

COUN 3789 - Career Development and Life Skills

Fall 2026 Syllabus, Section 01, CRN 43697,

Credit hours: 3

Instructor

Jessica McRoberts

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Public Instructor Information

Instructor Title: Jessica McRoberts, M.S.Ed.

Instructor Professional Qualifications:

M.S.Ed., Clinical Mental Health Counseling & School Counseling, Youngstown State University - 2009 B.S., Psychology, Slippery Rock University - 2006

Instructor Office Location: Online

Instructor Office Phone: 330-941-1936

Course Description

3789. Career Development and Life Skills. This course will facilitate the development of career and life planning skills for helping professionals. This course will emphasize identifying strengths, clarifying values, exploring career options, developing effective decision-making skills, and learning life skills related to health, finances, relationships, and community responsibility. Students will learn strategies to support the career development and life skills of individuals within a role as a helping professional. Prereq.: None. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	On Course - Strategies for Creating Success in College, Career, and Life	Downing, S., & Brennan, J.	9798214144993
Required	Your Career: How to Make it Happen	Owens, L. M. D., Kadakia, C. & Sims, N.	9798214115948

Additional links and readings may be linked on blackboard for weekly lessons.

To enhance your learning experience and simplify access to the right materials for your class, your course materials have been integrated directly into your course.

BENEFITS OF THE FIRST DAY PROGRAM

- Deeply discounted materials - lowest price available
- Guaranteed the right materials
- Ready to go on day one
- Course materials charge will be placed on your student account
- Option to Opt-Out on the first day of class in [LMS]

3 EASY STEPS TO ACCESS MATERIAL

1. Log in to your course
2. Select the Course Materials Link
3. Begin accessing your materials

IMPORTANT: For COUN 3789, we will be using MindTap for **two** eBooks. Use of MindTap for quizzes will be **required** as part of your final grade. To get access to both textbooks for one cost, you will need to purchase a Cengage Unlimited Subscription either from the bookstore (First Day available) or online. Your Cengage Unlimited Subscription will get you get access to ALL your Cengage online textbooks, and access codes for this class and any others using Cengage, in one place. Hardcopy textbook rentals are also available for select titles. Download the free Cengage Mobile App to get your Cengage Unlimited online textbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited

For instructions on how to enter MindTap, create or sign in to Cengage, see below:

- Here is the updated Student Office Hours link for the upcoming Fall 26 semester. These Zoom office hours are for students who need extra help with accessing their Cengage course materials. These are running from August 17-September 18, 2026. There will be no office hours on Labor Day (Sept. 7). They are happening between 11 AM - 5 PM EST.

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Introduction & Syllabus Review Chapter 1 - Downing		Please Review syllabus Discussion Board Post: Introduce Yourself to the class
8/31	Chapter 2 - Downing		Discussion Board Post: Explain why positive self-esteem is essential to a successful career plan
9/7	Chapter 3 - Downing Chapter 4 - Downing		Online Quiz #1 Due Current & future Budget Due
9/14	Chapter 5 - Downing Chapter 6 - Downing		Online Quiz #2 Due Discussion Post: How will the changing world of work affect your career choice?
9/21	Chapter 7 - Downing Chapter 8 - Downing		Online Quiz #3 Due PathwayU worksheet Due
9/28	Chapter 9 - Downing		Online Quiz #4 Due
10/5	Chapter 1 - Owens		Discussion Board Post: Barry Schwartz: Why do we work? Major Interest Sharing Reflection Due
10/12	Chapter 2 - Owens Chapter 3 - Owens		Online Quiz #5 Due Career Reflection Paper Draft
10/19	Chapter 4 - Owens Chapter 5 - Owens		Online Quiz #6 Due Schedule Career Services Drop in/Email/ Zoom to work on resume
10/26	Chapter 6 - Owens Chapter 7 - Owens		Online Quiz #7 Due Online Quiz #8 Due
11/2	Chapter 8 - Owens Chapter 9 - Owens		Online Quiz #9 Due Discussion Post: One true Calling Discussion Post: How has the internet changed communication?
11/9	Chapter 10 - Owens Chapter 11 - Owens		Online Quiz #10 Due Career Informational Interview Due
11/16	Chapter 12- Owens Chapter 13 - Owens		Job Posting, Resume, Cover Letter Due
11/23	Happy Thanksgiving		
11/30	Career & life Plan Portfolio Week		Career & Life Plan PowerPoint Presentation Due
12/7	Please turn in Final Draft no later than 12/10		Career Reflection Paper Final Due

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.