



**You Belong!**  
ccsj.edu

*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## COURSE SYLLABUS

**Term: Fall 2017, 171**

**Course: Vocational and Career Development**

### Instructor Information:

<b>Instructor Name</b>	Dr. Joseph Kovach
<b>Office Number:</b>	528
<b>Phone Number:</b>	219-473-4261 or 219-838-3338 (preferred)
<b>Email:</b>	<a href="mailto:jkovach@ccsj.edu">jkovach@ccsj.edu</a> and <a href="mailto:jwk46@sbcglobal.net">jwk46@sbcglobal.net</a>
<b>Hours Available:</b>	Tuesday 11-7 Wednesday 11-7 Thursday 11-6 Times are subject to change. Other times by appointment
<b>Instructor Background: B.A. in Speech; M.A. in Psychology; Psy.D. in Psychology</b>	

### Course Information:

<b>Course Time:</b>	<b>Saturdays 9-4 p.m.</b> September 16 <sup>th</sup> September 23 <sup>rd</sup> September 30 <sup>th</sup> October 7 <sup>th</sup>
<b>Classroom:</b>	204
<b>Prerequisites:</b>	None
<b>Required Books and Materials:</b>	Use Both Sides of Your Brain: New Mind-Mapping Techniques Moonwalking with Einstein The Art and Science of Remembering Everything Brain Rules Career Counseling: A Holistic Approach Speed Reading
<b>Other Readings:</b>	American Psychological Association (2010). <i>Monitor on Psychology</i> . Washington, DC: American Psychological Association. (In Library).

	<p>American Psychological Association (2010). <i>American Psychologist</i>. Washington, DC: American Psychological Association. (In Library).</p> <p><i>Communique</i>. The Newspaper of the National Association of School Psychologists. (2010). Bethesda, MD. National Association of School Psychologists. (In Library).</p>
<p><b>Learning Outcomes/ Competencies:</b>  Students successfully completing this course will:</p> <ul style="list-style-type: none"> <li>~Examine professional roles, organizations, and specialization requirements and codes of ethics in psychology.</li> <li>~Choose a focused area of study within the field of psychology and identify the educational steps necessary to successfully complete their course of study.</li> <li>~Understand career development <ul style="list-style-type: none"> <li>Theories and decision-making models</li> <li>Market, media and computer based information</li> <li>Planning, organization, implementation, administration, evaluation</li> <li>Placement, follow-up, and evaluation</li> </ul> </li> <li>~Review and complete a series of vocational tests, computerized assessment will also be explored</li> <li>~Explore career counseling processes, techniques, and resources</li> <li>~Will understand human cognition as it relates to information processing</li> <li>~Will master the concept of Mind/Idea Mapping as a usable tool for graduate studies.</li> <li>~Will understand the neuroscience associated with Mind/Idea Mapping, whole brain learning, and reading</li> </ul>	
<p><b>Course Description:</b>  In this course, students improve their ability to navigate the virtual campus and become familiar with library, career center, and writing center resources. This course requires the articulation of a professional identity based on master’s level training in psychology. Students examine professional roles, organizations, and specialization requirements and codes of ethics in psychology. Learners choose a focused area of study within the field of psychology and identify the educational steps necessary to successfully complete the master’s degree in their chosen specialization.</p>	
<p><b>Learning Strategies:</b>  Lectures, discussions, group projects, work assignments</p>	
<p><b>Experiential Learning Opportunities:</b>  Vocational test taking, evaluation and interpretation</p>	

<b>Course Schedule and Assessments:</b>									
<b>Major Assignments</b>									
<b>For Class 1</b>	<b>16 September</b>								
<p><b>Use Both Sides of Your Brain: New Mind-Mapping Techniques, T Buzan, 3<sup>rd</sup> ed.</b>  Entire Book</p> <p><b>Brain Rules, J Medina</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Chapter/Rule #1</td> <td>The human brain evolved, too</td> </tr> <tr> <td>Chapter/Rule #2</td> <td>Exercise boosts brain power</td> </tr> <tr> <td>Chapter/Rule #5</td> <td>Every brain is wired differently</td> </tr> <tr> <td>Chapter/Rule #6</td> <td>We don’t pay attention to boring things</td> </tr> </table>		Chapter/Rule #1	The human brain evolved, too	Chapter/Rule #2	Exercise boosts brain power	Chapter/Rule #5	Every brain is wired differently	Chapter/Rule #6	We don’t pay attention to boring things
Chapter/Rule #1	The human brain evolved, too								
Chapter/Rule #2	Exercise boosts brain power								
Chapter/Rule #5	Every brain is wired differently								
Chapter/Rule #6	We don’t pay attention to boring things								

Chapter/Rule #7	Repeat to remember
Chapter/Rule #8	Stimulate more of the senses
Chapter/Rule #9	Vision trumps all other senses
Chapter/Rule #10	Study or listen to boost cognition
Complete Mind maps on all of the above readings and handouts; do each on a separate page	
<b>For Class 2                      23 September</b>	
<b>Speed Reading, T Buzan, 3<sup>rd</sup> ed.</b> Entire book	
Complete Mind map on the above reading.	
<b>For Class 3                      30 September</b>	
<b>Career Counseling: A Holistic Approach</b> Entire book, complete	
<b>Moonwalking with Einstein The Art and Science of Remembering Everything, Joshua Foer</b> Entire book	
Complete Mind maps on the above readings.	
<b>For Class 4                      7 October</b>	
<b>Career Counseling: A Holistic Approach</b> Entire book, complete	
<b>Class Participation</b>	Class participation is a <b>must</b> as additional insight can be gained.

**The instructor reserves the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	<b>Mandatory.</b> You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course. <b>Students are expected to attend ALL announced meeting dates.</b>
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.

	<b>All cell phones, beepers, pagers, etc. are to be turned off and stored out of sight.</b>
<b>Participating in Class</b>	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
<b>Plagiarism</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at:  <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

### BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

### HAZARDOUS MATERIAL SPILL/RELEASE

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.

4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.