



## BU181 Career Development

2025 - FALL - LATE FALL

### COURSE INFORMATION

#### Instructor Details

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Instructor: Derek Reilley

Days/Time:

- Online

Credit Hour(s): 3.00

Instructor Email: derek.reilley@colbycc.edu

Phone Number: 785-460-5431

Office Hours: Office Hours: 7:45-3:45

#### Required Text

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**None**

#### Colby Community College Mission

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**Challenge** students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

## Course Description

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Career Development outlines the many aspects of career planning and helps prepare you in the areas needed to effectively find and obtain a position in their desired career field. You will develop your resume, letter of application, and will practice interviewing using skills learned in the course.

## COURSE OUTCOMES AND MEASURES

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- Markets and Applications (1.1)  
Construct a cover letter that has been proofed and ready to submit to employers.
  
- Markets and Applications (1.1)  
Demonstrate interviewing another person and submit a mock interview report explaining the results.
  
- Other Course Competencies:
  1. Become aware of campus and online resources available to the career planning and job search process.
  2. Identify one's own skills, interests, goals, and values.
  3. Relate personal characteristics to potential occupational fields.
  4. Use a decision-making model to identify career alternatives, consequences, and desirable outcomes.
  5. Develop a persuasive resume which reflects the above self-knowledge and decision-making.
  6. Learn to deal effectively with the various types of interviews.
  7. Understand economic, political, cultural, and demographic influences on job availability.
  8. Be aware of current theories of career development and what they indicate about one's developmental status.
  9. Plan next steps in career decision-making or implementation.
  10. Become aware of what employers look for in potential employees and what it takes to be successful on the job.

Objective 1: Deliver effective oral presentations

Competencies: Basic communications: developing proficiency in oral discourse and evaluating an oral presentation according to established criteria

Objective 2: Utilize grammatically correct and logically written English

Competencies: Produce coherent documents within common college-level written forms, revising and improving such forms, researching a topic, developing an argument and organizing supporting details.

Objective 3: Exhibit a higher level of critical thinking processes

Competencies: Identify, analyze and evaluate arguments as they occur in their own or other's work and develop well-reasoned arguments

Objective 4: Solve quantitative problems utilizing a variety of techniques and methods

Competencies: Quantitative reasoning skills; arithmetic, algebra, geometry, data analysis, and quantitative reasoning.

Objective 5: Utilize technology relevant to disciplines of study

Competencies: Perform the basic operations of personal computer use, understand and use basic research techniques and locate, evaluate and synthesize information from a variety of sources.

Objective 6: Evaluate own intercultural sensitivity and global awareness.

- Objective 1: Markets and Applications (1.1)  
Construct a resume that has been proofed and ready to submit to employers.

## COURSE POLICIES

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### Assignments and Tests

When you first view your class, look over class requirements, assignments, and other class content to ensure that you wish to remain in the class. If you decide to drop the class, do NOT post in Canvas at all, as that counts as attendance per College policy, and you will be charged a portion of tuition for dropping after attending/posting.

The student is expected to have assignments done when the instructor determines they are due. The instructor determines acceptance of late assignments. There are no written examinations in this class. Submitting timely work and participating determine the final grade.

## COLBY COMMUNITY COLLEGE POLICIES

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### Attendance

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, the students should make arrangements in advance with the instructors. Students absent as official college representatives (athletics, activities, or scholarship fulfillment) are not counted absent but **MUST** make advance arrangements with instructors to complete all course work. Punitive grades cannot and will not be assigned if the absence is excused by the college. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

### Communication

Course communication will occur through Canvas Announcements, Canvas Inbox, and CCC student email accounts. Response to emails will occur within 24 hours during the week and 48 hours on the weekend.

### Netiquette

This is a professional educational environment, and your emails should reflect that. Consequently, you should remember to type your first and last name at the close of every email so I know who I am

replying to.

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## Tech Support Information

- Canvas Support Hotline: 855-691-5024

You can access Canvas Support Information by selecting the help button on the left-hand menu.

- Colby Community College Support: [support@colbycc.edu](mailto:support@colbycc.edu)

## Finals

In accordance with Colby Community College policy, students are required to be present for their final exam and/or complete any assessment during the time stated. **If you have a conflict with this time, you must obtain written permission two weeks prior from the Vice President of Academic Affairs and the instructor to schedule a make-up exam.** Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the final exam schedule, and oversleeping are not viable reasons for rescheduling a final. International students should refer to the international student handbook for further guidance.

# Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document. Students should adhere to the attendance, cell phone, assignment, test and grading policies in the course syllabus.

## Academic Integrity

CCC defines academic integrity as learning that leads to the development of knowledge and skills without any form of cheating or plagiarism. This learning requires respect for the College's institutional values of quality, service, and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity. The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at CCC:

Violations can be categorized as Course-level or Capital. Course-level violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity.

### Course-Level Violations

Cheating and Plagiarism are considered course-level basic violations.

- Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without using personal and College electronic devices.
- Plagiarism is representing or turning in someone else's work without properly citing the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

### Related Academic Sanctions (Course-Level Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a case-by-case basis. Specific sanctions, including not limited to the following, may be applied and can be assigned in any combination or order:

- Verbal Warning/No grade-related action
- Assignment of educational activity or programming

- 0/F on the assignment/quiz/examination with the possibility of makeup
- 0/F on the assignment/quiz/examination without the possibility of makeup
- Reduction of final course grade
- F in the course
- Prohibition from future enrollment in classes taught by that instructor
- Recommendation for administrative academic sanction(s)

Faculty members will complete the Student Notification of Academic Integrity Infraction form and will submit it to the Vice President of Academic Affairs. The notification will be shared with the student and documented on the student's record in the student information system.

### Capital Violations

Capital Violations of Academic Integrity are repeated acts of Course-level violations. While a faculty member has the authority to appropriately administer course-level sanctions within their course, the student may also be subject to additional disciplinary action by the College.

### Related Academic Sanctions (Capital Violations)

While the College reserves the right to accelerate or alter these steps based on the nature and severity of the violation, academic integrity violations may result in the following Capital sanctions:

- First Reported Violation – Warning

The first reported, alleged violation may result in issuing a warning to the student in the form of a Warning Letter, regardless of the course-level sanction determined by the faculty member.

- Second Reported Violation – Restrictive Actions

The second reported, alleged violation may result in issuing a Letter of Concern to the student, regardless of the course-level sanction determined by the faculty member. Sanctions may include, but are not limited to, the following:

- Course specific enrollment prohibition;
- Probationary Status;
- Attend an Academic Integrity Workshop (the student will be responsible for any fee associated with the workshop);
- Suspension (of one semester or more);
- Any other reasonable actions as deemed appropriate by academic administration.
- Third Reported Violation – Dismissal

The third reported, alleged violation may result in issuing a Letter of Suspension to the student, regardless of the course-level sanction determined by the faculty member. The student may be required to meet with the Vice President of Academic Affairs.

For Capital Violations of academic integrity, students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to appeal the sanction according to the following procedure:

#### Student Grievance Procedure

It is the policy of Colby Community College to provide students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights, and other such problems dealing with students, college staff and faculty, and authorized college activities. To comply with federal regulations, Colby Community College maintains records of the formal written Student Complaint Log and the disposition of the complaints. These records are filed with the Vice President of Academic Affairs and the Vice President of Student Affairs.

- Level I - The student will attempt to rectify the grievance with the Vice President of Academic Affairs within ten (10) college working days. Every effort will be made to resolve the grievance at the lowest possible level.
- Level II - If the aggrieved student is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within five (5) business days after the discussion of the grievance, the student may file the grievance in writing to the college president. Within five (5) business days after the receipt of the written grievance by the college president, the president will appoint a committee (one administrator and four faculty/staff members) which may adjust the sanction. The chair of the committee shall submit the committee's decision to the student within ten (10) business days.

## Assessment

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

## Tutoring

Free tutoring is available to all students at Colby Community College. The Comprehensive Learning Center (CLC), located in the Library, provides support services for all learners, on-campus and online. To schedule an appointment, visit <https://hfdavismemoriamlibrary.setmore.com/>, email [tutor@colbycc.edu](mailto:tutor@colbycc.edu) or call 785-460-5480.

Tutoring is available in Student Support Services to eligible SSS participants. Please contact Student Support Services for qualifying program criteria at 785-460-5510, or by stopping by Student Support Services, located in the Student Union.

Online tutoring from Tutor.com is available to all students attending Colby Community College. Tutor.com is accessible to every student on Canvas. To access the service, click on the link for Tutor.com 24/7 Online Tutoring, which is located on the left-hand navigation in each course. Please contact the Dean of Online Learning at [dana.juenemann@colbycc.edu](mailto:dana.juenemann@colbycc.edu) or the library at [tutor@colbycc.edu](mailto:tutor@colbycc.edu) if you need assistance.

## Copyright Disclaimer

Some of the videos, images, links, and written content in this class may include material found using commonly available search engines and attributable authorship not readily apparent. The works on this course have been created for non-profit, educational use. We reasonably believe the contents are within the fair use protection of existing copyright laws. If any copyright owner objects to the use of any work appearing in this site, please contact the instructor and we will remove the work and review the propriety of its continued use.

## Accommodations for Students w/ Disabilities

According to the Americans Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and is requesting special accommodations, he/she should contact disability services at [disability@colbycc.edu](mailto:disability@colbycc.edu).

## Notice of Non-Discrimination

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785) 460-5490).

## Accreditation

Higher Learning Commission  
230 S. LaSalle St., Suite 7-500  
Chicago, IL 60604-1411  
(800) 621-7440  
FAX (312) 263-4162  
<https://www.hlcommission.org/>

## METHOD OF EVALUATION

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**Your grade will be based on the following:**

Items	Points / Percentage
Class Introductions	DB Posts- 6 Points, 2 replies - 2 points each, 10 points Total
Syllabus Quiz	10 Points
Discussions	7 DB Posts (10 Points Each), 14 replies (5 points each), 140 Points Total
Skills Assessment Paper	100 Points
Career Research Paper	100 Points
Resume and Cover Letter	100 Points
Mock Interview Report Final	100 Points
Journals	(7 entries X 20 points) 140 Points Total
Total Points	700

## Grade Scale

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**Your grade will be based on the following:**

<b>Grade</b>	<b>Percentage</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

## Late Assignment Policy

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- Late assignments will be docked 30% if not approved prior to the assignment due date via email only.
- After the last assignment due date for module 4, no late work will be accepted for Modules 1-4 and a zero will be recorded into the gradebook.
- All assignments will be due at 11:59 pm CENTRAL TIME on the Assignments tab and calendar.
- Modules 5-8 assignments will be docked 30% if not approved prior to the assignment due date via email only. The students will have one day only to complete late work for Modules 5-8 with the 30% penalty. After one day, a mandatory zero will be recorded in the gradebook.
- There is no extra credit in this class.
- A student should print the syllabus the first day they login so they have the instructor's email and phone number in--case they are unable to login to the course. The student will then be able to contact the instructor. Not being able to login to access the course email, is not an excuse since you have should of printed the course syllabus that has the instructors contact information.
- If a student is unable to login to canvas, they will not be able t o email the instructor with the online canvas course email. The students should immediately email the instructor from the printed syllabus email and put in a helpdesk ticket at [support@colbycc.edu](mailto:support@colbycc.edu)
- If the student emails the instructor saying they cant login and wants the instructor to let them complete late work, if the instructor never received an email from the student (saying they can't login) prior to the assignment due date, the student will be denied