

CSS 254: Major and Career Exploration

CRN 51152 - Summer 2021 - 1 Credit

1 Synchronous Wednesday (July 7th from 12:00-12:50pm)

Office Hours: 1:00-1:30pm on Zoom

Instructor: Monica Contreras (she/her/hers)

Office Hours: [Wednesdays 1:00-1:30am via Zoom](#)

Contact Info:

Email: monica_contreras@cuesta.edu (preferred)

Phone: 805-316-1344 (emergency only)

All course information available on Canvas

Course Description

Assesses the student's values, interests and abilities to help the student select a fulfilling career path, a college major appropriate to that career path, and an educational plan for achieving the student's goals.

Student Learning Outcomes

1. Utilize career resources for major and career exploration
2. Identify individual values, skills and abilities
3. Choose an appropriate major based on individual values, interests and abilities
4. Create an abbreviated student educational plan based on major and career goals

Texts and Materials

There are no textbooks to purchase for this course – all materials will be available through Canvas.

We will use many basic digital tools in this course. You will need access to and familiarity with

- You will need access to a device that includes a mic and a webcam for ConferZoom class and small group meetings. The assignments in this course involve weekly reflections (written) and the expectation that you will be able to create digital presentations such as slide shows and videos. These are most reasonably completed using a laptop or desktop computer. If you do not have access to a 'chrome book' or more advanced type of device, please contact me or the Cuesta College Library circulation@cuesta.edu to arrange to borrow one from the library.
- Nice but not necessary:

- [Adobe reader](#)
- [Microsoft Office for Free \(including word and powerpoint\)](#)

DUE BY FIRST CLASS MEETING

- [Online Success Tutorial](#) Complete this tutorial if you haven't already.

Online Learning:

The Basics

If you have never taken an online class or this is your first experience with Canvas, please be patient with yourself. Hybrid classes are not inherently easier, although they may be much more convenient for many students. You should expect to spend at least as much time, on this course as you would on a course that meets fully face to face. Much of your time will be self-directed and there will be a substantial amount of reading, viewing, studying, and writing required. All coursework (discussions, assignments, quizzes) is submitted online.

Synchronous Course Elements <https://cccconfer.zoom.us/j/8066185365>

This course has 1 synchronous online meeting. **It will take place on Wednesday July 7th from 12pm –12:50pm.** You should be prepared to meet via Zoom during the scheduled time and to participate in our live discussions. Please let me know if you will be unable to attend these days/times.

Asynchronous Course Elements

With the exception of our 1 class meeting, most of the time you commit to this course will be on your own time. You will need to establish a schedule of when you devote time to your learning. You will be expected to log on each day to check for announcements and updates. You can adjust notifications in your settings.

Please be prepared to spend around 6 hours per week on coursework for this class.

Course Environment:

This online course uses the Web-based Learning Management System Canvas as the method to disseminate information. Canvas provides the framework for the course including slide and video presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion forums and groups.

- This class will be delivered online with 1 synchronous meeting- Wednesday from 12pm-12:50pm and all other materials provided asynchronously.

- If you are unable to attend the synchronous session, you are still responsible for the content presented that day.

Pre-Course Orientation

Since a significant portion of this course will be delivered online, you need to become familiar with how to work with the Learning Management System, Canvas. Your very first assignment for the summer is to complete this [Online Success Tutorial](#). Follow the hyperlink to enroll in this self-paced course. This tutorial will take some time to complete, so plan your time in order to complete it prior to our first class meeting.

Class opens / Accessing Canvas:

The week before classes start, you will receive an email to your my.Cuesta.edu address providing you with a reminder that class will be starting and log in procedures for Canvas, the learning management system (LMS). You can access Canvas by logging into MyCuesta, then clicking on Canvas button (click the star to add it to your favorites), then clicking on Canvas in the Online Learning Channel, or by typing the Canvas address (<https://cuesta.instructure.com/>) into your browser address bar. *Do not bookmark / favorite the canvas site after your login, or you will get an error message next time you try to log in.* You must access the canvas log in directly.

If you have challenges logging into Canvas, please refer to the [Canvas Quick Reference Guide](#). Once logged into Canvas you will be directed on where to get started. Be sure to read all the direction on the course home page.

If you are having difficulty logging into Canvas after July 7, 2021 and need assistance please email me or technical support at this email address: support@my.cuesta.edu.

Regular Effective Contact policy:

Regular and Effective Instructor Contact will be met through a synchronous class session, instructor-initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments; email, phone or messaging to individuals; and virtual office hours. You need to sign on to the course **daily** for assignments announcements and updates

- [Microsoft Office for Free \(including word and powerpoint\)](#)

Instructor Contact Expectations:

The best and fastest way to contact me is by email. I will generally respond to your emails within 24 hours during weekdays only. If I don't answer within 24 hours assume I haven't received your email and please email me again. During busy times of the semester, the response time may increase to 48 hours. On weekends, I will do my best to get back to you ASAP but I cannot guarantee an expeditious response.

Technical Support

Cuesta students are encouraged to direct all technical support inquiries to support@my.cuesta.edu. If you are having issues with Canvas, you should contact the Canvas Support Hotline at (877) 921-7680, or click on the help button on the Canvas Navigation to report a problem.

If you are having difficulty viewing the course or logging in, it may be because you are not using the correct url: <https://cuesta.instructure.com/> or you are using your phone or using an unsupported browser. Please review the [browser requirements and minimum computer specifications](#).

Accommodations:

This course is designed using an accessible Learning Management System, and course materials have been created with ADA compliance in mind. If you have a disability and might need accommodations in this class such as extended time on exams or other resources, please contact the instructor as soon as possible so that you can receive appropriate accommodations in a timely manner. You should also contact DSPS (Disabled Student Programs & Services) at 805-546-3148.

Statement on Diversity and Inclusion

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity of culture students bring here be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups. If any of our class meetings conflict with your religious practice, please let me know ahead of the date and I will make reasonable accommodations for you.

College & Course Policies:

Academic Honesty Policy: In addition to my course policy, please note all students attending San Luis Obispo County Community College District at any district site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of conduct. Please review the [Cuesta College Student Code of conduct](#).

Add / Drop Policy: Plan to sign into this course daily.

Failure to sign in by July 6th will initiate a drop.

In addition to my policy, please review the Cuesta policy for drops

Important Dates

- Last day to drop with refund: July 6, 2021
- Last day to add with add code: July 4, 2021
- Last day to drop without a "W": July 4, 2021
- Last Day to drop with a "W": July 15, 2021

Cuesta College Add and Drop Policies are linked below:

- [Add Policy](#)
- [Drop Policy](#)

Waitlist Policy: I am excited to welcome all students up to the class cap. Please contact me directly if you are interested in adding this course. If you add this class after the first week, be aware that you need to complete your volunteer paperwork immediately and arrange for your fieldwork observations ASAP. Please review [Cuesta's waitlist procedure and instructions](#).

I will see you Wednesday, July 7th at 12pm!

Sincerely,

Monica Contreras, M.Ed.
she/her/hers
Faculty, College Success Studies/Counselor
Cuesta College
(805) 316-1344