

COURSE SYLLABUS

Course: CPSY302
Formal and Informal Assessment in Career Development
Spring 2015

General Information

Instructor: Kathy Lindblom, MA

Contact information: voice mail/office 408-219-4727, Kathy@klcareer.com (email is best)

Office hours: By appointment

Class Meeting Time: Thursdays, 5:30-8:30p.m.

Class Meeting Dates: April 2, 9, 16, 23, 30, May 7, 14, 21, 28, June 4

Required Reading (available at bookstore):

Zunker, Vernon G, Norris, Debra S., *Using Assessment Results for Career Development*, Brooks/Cole Publishing (2011) (8th edition)

Rath, Tom, *StrengthsFinder 2.0*, Gallup Press (2007).

Career Assessment Kit including:

- Values Driven Work Self Report Inventory
- Myers-Briggs Type Indicator (MBTI) Form M Self-Scorable
- Strong Profile, College Edition, Combined Item Booklet/Answer Sheets, Prepaid (R)
- Introduction to Type® and Careers booklet
- Motivated Skills Card Sort

The following set of articles will be available on Camino:

NCDA Career Developments, Fall 2011, Volume 27, Number 4

Supplemental reading/articles may be assigned.

Course Description

This course aims to provide a variety of informal and formal tools and instruction on using these tools in the career development and career counseling process. This course includes instruction, practice, and application of selected assessments. You will gain understanding of how to choose, use and interpret results based on client needs. There is the opportunity to become familiar with creative assessment exercises and to look at use of assessments in various environments. Integration of the assessments will be addressed.

Course Objectives

By the end of the course, participants ...

- will have an overview of the use of assessments in career development
- know the ethical standards, including confidentiality, for use of assessments

- will understand assessment purpose, access, and limitations
- will understand selection criteria for use of assessments to support varying client career goals.
- acquire practice in completion of the career counseling interview
- have begun to develop proficiency with key assessments (through personal use and client administration) including
 - Instructions for use
 - Taking the assessments
 - Interpretation of the assessments
 - Integration and practical application
- have begun to align use of assessments with their unique counseling style

Grading

Grades will break down by the following percentages:

Attendance & Assignments 20pts

Informal Assessment Assignment 20pts

Journal 20pts

Final Project 40pts

Homework Assignments

Homework assignments are assigned weekly to help you learn about various assessment tools, experience the assessment tools, and provide an opportunity to reflect on your experience. *Homework assignments are listed in italics and are due the following week unless otherwise noted.* It is very important that you complete each homework assignment on time because some require my downloading the reports prior to a class. If you do not complete assignments, points will be deducted from your grade.

Journal HW Assignment:

You will keep a journal on your thoughts and opinions on each week's topics. My expectation is that you give thoughtful reflection to the assigned topic; approximately 1 page per entry is acceptable (double space, 12 font). Journal topics are including in each week's homework assignment.

Final Project

You are to select a "client" to work with on the assessment process. You should anticipate meeting with the client a minimum of 5 times (5 hours) to: discuss expectations and establish appropriate assessments to administer, administer assessments, interpret assessment results, and integrate results. You will need to create your own consent document for the client to sign stating that they understand his/her anonymous results will be shared with the class; you will receive an incomplete for the assignment if you do not have this document at the time of class presentations. The document will be discussed at the first class. Your project must include administration of the MBTI self-scoring Form M and the Strong Interest Inventory paper version (both available in the Career Assessment Kit in the bookstore). In addition, you need to select one assessment addressing values and one assessment addressing skills or strengths. You may choose from informal or formal assessments. There will be opportunity to use free or purchased assessments addressing values and skills/strengths.

At the last class, you need to turn in a 4-6 page paper (double-spaced, 12 font, not including consent form), documenting:

- Consent form
- Explaining your rationale for the values & skills/strengths assessments that you chose

- Your reaction and your client's reactions to the administration of each of the four assessments
- A synopsis of your interpretation of the results of each of the four assessments
- An explanation of your integration of assessment results
- At the last class, each student will present in a 10 minute presentation: his/her client, reactions, interpretations, integration.

CLASS #1: APRIL 2

Review of Syllabus

Introduction to Assessment

Career counseling intake/interview

Assessment- what it is/what it isn't

How it's used

When to use assessment

Which assessments to use

Is assessment necessary?

Ethical considerations (consent forms included)

Journal- Career assessment: your experience; your expectations

Assignment: Complete MBTI online by 8am, April 8

Read Zunker- Ch 1,2,4,7

Read Career Developments: "Meeting Human Needs Through Career Assessments," "CDQ Spotlight," and "Ethical Dilemmas Related to Career Assessment"

CLASS #2: APRIL 9

Personality, Part I

MBTI

Journal- MBTI

Read Career Developments, "Using Temperament Theory in Career Planning"

Assignment: Document your career ideas based on MBTI on "MBTI Career Ideas" handout (see Camino)

CLASS #3: APRIL 16

Personality, Part II

TypeFocus.com

Kiersey Temperament

True Colors

Journal- TypeFocus, Kiersey Temperament, True Colors

Read Zunker- Ch 6

Assignment: Complete Strong Interest Inventory online by 8am, April 22

Assignment: Experiment with Kiersey Temperament

CLASS #4: APRIL 23

Guest: CPP Representative (Jim Larkin)

Interests

Holland's Code

SDS

Strong Interest Inventory

-integration with MBTI

Journal- Strong Interest Inventory. Be prepared to turn in journal next week.

Assignment: Complete StrengthsFinder2.0 book (read pgs 1-32, take the online assessment, then read chapters corresponding to your strength areas): The StrengthsFinder assessment access code is in sealed envelope in back of book. Print out and bring results with you to April 30 class.

Assignment: Complete "Skills Search" on ONet (instructions= <http://www.onetonline.org/help/online/skills>) (actual assessment = <http://www.onetonline.org/skills/>) Print out 1-2 pages of results and bring results with you to April 30 class

Assignment: Document your career ideas based on Strong on "Strong Career Ideas" handout (see Camino)

Read Zunker- Ch, 5, 10 (p. 209-221)

CLASS #5: APRIL 30

Skills / Strengths / Aptitude

StrengthsFinder2.0

SkillScan

ONet

Motivated Skills Card Sort

Achievements Exercise

Turn-in Journal Today

Journal- Skills Assessments

Assignment: Complete Values handout and Guterman's Values packet: Bring with you to class on May 7; bring Values Driven Work worksheet from Career Assessment Kit for May 7 class (we will fill out in class)

Assignment: Document the top 10 skills you want to use and your career ideas based on all skills assessments on "Skills Career Ideas" handout (see Camino)

CLASS #6: MAY 7

Values

Values Handout

Guterman's Values

Values Driven Work

Journal- Values Assessments

Read Zunker- Ch 11

Bring your own assessment results to class for: MBTI, Strong, one of the skills assessments, and one of the values assessments

CLASS #7: MAY 14

Assessment Integration

Career Development in a Therapy Practice (Guest Speaker: Yvonne Blockie, MFT)

Journal- Assessment Integration

Read Career Developments, "Career Choice Using Informal Assessments"

Read Zunker- Ch 10 (p. 221-232)

CLASS #8: MAY 21

Informal Assessment

Creative Assessment (Guest Speaker: Connie Brock, MA)

Journal- Informal/Creative Assessment

Be prepared to turn in journal next week.

Assignment: Choose one and do your own non-traditional assessment, due May 28

Read Career Developments, "Use of Assessment with Asperger's Syndrome" and "Career Assessments in Schools..."

CLASS #9: MAY 28

Share informal assessment project in class

Assessment and Special Populations

Other Assessments: Career Leader

Turn in Journal today

Assignment: Finish final project and prepare to turn in report

CLASS #10: JUNE 4

Beyond Assessment

Final Projects