Description: Career Assessment and Development

<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>PSY</td>
<td>3101</td>
<td>70301</td>
<td>3, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090701

STAFFING
Examiner: Tony Machin
Moderator: Yong Goh

REQUISITES
Pre-requisite: PSY2010

RATIONALE
Many adults will change careers a number of times during their working life. A wholistic approach to career counseling will consider all aspects of an individual's life as integral parts of the career decision-making process.

SYNOPSIS
This course focuses on giving students a solid foundation in career development principles as well as practice in using assessment results to increase clients' self-awareness and make rational career choices. Students will acquire rudimentary knowledge of using assessment results in a variety of counselling situations. The career development of adults in organisations will be a particular focus of this course.

OBJECTIVES
On successful completion of this course students will have demonstrated competence in the following areas:

1. extensive knowledge of a conceptual model for the use of assessment results in career counselling (Exam);
2. administering, scoring and reporting the results of a range of assessment instruments (Assignment 1, Exam);
3. self-awareness of one's own career development issues (Assignment 1).
TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Conceptual models for use of assessment results in career counselling</td>
<td>15.00</td>
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<td>2. Using cognitive ability assessments in career interventions</td>
<td>15.00</td>
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<td>3. Using vocational interest assessments in career interventions</td>
<td>15.00</td>
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<td>4. Using personality inventories in career interventions</td>
<td>15.00</td>
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<tr>
<td>5. Assessing career decision-making difficulties</td>
<td>15.00</td>
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<tr>
<td>6. Integrating career assessment results</td>
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<tr>
<td>7. Comparing career counselling theories and models</td>
<td>10.00</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.

Albion, M.J. 2000, Developing and validating a model of career decision making (Unpublished dissertation), University of Southern Queensland, Toowoomba.


(This is available online via the library website.)
STUDENT WORKLOAD REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>50.00</td>
<td>04 Jan 2008</td>
</tr>
<tr>
<td>2 HOUR OPEN EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
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</table>

NOTES
1. Examination dates will be available during the Semester. Please refer to the examination timetable when published.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   It is the student's responsibility to participate actively in all course activities and to study all course materials, so as to be informed of all course academic and administrative actions and policies, and to maximize his/her chance of meeting the objectives of the course.

2. Requirements for students to complete each assessment item satisfactorily:
   To satisfactorily complete an assessment item a student must achieve at least 50% of the marks or a grade of at least C-. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course.

3. Penalties for late submission of required work:
   An assignment that is submitted after the due date without an extension approved by the Examiner, will draw a penalty of 5 percent of the available marks for each day (or part thereof) that assignment is late (e.g. an assignment that is submitted three days will be penalized 15% of the available marks).

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks for the course. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be awarded a Supplementary Examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 45% of the total marks available for all summative assessment items. (or be assessed as close to a grade of C- on all summative assessment 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 aggregate of the weighted marks/grades obtained of the summative assessment items in the course.

6 Examination information:
Candidates may have access to any material during the Open examination except the following: electronic communication devices, bulky materials, devices requiring mains power and material likely to disturb other students.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of 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

9 Students must have internet access and regularly access the USQ Study Desk throughout the course. Students will be required to design and present an online career development activity as part of the assessment (Seminar manual). Students are expected to actively participate in all online discussions.

10 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.

11 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.

12 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.

13 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.

14 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.

15 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).