The University of Southern Queensland

Course specification

Description: Career Guidance and Education in Schools

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>34775</td>
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Academic group: FOEDU
Academic org: FOE002
Student contribution band: 1
ASCED code: 070113

STAFFING
Examiner: Mark Dawson
Moderator: Don Rice

RATIONALE
While a career is a significant and integral part of the life of most people, the shape of careers is undergoing considerable change as the world of work changes from an industrial-based model to an information and service-based model. Career guidance and education are becoming more important than ever, as counsellors and teachers help prepare students to participate effectively in the new work environment.

SYNOPSIS
This course will introduce students to the major theories of career development and associated practices that are relevant for persons training as school guidance officers, and others who are interested in the broad area of personal and social development. Emphasis will be given to integration of theory and practice within a school environment. Emerging theories and technologies will also be considered.

OBJECTIVES
On successful completion of this course students will be able to:

1. demonstrate an understanding of definitions and the complementary components of career guidance
2. outline and provide an evaluation of the major theories of career development
3. develop and justify an approach to career guidance and education which is particularly relevant to the school or college setting
4. demonstrate an understanding of the changing nature of the world of work and the skills needed to develop a flexible career plan
5. apply appropriate theories to the career guidance process
6. develop a careers resource center
7. demonstrate understanding of a range of vocational tests
8. demonstrate understanding of a number of computerised career guidance programs
9. write a program for a range of in-class exercises
10. comment critically on a range of other practical issues affecting career guidance.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Includes:</td>
<td>100.00</td>
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<tr>
<td>1.1. Importance of career guidance in education</td>
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<tr>
<td>1.2. Definitions and components of career guidance</td>
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<td>1.3. Major theories of career development: trait and type theories;</td>
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<td>development theories; other major theories</td>
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<td>1.4. Integration of theories</td>
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<td>1.5. The changing world of work</td>
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<td>1.6. Application of theories</td>
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<td>1.7. Program delivery/practical issues for career guidance in</td>
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<td>education</td>
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<td>1.8. Implementation issues</td>
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<td>1.9. Other issues</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


REFERENCE MATERIALS:

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS:

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<th>ACTIVITY</th>
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<tbody>
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<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
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<tbody>
<tr>
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<tr>
<td>ASSIGNMENT 2</td>
<td>15.00</td>
<td>15.00</td>
<td>08 Oct 2004</td>
</tr>
<tr>
<td>ASSIGNMENT 3</td>
<td>45.00</td>
<td>45.00</td>
<td>29 Oct 2004</td>
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IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 1% of the total marks gained by the student for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

6 Examination information:
There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.

2 Students must retain a copy of each item submitted for assessment. This must be produced within twenty-four (24) hours of receipt of request being made by the Examiner. The student must retain this copy until the grade for this course has been finalised.

3 The Examiner may grant an extension of the due date of an assignment in extenuating circumstances.

4 In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next working day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

5 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the Examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

6 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete - Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

7 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.

8 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media. The Faculty will NOT accept submission of
assignments by facsimile. Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner of the course to negotiate such special arrangements.

9 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.

10 All assessment items must be submitted with a pass overall gained.

11 Summative assessment items will receive a numerical score. Any ungraded assessment requirement will receive a Pass, Fail or Incomplete.

OTHER REQUIREMENTS

1 Students will require access to e-mail and Internet access to USQConnect for this course.

2 Students are to use a recognised referencing system a specified by the course examiner.