**2015-2016 SPIRING SEMESTER**

**GPC 301 Practicum in Career Counseling 1 4 3**

**Instructor** : Prof. Dr. Fidan Korkut Owen

**Office and phone :** R 134

**Office time** : Friday, 10.00-12.00
**e-mail :** kfidan@metu.edu.tr

**Class time** : Friday, 13.40-15.30

**Practicum time** : Monday, 8.40-11.30

**Classroom :** R 110

***Catalog Description*:** Administering and evaluating instruments used incareer counseling; preparing and implementing career development programs; conducting career counseling sessions with individuals and group.

***Objectives****:* By the end of this course, each of the students will be able to

 1. Facilitate client self-understanding;

 2. Assist clients in obtaining information about education, career, and labor markets;

 3. Facilitate career decision making and career planning;

 4. Utilize a full range of both formal and informal test techniques;

 5. Select, administer, score and interpret career assessment instruments appropriate for both students and adults;

 6. Conduct individual and group career related counseling and guidance sessions.

 7. Plan, prepare and present career guidance and counseling related presentations.

 9. Select and utilized existing published career guidance and counseling programs.

For information: http://mebk12.meb.gov.tr/meb\_iys\_dosyalar/09/15/233090/dosyalar/2013\_01/02110638\_mbstantm.pdf

***Course Requirements****:* As a practicum class about career counseling and guidance, the activities will build upon the knowledge and skills developed in your Career Counseling class you attended in the fall semester. Student will be expected to:

 1. Read and complete the assigned material or home work each week;

 2. Actively participating in class discussions/demonstrations;

 3. Administer, score, interpret and evaluate some basic instruments (like, KDE and ABKO) 4. Write personal career story, individually.

 5. Enter education and career related official pages (e.g.,ISKUR,TUIK, OSYM) and career search links and prepare awritten report about them;

 6. Make observations and actively participate at the assigned practicum site;

 7. Develop a career guidance related exercise, individually or as group, administer and evaluate that exercise conducted with high school or university students and report it;

 9. Conduct three session career counseling with a university student and report each session.

 10. Participate in classroom activities (role playing, discussion, etc.).

***Details:***

1. Every week we will meet **at least** two hour and will discuss career practicum related subjects, administer test and non-test techniques, role playing
2. Each student will be required to sign and date the academic honesty statement and contract found at the end of this syllabus. So all of you have to complete the required plagiarism tutorial by Indiana University (<https://www.indiana.edu/~istd/>) and have attached the signed and dated completion certificate as it is seen Appendix 1. . **If student had this certification from earlier semesters no need to complete again.**
3. About your reports, activities and presentation, you should complete Appendix 2.
4. During the first weeks you will complete KDE and OBKO and draw profile. These scales are the most used career related scales at school system. **No report needed but you have to bring your results to class!!**
5. You will write a personal career development story. A guideline is given as Appendix 3.
6. You will write a small report about ISKUR, TUIK, OSYM and career search links (at least four). Report **will be about at least 1500-3000 words**. A guideline is given as Appendix 4
7. At the practicum site the school counselor and you will decide what you can do according to their plan. You can observe her/him, what and how s/he is doing career related duties. If program, school allows you can present a career counseling related presentation or you can administer a test or non-test exercise and evaluate it with them etc. At first visit it would be better to fill Appendix 5. After every visit you will fill a form about your experience as Appendix 6. At the end of practicum visits the school counselor will fill another form about your visit as Appendix 7. These appendices will be given in Forms file in Turkish as Ek 5-7.
8. Developing an exercise as two persons group and report it. A format guideline is given as Appendix 8. Groups will develop the exercise, will administer **at least** to three people, and make them fill an evaluation form as it is given Appendix 9. End of the semester each group will present their exercise in the classroom and give their all documents/materials (exercise format, written materials, if it is not written materials, then picture of them, three people’s evaluation form and a small report which mentions about process, evaluation form, what was learnt ) to instructor and classmates via online. End of the semester every group will present their exercise in the classroom in 15-20 minutes. Turkish one will be given in Forms file as Ek 8-9.
9. You will conduct 3-4 week career counseling session with a university student who has career indecision or career related problems. This student can be one of your friend who is volunteer to be your practicum class client. You will tell them you will do it for one ot your class practicum requirements. In the beginning it would be nice to mention them that this experience can last 3-4 weeks. To meet one time in a week or two times in a week would be enough to do search, to have career plan. It will be given to you a format how it can be done. At the same time in the classroom you will have some role playing experience. These practicum sessions will be held in counseling room. After each session you will write a report it. What was the problem, how was the process, which kind of questions you asked, what were the answers, what did you observe as nonverbal messages, which kind of interventions you used, how did you feel about process etc. A informative Turkish file will be given in Forms file as Ek 10.
10. You will send all your reports electronically to instructor and you will get feedback electronically.

***Methods of Instruction:*** Various teaching methods such as pairwork-groupwork, experiential exercises; small and large group discussion; role-play, and student presentations will be used. Lecture will be used a small amount

***Class Attendance Policy****:* Attendance is compulsory. Please also refer to the assessment details.

***Class Web-Page:*** In an attempt to provide a single source of information and material for this class, a web-page has been created. This web-page will contain the course syllabus, lecture PowerPoint presentations, assignments, and additional readings or other materials that may assist you during the course of the semester. Since material will be added on a continually during the semester students are ***STRONGLY*** encouraged to visit the site frequently (at least once/week) to insure that they have the most current information. The web-page may be found at the following location:

[***http://korkutfidan.weebly.com***](http://korkutfidan.weebly.com)

***Policies on Late Submission:*** Late work will not be accepted. However I do have exception for some circumstances (e.g., death in the family, illness, accident). If you have such a situation, please email me with the explanation of what have happened and the assignment you missed.

***ADA Statement****:* This course will be conducted in compliance with the Americans with Disabilities Act (ADA). All qualified students enrolled in this course are entitled to “reasonable accommodations”. It is the student’s responsibility to inform the instructor of any special needs or accommodations required as the result of physical disability or other handicapping condition by the second class meeting*.*

***Student Assessment:***

Students will be assessed on the following seven (7) components:

1. Personal career story 10
2. ISKUR and TUIK report 10
3. Conduct 3-4 weeks career counseling sessions and report 40
4. School observation and practicum reports 40
5. Develop, administer and report an exercise 40
6. School counselor’s evaluation 10
7. Participation, attendance, etc. 10

 Total 160

At the conclusion of the semester each student’s total point value will be converted into a percentage and final grades will be assigned according to the METU-NCC grading policy as depicted below.

|  |
| --- |
| **METU-NCC Grading Scale** |
| PERCENTAGE COURSE GRADE COEFFICIENT 90-100 AA 4 85-89 BA 3.5 80-84 BB 3 75-79 CB 2.5 70-74 CC 2 65-69 DC 1.5 60-64 DD 1 50-59 FD 0.549 and below FF 0Incomplete I N/AWithdrawn W N/A |

***Professional Expectations for Behavior***

Please:

* Always be on time
* Do not use cell phone, laptop, and I-pad etc. during the class. Turn-off cell phones or change setting to vibrate, put away from your desk (no cell phones on the desks)
* Use your METU email in your communication with
* Maintain confidentiality at all times (do not discuss the content of personal material that are shared in class activities or in class discussion outside of class, while sharing personal material set limits for yourself.

**Tentative Lecture and Practicum Schedule**

**GPC 301 Practicum in Career Counseling 2015-2016 Spring**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Wk*** |  ***date***  | ***Subjects***  | ***Requirements***  | ***Some notes*** |
| 1 | 26/02/16 | Meet, general information, planning  | Writing your career story |  |
| 2 | 04/03/16 | Influence on our career choice? Career counseling (CC) related portfolio  |  | Send your career stories till 05.03.2016, 24.00 |
| 3 | 11/03/16 | CC competencies TestsDiscuss ABKO | Filling ABKO | 14.03 2016 start to visit school. It will be total six!! |
| 4 | 18/03/16 | Non-testCC programsDiscuss KDE  | Filling KDE | Visiting schoolİŞKUR, TUIK, OSYM, at least four career web pages report till 19.03.2016, 24.00 |
| 5 | 25/03/16 | Discuss about develop exerciseDiscuss practicum | Establish exercise groups and inform the instructor as a list | Visiting schoolSend the list till 26.03.2016 |
| 6 | 01/04/16 | Career modelsDiscuss practicum | Start to develop exercise | Visiting schoolStart to search a university student who is volunteer and have career related problem  |
| 7 | 08/04/16 | Practicum at school Working with 1-5th gradeDiscuss practicum |  | Visiting schoolYour client would be readySend me your exercise proposal 09.04. 2016 |
| 8 | 15/04/16 | Practicum at schoolWorking with 6-12th grade students |  | Visiting school |
| 9 | 22/04/16 | Practicum at schoolWorking with high school students |  | Visiting schoolYou can start your career counseling sessionsStart to send me your session report |
| 10 | 29/04/16 | Working with university students and adultsSupervision for your career counseling sessions |  | Visiting schoolBe prepared to present your exercise. |
| 11 | 06/05/16 | Present exercisesSupervision for your career counseling sessions |  | Visiting schoolIf you presented your exercise you should send me your report |
| 12 | 13/05/16 | Present exercisesSupervision for your career counseling sessions |  | Some of you can finish career counseling sessions |
| 13 | 20/05/16 | Present exercisesSupervision for your career counseling sessions |  |  |
| 14 | 27/05/16 | Finish all sessions and present exercise |  | All document should be sent |
|  | 03/06/16 | Evaluation |  |  |

***Principle Textbooks***

Amundson, N., Poehnell, G. & Pattern, M. (2008). *Mesleki teleskop* (Çev. F. Korkut- Owen). Ankara: Anı Yayıncılık.

Niles, S.G. & Harris-Bowlsbey, J. (2013). *Career development interventions in the 21st century*. (4th ed). Upper Saddle River, New Jersey: Pearson

***Supplementary Readings***

Bolles, R. N. (2005). *Paraşütünüz ne renk*?. İstanbul: Elma yayınevi

Erkan, S. (2006). *Örnek grup rehberliği etkinlikleri*, Ankara: Pegem Yayınları.

Korkut- Owen, F. (2008).Meslek seçimini etkileyen etmenler. (R. Özyürek Ed). *Kariyer Yolculuğu.* (1-23), Ankara: Ulusal Ajans.

Korkut-Owen, F., Acar, T., Demir Y., Haskan Ö. & ve ark. (2009). Mesleki rehberlik/kariyer danışmanlığında kart sıralama tekniği: mesleki değerler ile ilgili bir çalışma. *İnönü Üniversitesi Eğitim Fakültesi Dergisi, 10*(2), 53-70.

Korkut-Owen, F., Arıcı, F., Demirtaş, S. and Mutlu, T. (2014). Using The Career Sailboat Model to facilitate career planning and decision-making with young adults - See more at: <http://www.ncda.org/aws/NCDA/pt/sd/news_article/84862/_PARENT/layout_details_cc/false#sthash.A9krienH.dpuf>

Korkut-Owen, F., Demirtaş-Zorbaz, S. and Mutlu-Süral, T. (2014). Career Sailboat Model as a tool for the guidance counsellor <http://www.schoolguidancehandbook.ncge.ie/docs/000050/CSM%202015.pdf>

Korkut-Owen, F., Mutlu-Süral, T., Arıcı-Şahin F. ve Demirtaş-Zorbaz, S (2015). Kendilerine uygun limanı arayanlar için çalışma el kitabı, Ankara: Anı Yayıncılık.

***Important links***

[***http://mebk12.meb.gov.tr/meb\_iys\_dosyalar/34/28/965180/dosyalar/2014\_09/19010716\_rehberl%C4%B1etk%C4%B1nl%C4%B1kler%C4%B1.pdf***](http://mebk12.meb.gov.tr/meb_iys_dosyalar/34/28/965180/dosyalar/2014_09/19010716_rehberl%C4%B1etk%C4%B1nl%C4%B1kler%C4%B1.pdf)

[***http://orgm.meb.gov.tr/alt\_sayfalar/form\_standar/sinif\_rehber\_prog/O\_R\_Y\_P\_E\_O.pdf***](http://orgm.meb.gov.tr/alt_sayfalar/form_standar/sinif_rehber_prog/O_R_Y_P_E_O.pdf)

***Appendix 1*** **ACADEMIC HONESTY DECLARATION AND CONTRACT**

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Class Name  | GPC 301 Practicum in Career Counseling  |
| Instructor | Prof. Dr. Fidan Korkut Owen |
| Date |  |
| Campus of Enrollment | METU-NCC |
| DECLARATION AND CONTRACTI certify that I have thoroughly reviewed the academic rules and regulations and the academic code of ethics as adopted by Middle East Technical University and published on the following University websites: <http://www.ncc.metu.edu.tr/studaffairs/acadrules.php><http://www.ncc.metu.edu.tr/academic/acadcode-of-ethics.php>Additionally, I have successfully completed the required plagiarism tutorial by Indiana University( <https://www.indiana.edu/~istd/>) and have attached the signed and dated completion certificate. Having completed these two preliminary requirements I fully accept the responsibility to conduct myself in accordance with these commonly accepted standards of academic behavior and fully understand that violations of these standards may result in failure in the registered class and may ultimately result in my dismissal from the university.Signature:………………………………………………………………………. |

***Appendix 2*****PRESENTATION OUTLINE COVER SHEET, METU – NCC**

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Class Name  | GPC 301 Practicum in Career Counseling  |
| Instructor | Prof. Dr. Fidan Korkut Owen |
| Date |  |
| Campus of Enrollment | METU-NCC |
| DECLARATIONI hold a copy of this assignment that I can produce if the original is lost or damaged. I hereby certify that no part of this assignment/product has been copied from any other student’s work or from any other source except where due acknowledgement is made in the assignment. No part of this assignment/product has been written/produced for me by another person except where such collaboration has been authorized by the subject lecturer/tutor concerned.Signature:……………………………………………………………………….Note: An examiner or lecturer has the right not to mark this assignment if the above declaration has not been signed. |

***Appendix 3* MY CAREER DEVELOPMENT STORY**

Maybe you think you do not have anything to tell about your career story. When you start to think about it you may be surprised to find that there are many things to mention. You will write your story in the begininig of semester.. If you want to change and to add to it some other details later you will able to do that because during the semester possibly you will remember some experiences that affected your career story. You can decide how you will write your story. Responding to the questions belwo may provide some help and structure as you begin the task.

Generally student’s career stories can be prepared in 2-3 pages. Required format: 12 point Times Roman font, 1.5 line spacing with 2cm margins on right and left.

Some basic areas can be mentioned in your stroy

 When were you born? How many sibling you have? What about their education level

 Career related childhood fantasies

 Interests, talents, values etc....

 Social gender roles

 Your parents education and occupation

 Which kind of career related messages you took from your parents, relatives, teachers, friends?

 Who were your models?

 Who were your hero?

 How education system effected your education and career related decision?

Was there any unexpected positive or negative events whicf effect your career path?

Which kind of career fantasies you had while you were younger?

 How did you chose counseling? Do you know why did you chose it? What you were thinking?

Which kind of future career plan you have?

What are you plans after graduation?

***Appendix 4 CAREER RELATED LINKS***

 Enter the ISKUR,TUIK, OSYM web page and some career search links in Turkey ( at least 4) and write a small report about them at least **1500-3000 words** long . Required format: 12 point Times Roman font, 1.5 line spacing with 2cm margins on right and left. When you were searching these wab page you can evaluate them according to these questions?

How useful is that web page?

As a web page is it user friendly? Is it easy to use?

Career related which kind of information can be found there?

Who can use it more?

How you can use it?

What did you learn new? Etc..