computer assisted career guidance systems.
8. Acquire an understanding of, and ability to apply, the various theories, tools and techniques with clients.

Assignments, Grading and Due Dates:

1. Reading Assignments: Prior to the first class session, students should have read Chapters 1 through 7. Chapters 8 through 19 may also be read in advance but will primarily be discussed during the second weekend of class.

2. Formal Research Paper: For the formal research paper, students will be asked to pick a population that faces unique career challenges. Using a minimum of 10 references, students will discuss the historical basis of the career challenges and identify resources, services and programs that will enhance the population’s ability to make a smooth career progression into the larger culture and society of which they are a part. Suggested length is 8 – 10 pages. APA style required. This paper will be due by end of class, Saturday, July 14, 2012 although may be submitted earlier should the student wish.

3. The first class assignment provides an opportunity for students to review current practices regarding the type, variety and availability of on line career assessments and to present their opinions regarding the future of on line assessment and how on line assessments either comply or conflict with the current ACA Ethical Standards. Students are asked to give their opinion regarding the value of on-line assessments versus the ACA Ethical Standards for Counselors. Student will also identify and visit a minimum of 10 on-line assessments in order to have a practical basis on which to base their opinion. Suggested length is not to exceed 10 pages for both portion of the assignment. No formal references required. This assignment will be due at the beginning of the first class 5:30 p.m., July 6, 2012, but may be submitted via email in advance.

4. The second class assignment asks students to conduct an informational interview with an adult who is not a relative and respond to a series of questions regarding this person’s career progression. Students will pick the career theory that most closely matches the person’s career history and support their selection by referencing salient points in the interviewee’s career history. Suggested length approximately five pages. No references required. This assignment will be due at the beginning of class 5:30 p.m. July 13, 2012.

Grading: This is a letter-graded course: A, B, C, D, or F.

- One examination (200 points possible)
- One formal research paper (100 points possible)
- Two class assignments (100 total points possible, 50 points each)

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
Licensed counselors are required to follow a Code of Ethics. These codes may be issued by the state through which the counselor is licensed or may be through the professional association with which the counselor is affiliated. The national professional association with which many LPCs are affiliated is the American Counseling Association and its divisions. The Code of Ethics of the American Counseling Association covers a variety of topics including duties and responsibilities of counselors, relationships counselors may have with current and former clients and appropriate use of testing.

Historically most, if not all, counseling has been done in face to face sessions between the counselor and client. With the advent of the Internet, this has changed. There are many web sites that offer counseling in general, career counseling in particular and a variety of testing and assessment to assist a person in their career endeavors. The proliferation of internet based counseling, testing, and assessment has created a controversy within the counseling profession regarding the effectiveness and ethicalness of the practice. This assignment is to provide you with an opportunity to review the ACA Code of Ethics as well as experience some of the internet based career counseling and assessment web sites.

The ACA Code of Ethics, Section A. 12 Technology Applications and Sec. E, Evaluation, Assessment and Interpretation may be relevant for this assignment and can be found at:


(Click on 2005 ACA Code of Ethics to review or print.)

The assignment:

1. Using http://www.acinet.org/acinet/default.asp and http://www.jobhuntersbible.com as your starting points, visit at least 10 web sites (not counting the above two) that offer some type of career guidance and/or testing and assessment. Provide the URLs of each site and give a brief description of what services the site offers. In those instances where you have the opportunity to complete assessment instruments at no cost, do so and keep a copy of the results you obtain. Sites that are salary information, relocation information, job listings, etc. do not count (Also do not use sites such as Career Builder or Monster.com). The site must be specific to testing, assessment or counseling and guidance issues. Subsequent pages at the same URL do not count as separate sites.

2. Within the context of the ACA Code of Ethics (see specific sections on testing, qualifications and confidentiality among others), provide your opinion regarding the appropriateness of on-line career guidance and testing. How does it coincide with or conflict with the ethical standards and how do you see this growing or diminishing in the future? What other issues, if any, do you see involved? How will this affect the future of career counseling?

This part of your paper should be approximately five (5) typed or word-processed, numbered, double-spaced pages. Where you state an opinion try to support it with information you have obtained with reference to the pertinent sections of the Code of Ethics.

Correct grammar and spelling are important. Points will be deducted for misspellings and incorrect grammar. Therefore, make sure you proofread your paper. This paper is due 5:30 p.m., July 6, 2012. Late papers will be accepted through July 8th, but will be subject to a one letter grade deduction for each day late.
The Career Interview

Directions: Interview a worker over age 40 (who is not related to you) and obtain the following information:

1. Personal Data
   a. Name (a pseudonym may be used), age, race, gender
   b. Education level and occupation of mother, father, and siblings
   c. Brief description of early home life

2. Educational History
   a. Years of formal education
   b. Area of program of study and why selected
   c. Favorite school subjects/classes
   d. Major influences on educational decisions

3. Employment History (include military service)
   a. Chronology of jobs and approximate dates of employment
   b. How jobs were located
   c. Reactions to each job (likes, dislikes, and overall level of satisfaction)
   d. Perceptions of work attitudes and behaviors of others on the job
   e. Work behaviors most valued in self and others
   f. How does the interviewee feel about his/her career path to date?
   g. Who or what exerted the greatest influence on the interviewee's career decisions?
   h. What are the interviewee's future career plans?

Present the above information in outline form in no more than 2 1/2 pages.

Then, using this personal information, discuss which theory of career development comes closest to describing the interviewee's career path.

Provide evidence to support your conclusion. The entire paper should not exceed five pages. To receive full credit for this assignment, make sure you read and follow the instructions and address all the points specified. This assignment is due by 5:30 p.m., July 13, 2012.
Pick a population of your choice that has interest to you. For example, junior high students, youthful offenders, college football players, etc. For the population that you choose, answer the following questions.

1. What career issues does this population face?
2. What resources are available to them?
3. Are the resources adequate?
4. What additional resources would assist this population?
5. Why are you interested in this population?
6. What can be done to improve the problems facing the population you have defined?
7. What specific solutions can you suggest?

This assignment can be as broad or as specific as you would like. I would suggest that you make it as specific as possible so that you can take a very narrow focus. For example, college football players who have expectations of being drafted by the NFL, but are not. What happens if they are injured? How does this affect their careers? Do they play in a Canadian League? If they don't go into the NFL, what do they do? Another example, inner city students from single parent households. Are they any different? What kind of career issues do they face?

There is no specific length requirement to this paper (although from past semesters, papers that have averaged 8 – 10 pages have most often been specific enough without being overly long). It must be double spaced and typed/word processed. It must have a minimum of ten (10) formal references cited (no more than two may be internet sources). You must use APA Style for the format (and no larger than 12 point font). You must address all seven points mentioned. You do not have to address the questions in the order listed, in fact, I would suggest that you address them in the order to allow you the most logical flow for your paper.

The major factor that will impact the value of your paper is the degree to which you provide specifics for question one. The more detail you provide in identifying the issues/problems facing your population, the better able you will be able to respond to the remaining questions. If you have any questions during the course of this assignment, please ask. Also, one final requirement is that you specify your topic/population and email it in to me for approval as soon as you can but no later than July 6, 2012. Your topics must be approved by me before proceeding.

This paper is due no later than end of class, July 14, 2012 although you may email it in any time prior to this date. Papers received after that time will not be accepted.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
William D. Young, Ed.D., SPHR, L.P.C., CCH

Education
- Doctor of Education, Counseling Psychology, University of Tulsa
- Master of Education, Counseling and Personnel Services, University of Maryland
- Bachelor of Arts, Sociology, University of Tulsa
- Certification:
  - Senior Professional in Human Resources (SPHR), Human Resources Certification Institute
  - MBTI Certified
  - Licensed Professional Counselor (OK #145)
  - Conflict Resolution and Mediation Training
  - Certified Clinical Hypnotherapist

Current Positions
- Advanced Programs Professor since 2009
- March 2009 – Present: Senior Vice President, Career Development Partners, Inc., Tulsa, OK
- 2009 – Present: Adjunct Faculty, St. Gregory’s University, College for Working Adults
- 1998 – Present: Adjunct Assistant Professor, University of Oklahoma, Department of Human Relations,

Frequently Taught Advanced Programs Courses
- HR 5563 Career Counseling

Major Areas of Teaching and Research Interest
- Succession Management
- Talent Management
- High Potential Programs
- Competency Identification,
- Career Development
- Performance Management
- Mentoring and Coaching
- Organizational Assessment
- Organizational Consulting
- Employee Engagement
- Training and Development
- Executive Coaching

Representative Publications and Presentations
- "Stress in the Workplace" Featured speaker, Independent Insurance Agents of Oklahoma Annual Convention, Oklahoma City, Oklahoma.
- "Stress in the Workplace" Featured speaker, American Association of Lease Record Analysts Annual Convention, Tulsa, Oklahoma.
- "Outplacement Counseling as an Alternative to Retirement Counseling" Paper presented at American Association for Counseling and Development Annual Convention, New Orleans, Louisiana.
- "Outplacement Counseling, The Ultimate Counseling Challenge" Paper presented at the American Association for Counseling and Development Annual Convention, Boston, Massachusetts.
• "Utilizing a Business Advisory Council in a Projects with Industry Program" Presentation at the Inter-National Association of Business Industry and Rehabilitation Fall Training Conference, Dallas, Texas.
• "Utilizing a Business Advisory Council in a Projects with Industry Program" Presentation at The President's Committee on Employment of People with Disabilities, Washington, D.C.
• "Utilizing a Business Advisory Council in a Projects with Industry Program" National Rehabilitation Association, Southwest Regional Training Conference, Tulsa Oklahoma.
• "Outplacement Counseling: The New Frontier" Co-presenter, American Association for Counseling and Development pre-convention workshop, Reno, Nevada.
• "Work Settings for Gerontological Counselors" Co-presenter, American Association for Counseling and Development pre-convention workshop, Reno, Nevada.
• "Retirement Transition: A Life-Cycle Approach" Co-presenter, American Association for Counseling and Development pre-convention workshop, Reno, Nevada.
• "Stage Theories and Job Loss" Paper presented at Dallas Chapter, International Association of Outplacement Consultants, Dallas, Texas.
• "Advanced Outplacement Strategies" Co-presenter, American Association of Counseling and Development pre-convention workshop, Atlanta, Georgia.
• "The Interaction and Effects of Workers' Compensation and the ADA" Speaker, Tulsa Area Human Resources Association ADA Conference, Tulsa, Oklahoma.
• "Determining Essential Job Functions Under the ADA" Speaker, Tulsa Area Human Resources Association ADA Conference, Tulsa, Oklahoma.
• "Violence in the Workplace: Prediction, Protection, Prevention" University of Oklahoma School of Law, Continuing Education Seminar, Oklahoma City, Oklahoma.
• "Violence in the Workplace: Prediction, Protection, Prevention" University of Oklahoma School of Law, Continuing Education Seminar, Tulsa, Oklahoma.
• "Dealing with Difficult People in the Workplace" Tulsa Junior College In-Service Employee Development Seminar, Tulsa, Oklahoma.
• "Vocational Expert Testimony" Oklahoma Rehabilitation Professionals in the Private Sector, Tulsa, Oklahoma.
• "Violence in the Workplace" Oklahoma Safety Council Annual Meeting, Oklahoma City, Oklahoma.
• "The Psychological Stress of Moving" Oklahoma Area Relocation Council, Fall Conference, Tulsa, Oklahoma.
• "Violence in the Workplace" University of Tulsa School of Law Employment Law Update, Tulsa, Oklahoma.

**Representative Honors and Awards Received**

- Oklahoma State Human Resources Association *Excellence in Human Resources*, 2002
- Tulsa Area Human Resources Association *Excellence Award*, 2001-2002
- Association for Adult Development and Aging
  - Commendation for Service Award, 1987 - 1988
  - Commendation for Service Award, 1988 - 1989
- Mental Health Association of Tulsa
  - Commendation for Service, 1983
  - Award of Merit for Service at a State and National level, 1988
- Tulsa Psychiatric Foundation, Commendation for Outstanding Service, 1987
- International Salesman of the Year, Allied Van Lines, 1980
- Air Force Commendation Medal for Meritorious Service, June, 1972
- Alpha Kappa Delta, Sociology Honor Society, 1968
- Psi Chi, Psychology Honor Society, 1968
Major Professional Affiliations

- American Counseling Association
- National Career Development Association
  - Member - Career Information Review Service Committee, 1989 - 1999
  - Member - Career Counselors in Private Practice Special Interest Group 1992 - 1999
- Member - Career Counselors in Business and Industry Special Interest Group 1992 – 1999
- Association for Adult Development and Aging
- Executive Council Member-at-Large 1990 - 1993
  - Chairman, Older Workers Committee 1986 - 1989
  - Chairman, Private Practice Committee 1989 – 1993
  - Chairman, Life Span Career Development Committee, 1992
- Society for Human Resource Management
  - Member, Human Resources Development Committee, 1999 – 2003
  - Member, HR Metrics and Measurement Panel – 2004 - 2005
- Tulsa Area Human Resources Association
  - Past President, 2002 - 2003
  - President, 2001 - 2002
  - President Elect, 2000 - 2001
- Vocational Evaluation and Work Adjustment Association
  - Member, Oklahoma Chapter Board of Directors, 1993 - 1995

Community Activities:

- Mental Health Association in Tulsa
  - President, Board of Directors, 1985
  - Chairman, Public Policy Committee, 1984 - 1987
  - Member, Board of Directors, 1981 - 1989; 1990 - 1994
- Chairman, Tulsa Mental Health Crisis Center Advisory Board, 1986 - 1987
- Tulsa County Mental Health, Substance Abuse and Domestic Violence Planning and Coordination Board
  - Member, 1985 - 1995
  - Chairman, Review Panel 1, 1987 – 1990
- Oklahoma Department of Rehabilitation Services
  - Member, Rehabilitation Advisory Council, 1993 - present
- Oklahoma Department of Mental Health and Substance Abuse Services, Mental Health Planning Council
  - Member, 1988 - 1994
- National Mental Health Association
  - Area VI Legislative Representative, 1988 - 1989
  - Training Committee Member, 1987 - 1988
- Domestic Violence Intervention Service
  - Treasurer, Board of Directors, 1981 - 1982
  - Vice Chairman, Human Relations Committee, 1989 - 1990
  - Member, Human Relations Committee, 1988 - 1990
- Tulsa Junior College Small Business Advisory Council, 1982 – 1984
- Leadership Tulsa VII
- Chairman, Job Support Center, 1987 - 1988
- Founder and Counselor, Transitions, a support group for the unemployed, 1982 - 1984
- Business Advisory Council, Projects with Industry, Tulsa Speech and Hearing Association
  - Chairman, Training Committee, 1988 - 1991
- Member, Board of Directors, Women's Treatment Center, 1989 – 1990