

**Janice A. Vaughn**  
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**College of Education**  
**Murray State University**

**DEPARTMENT: ELC**

**COURSE PREFIX: GUI**

**COURSE NUMBER: 100**

**CREDIT HOURS: 03**

**I. TITLE:**

Self –Development and Career Exploration

**II. COURSE DESCRIPTION AND PREREQUISITE(S):**

A study of decision-making as it relates to the students life experiences In-class activities teaches the concepts of decision-making, time management, career planning, assertiveness and communication skills and test taking skills.

**Prerequisite(s):** Students must request permission from instructor to be admitted to the GUI 100.

**III. COURSE OBJECTIVES:**

The student will be able to:

- A. explore career choices and requirements
- B. develop a personal education information handbook to enhance test-taking skills
- C. become familiar with university sponsored support services available to students
- D. become familiar with information regarding additional education offerings which may enhance the student’s original degree program
- E. set personal and professional goals
- F. identify personal strengths and learning styles
- G. identify steps necessary for admission to the Teacher Education Program

**IV. CONTENT OUTLINE:**

- A. Education handbook
- B. Identify individual needs for test-taking success
- C. Goal setting
- D. Identify learning styles
- E. Identify learning and study strategies

**V. INSTRUCTIONAL ACTIVITIES:**

- A. Acquisition and integration through lecture and small group discussions
- B. Internet resources
- C. Peer Teaching
- D. Educational Videos
- E. Special projects and reports
- F. Utilize Blackboard to access some course documents and assignments and collaborative learning

**VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:**

None

**VII. TEXT(S) AND RESOURCES:**

Required online research: Strategies for Success in College and in Life

Online research: Strategies for Success in Test-Taking

**VIII. EVALUATION AND GRADING PROCEDURES:**

The following grading scale will be used:

A= high quality (90-100%), B=Good (80-89%), C= Satisfactory (70-79), D=Poor (60-69%), E=Failure (below 60%).

**ALL** assignments must be completed and turned in before a final grade is given!!

Assignments turned in after the due date will result in a deduction of 5 points per day that the assignment is late. **No credit given for assignments that are more than a week late.** Make up tests are a VERY rare occurrence and will only be permitted with prior approval.. As all students are expected to be present for all class periods, make-up exams may be scheduled only for substantial and unavoidable reasons.

**IX. ATTENDANCE POLICY:**

*Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletins.* More than two unexcused absences during the semester will result in a lowered letter grade. Each additional absence beyond three will result in a further lowering of the letter grade.

**X. ACADEMIC HONESTY POLICY:**

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

**Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

**XI. NON-DISCRIMINATION POLICY STATEMENT:**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Director of Equal Opportunity, 103 Wells Hall. 270-809-3155 (voice), 270-809-3361 (TDD).

**XII. Other required departmental or collegiate committee information**

**NOTE: The instructor requests that cell phones and other electronic devices will be turned off during class time and stored away . The cell phone should not be in use during class time – this includes text messaging. Use of cell phone during class will result in your dismissal from class and this will be counted as an absence.**