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## ***Counseling 8 Career Planning and Development***

Contact Information:

Instructor: Tamara Jones-Jamison  
Email: [joneste@wlac.edu](mailto:joneste@wlac.edu)  
Direct Line: 310-287-4247  
General Counseling: 310-287-7242  
Fax: 310-287-4443  
Course Hours: Online  
Office Location: Student Service Building (SSB) 3<sup>rd</sup> floor, room 350  
Etudes assistance: <http://www.wlac.edu/online/inquiry> Required  
Text:



Title: Career Flow: A Hope-Centered Approach to Career Development  
Authors: Spencer G. Niles, Norman E. Amundson, Roberta A. Neault  
ISBN: 13:978-0-13-224190-8

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Course Description:

This course is an introduction to career planning and is designed for students who are considering vocational careers. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

This courses is California State University (CSU) transferrable

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Examples of regular participation may include:

- Submitting/grading assignments
- Participating in discussions
- Responding to emails / phone calls
- Attendance at scheduled chats
- Adherence to scheduled events in the syllabus. Logging into the virtual classroom, reviewing messages and responding to messages

Withdrawal from class can affect eligibility for federal financial aid.

- Policy for late work
- Policy for missed exams and quizzes
- Policy for extra credit
- Copyright statement

Students are encouraged to utilize the Course Map during the semester.

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Private Messages and Electronic Mail:

The Etudes Private Messaging system will be the usual method for all communication for this class. However, every WLAC student has an e-mail address. Check your Student.LACCD@Edu account daily/weekly. To access your account visit www.wlac.edu, and click on the Student Email button. To log in use your student ID # and your birthday and month. Your Student.LACCD@Edu email can be forwarded to any other personal email account.

Disabled Student Services:

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 2874423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with course essays, papers and other writing assignments, please utilize the online Writing Lab, <http://www.wlac.edu/online/owl.asp>

### Standards of Student Conduct:

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

- Warning - A written notice, given to the student by the instructor.
- Removal by the Instructor - An instructor may remove a student temporarily from the course shell.

### Instructional Support and Monitoring:

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the DegreeWorks icon, or contact an Online Counselor at [onlinecounseling@wlaac.edu](mailto:onlinecounseling@wlaac.edu)

### **Student Acknowledgement**

You must read and acknowledge the Syllabus before you can move on to the modules. If you do not read the Syllabus you will be blocked from assignments and modules.

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