I. Catalog Description (Credit Hours of Course):
Character and quality of human social conduct and the ability to critically examine ethical questions and issues. (3)

II. Co- or Prerequisite(s):
Senior standing in Family Studies Option and CF 360 Family Life Education

III. Purposes or Objectives of the Course (optional): The student will be able to:

A. Demonstrate an understanding of the purpose of the family sciences field.
B. Develop a professional orientation consistent with the philosophy of the family sciences profession.
C. Critically evaluate the issues of professional ethics and professional selected work policies within the family sciences field.
D. Demonstrate the application of a cultural diversity perspective in family sciences professions.
E. Demonstrate skills required for interaction and networking within the professional environment.
F. Develop skills in identifying potential employers/employees, resume construction, and interviewing skills and techniques.
G. Compare career opportunities, professional development, and continuing education availability in their areas of specialization.
H. Implement an education program or workshop in the family sciences field.
I. Investigate and report viable professional organizations.

IV. Student Learning Outcomes (Minimum of 3), the students will:

A. Critically evaluate the issues of professional ethics and professional selected work policies within the family sciences field.
B. Demonstrate skills required for interaction and networking within the professional environment.
C. Implement an education program or workshop in the family sciences field.

V. Optional departmental/college requirements:
VI. Course Content or Outline (Indicate number of class hours per unit or section): 45 hours

A. Philosophy of Family Sciences 2 hours
   1. Quality and nature of family life
   2. Purpose of family life education
   3. Content of family life education
   4. Process of learning for families

B. Professional Code of Ethics 4 hours
   1. Referrals
   2. Confidentially
   3. Reporting

C. Creating a Portfolio 4 hours
   1. Purpose of portfolio
   2. Professional presentation
   3. Skills/Competition/Personal agendas
   4. Examples of work

D. Resume and Cover Letter 2 hours
   1. Current resumes in field
   2. Proper cover letters
   3. Application process

E. Grants 6 hours
   1. Purpose and process
   2. Research/literature review
   3. Budget basics
   4. Application
   5. Evaluation
   6. Oral presentation and committee questions

F. Interviews and Personal Statement 6 hours
   1. Elevator speech/Personal statement
   2. Prepping for interviews
   3. Mock interviews
   4. Interview follow-up
   5. Dress and behavior

G. Organizations/Networking/Credentials 3 hours
   1. Purpose of organizations
   2. Purpose of networking
   3. Available credentials and purpose

H. Work Policies 4 hours
1. Coworkers and Behavior
2. Standard Procedures
3. Federal and State worker policies

I. CFLE and Professional Development 2 hours
   1. Certified Family Life Educator process
   2. How to maintain CFLE, recertification
   3. Purpose of professional development

J. Implementation of Program or Workshop 5 hours
   1. Marketing program or workshop
   2. Presentation of program or workshop

K. Professional/Helping Skills 7 hours
   1. Self-efficacy
   2. Empathy
   3. Genuineness
   4. Therapeutic bonds
   5. Social perceptiveness
   6. Active listening
   7. Complex problem solving

Signature: ____________________________________________ Date: _____
           Chair

Signature: ____________________________________________ Date: _____
           Dean
Instructor: Dr. Branscum  
Office: Scully 116  
Phone: (573) 651-2000  
Email: aybranscum@semo.edu (*highly recommended method to reach me)

Office Hours:  
Mondays & Wednesdays: 9AM – 11AM, 12PM - 1PM  
Tuesdays and Thursdays: 9AM – 11AM  
Or by appointment

Text:  
All readings will be provided for you.

Course Objectives:  
In this course, the students will:

A. Demonstrate an understanding of the purpose of the family sciences field.  
B. Develop a professional orientation consistent with the philosophy of the family sciences profession.  
C. Critically evaluate the issues of professional ethics and professional selected work policies within the family sciences field.  
D. Demonstrate the application of a cultural diversity perspective in family sciences professions.  
E. Demonstrate skills required for interaction and networking within the professional environment.  
F. Develop skills in identifying potential employers/employees, resume construction, and Interviewing skills and techniques.  
G. Compare career opportunities, professional development, and continuing education availability in their areas of specialization.  
H. Implement an education program or workshop in the family sciences field.  
I. Investigate and report acceptable professional organizations.

Student Learning Objectives (SLOs):  
In this course, the students will:

A. Critically evaluate the issues of professional ethics and professional selected work policies within the family sciences field.  
B. Demonstrate skills required for interaction and networking within the professional environment.  
C. Implement an education program or workshop in the family sciences field.
**Methods of Instruction:** Lecture, discussion, resource speakers, experiential exercises, Moodle, and other technologies.

**Materials Needed:**
Computer with resume templates, email, and internet access
Activated University email account
Current resume with cover letter
Examples of your past class work, activities, volunteerism, professional work, and other life experiences
1-inch professional presentation binder (3 ring) for Portfolio with section dividers, labels, etc.

**Course Information:** Supplemental course materials for this class will be posted online. It is your responsibility to check the Moodle site for current information. I advise you to get in the habit of checking this site regularly. **It is your responsibility to check regularly.**

**Methods of Evaluation:**

1. **Resume and Cover Letter Assignment (40 points total)**
   - Rough draft cover letter and resume (10 points), Draft of resume for class exchange (10 points), Final cover letter and resume (20 points)

2. **Philosophy paper (30 points)** – directions in syllabus

3. **Portfolio (100 points)** – will be discussed in class on week 3

4. **Comprehensive (Take-Home) Final Exam (50 points)** – will be given 1-2 weeks before end of semester

5. **Onsite Visits (2 x 20 = 40 points)** – Forms and instructions will be given separately

6. **Class Participation/Activities/Quizzes/Attendance (100 points)**
   These points cannot be made up because the nature of the activities will usually depend upon in-class processes that cannot be replicated. These in-class/online exercises may not be made up – even with an excused absence. Pop quizzes can be given at any time during class and will not be accepted after the collection period.

7. **Forum Discussions (50 points)** – Directions will be given later in the semester

**Grading Scale:**

- A = 89.5% and above
- B = 79.5% - 89.49%
- C = 69.5% - 79.49%
- D = 59.5% - 69.49%
- F = 59.4% or below
COURSE POLICIES AND PROCEDURES

Doing Unrelated Tasks During a Class Meeting. During each class meeting, each student is required and expected to attend to the topic, content, and activity being discussed and covered during the particular class meeting. During each class meeting, candidates are not permitted to engage in any type of work and activity that are not the topic, content, and activity being discussed and covered during the particular class meeting. A minimum of 20 points will be deducted from the candidate’s final grade if and when the candidate does not adhere to this policy. The points deducted may be higher when the candidate refuses to adhere to this policy and continually violates this policy.

Cell Phones and Other Electronic Devices. NOT allowed unless the student meets special provisions from the SSD office. There is too much abuse of this privilege and it distracts others. Checking email, surfing the net, listening to music, playing games, and doing work for other classes is considered unprofessional conduct. These activities are also considered as doing unrelated tasks during a class meeting therefore points will be deducted from a student’s final grade. Texting policy – put it away or GET OUT! Turn off all cell phones and other electronic devices before entering the classroom. Keep cell phones and other electronic devices turned off, out of reach, and out of sight while in the classroom. Do not put cell phones on vibrate. Leaving class to make a call and leaving class to answer a call are not allowed.

Accessibility Statement. If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs. Please refer to the University’s official accessibility statement here:
http://www.semo.edu/pdf/old/ds_working_with_studentsS2.pdf

Academic Honesty. Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University. Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one’s scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty. Students are responsible for upholding the principles of academic honesty in accordance with the “University Statement of Student Rights” found in the STUDENT HANDBOOK. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work.

CIVILITY POLICY. http://semo.edu/search_results.html?q=civility+statement

INTEGRITY PROCEDURES. Students in this course that have a grievance concerning a course grade, faculty member, instructional procedure, or other issues related to this course must first discuss with the appropriate faculty member in an effort to resolve the issue. If the issue
cannot be resolved, the Dean of the College of Health and Human Services in Crisp Hall may be contacted.

MAKE-UP WORK. Is generally not allowed with very few exceptions. Documented exceptions such as jury duty, extended hospitalization (a week or more), military assignments, and SEMO approved events must be communicated ahead of time when possible or as soon as possible if it was unplanned. Forgetting dates and times, doctor appointments, flat tires, and sick child are examples of excuses that ARE NOT eligible for make-up.

SOUTHEAST MISSOURI STATE UNIVERSITY
HUMAN ENVIRONMENTAL STUDIES
CF485: FAMILY STUDIES SENIOR SEMINAR

Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
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<tbody>
<tr>
<td>Jan 16</td>
<td>Intro/Overview</td>
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<td>Jan 21</td>
<td>NO SCHOOL</td>
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<tr>
<td>Jan 28</td>
<td>Philosophy</td>
<td>Professional Code of Ethics</td>
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<td>Employer/Grad School List (10)</td>
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<td>Feb 4</td>
<td>Creating a portfolio</td>
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<td>Feb 11</td>
<td>NO SCHOOL</td>
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<td>Feb 18</td>
<td>Resume and Cover Letter</td>
<td>Ch. 5</td>
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<td>Rough drafts due to Dr. B (10)</td>
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<tr>
<td>Feb 25</td>
<td>Grants</td>
<td>1st Onsite Visit Due (20)</td>
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<td>Mar 4</td>
<td>Resume Exchange Day</td>
<td>Bring updated drafts to class (without identifying info) (10)</td>
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<td>10 Interview Questions/ 2 Illegal Questions (10)</td>
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<td>Mar 11</td>
<td>Prepping for the job interview</td>
<td>Ch. 6</td>
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<td>Mar 18</td>
<td>Career Services</td>
<td>Attendance (10)</td>
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<td>Career Services Webpage Critic (10)</td>
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<td>Date</td>
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<tr>
<td>Mar 25</td>
<td>Mock Interviews &amp; elevator speech in class</td>
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<td>2nd Onsite Visit Due (20)</td>
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<td>Mock Interview with Dr. B – dates vary (10)</td>
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<td>Apr 1</td>
<td>NO SCHOOL</td>
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<tr>
<td>Apr 8</td>
<td>Skills/Competition/Personal Agendas Ch. 1</td>
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<td>Organizations/Networking</td>
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<td>Coworkers and Behavior</td>
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<td>PHILOSOPHY PAPER DUE (30)</td>
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<td>Mock Interview with Dr. B continued</td>
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<td>SWOT Analysis (5)</td>
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<td>Coworkers Exercise (5)</td>
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<td>Apr 15</td>
<td>After the Interview</td>
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<td>Work Policies</td>
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<td>Organizations Search (10)</td>
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<td>PORTFOLIO DUE (100)</td>
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<td>(Final Draft of Resume &amp; CL in Portfolio) (20)</td>
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<td>Apr 22</td>
<td>Grant Presentations (10)</td>
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<td>Grant Group Paper Due (20)</td>
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<td>Nov 26</td>
<td>Grant Presentations Continued</td>
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<tr>
<td>May 6 at 2:30</td>
<td>FINAL: COMPREHENSIVE TAKE-HOME FINAL (50)</td>
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Schedule is subject to change at the discretion of the instructor. Readings will be given throughout the semester.