

Course Information

The application of psychological research and principles with respect to how people formulate and make career decisions. The course explores career development across the lifespan, focusing on theories of career decision making, work adjustment, adult career crisis and transitions, and career counseling interview and assessment techniques.



Norman J. Radow College Humanities and Social Sciences

PSYC 3375: Psyc of Career Development

Course Section: W01 (52799)

Summer Semester 2026 Syllabus

Total Credit Hours: 3

Prerequisite: PSYC1101 and declared minor in Psychology

Instructor Information

Kalisha Smith

Email: ksmit337@kennesaw.edu (not preferred)

Office Hours & Access Information: By appointment via Teams Calls or Chat

Preferred Method of Communication: D2L Discussion Board post first, then D2L email

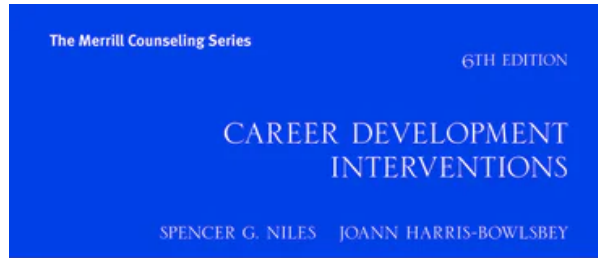
Course Meeting Time: Asynchronous

Course Meeting Location: D2L

Course Meeting Modality: 100% Online

Course Materials

Required



Career Development Interventions (new/used paperback or e-book)

ISBN: 9780134286303

Authors: S. Niles & J. Harris-Bowlsbey

Publisher: Pearson

(The 5th edition is also acceptable)

Textbook Costs (Hidden)

- The textbook(s) for this course cost \$40 or more.

Course Learning Outcomes

1. Describe the major theories applied to career development and vocational behavior.
2. Identify and examine the four cornerstones of career exploration: skills/ strengths, values, personality, and interests.
3. Identify and describe milestones and challenges related to career development.
4. Identify and describe assessment and psychometric tools used in career

development.

5. Explore and compare occupational roles, services, and techniques used to deliver career assistance to diverse populations.
6. Examine the ethical guidelines and standards of practice for practitioners in the field of career development.
7. Explain how career issues intersect with psychological, social, and environmental influences.
8. Apply research on career development to your everyday life.

Course Requirements and Assignments

Your grade in this course will be based on the completion of several types of assignments designed to help you engage with course material, apply concepts, and develop skills related to career development in psychology.

Students should expect regular interaction with course concepts through brief applied activities, reflections, or discussions. These assignments are intended to reinforce key ideas and promote active learning throughout the semester.

General/Graded Assignments focus on applying course material to real-world career development topics in psychology. Activities may include written responses, career exploration tasks, or analysis of professional pathways and professional skills.

Extra Credit

There will be no additional assignments for extra credit points, so efforts should be concentrated on the assigned work.

Statement on Feedback Expectations and Turnaround Time

All quizzes submitted on time will be graded immediately; makeup submissions will generally be graded 1 week after each major quiz. Other assignments are typically graded within 1 week. Late assignments will be graded after the following exam.

Early Alert / Progress Reports

This class is participating in Early Alerts, which faculty will submit during the first few weeks of class. These reports notify advisors and student success coaches to a range of things like missing class, missing assignments, if you might need to visit tutoring, or could benefit from help with time management or study skills. These are not recorded as grades and are meant to provide you with some additional resources to ensure you can be successful in your class. If you receive notification of an early alert, please take advantage of these resources.

Midterm Grades

A midterm grade may be assigned by the midterm grade due date identified on the academic calendar. This midterm grade is for assessing mid-semester performance at least one week prior to the last day to withdraw without academic penalty. You may view your midterm grade in Owl Express. Note that only your final grade will be officially recorded on your academic transcript.

Evaluation and Grading Information

Course Assignments and Grading

Your final course grade is based on four assignment categories: Major Assignments, Quizzes, Small Assignments/Discussions, and Perusall Reading Comments. Together, these categories total 600 course points.

Major Assignments (300 points)

Major Assignments are designed to help students apply course concepts to real-world career development issues. These assignments emphasize reflection, career exploration, interviewing, assessment, career planning, and the practical application of career development theories. Students will complete several major assignments throughout the semester. The lowest major assignment score will be dropped. Major Assignments account for 300 of the 600 course points (50% of the final grade).

Quizzes (140 points)

Quizzes assess students' understanding of assigned readings, course concepts, terminology, theories, and applications discussed throughout the course. Quizzes

primarily consist of objective questions designed to reinforce key concepts and encourage consistent engagement with course materials. The lowest quiz score will be dropped. Quizzes account for 140 of the 600 course points (23.3% of the final grade).

Small Assignments and Discussions (40 points)

Small Assignments and Discussions provide opportunities for students to engage with course content through brief activities, career exploration exercises, discussions, and reflections. These assignments are intended to reinforce course concepts while encouraging interaction and participation. The lowest score in this category will be dropped. Small Assignments and Discussions account for 40 of the 600 course points (6.7% of the final grade).

Perusall Reading Comments (120 points)

Students will engage with assigned readings through Perusall by posting annotations, comments, questions, and responses. These activities are designed to promote active reading, critical thinking, and engagement with course materials. Students will also complete a syllabus review activity in Perusall. Perusall Reading Comments account for 120 of the 600 course points (20% of the final grade).

Final Grade Calculation

Assignment Breakdown

Category	Points	Percentage
Major Assignments	300	50.0%
Quizzes	140	23.3%
Small Assignments/Discussions	40	6.7%
Perusall Reading Comments	120	20.0%
Total	600	100%

Final letter grades are assigned according to the total number of points earned during the semester.

Letter Grade Point
Breakdown

Points	Grade
539.5 +	A
479.5 - 539.4	B
419.5 - 479.4	C
359.5 - 419.4	D
Below 359.5	F

*** Please note your final grade is based on *points* not percentages. If you are within 5 points of the next grade you will be bumped up. **NO ADDITIONAL POINTS WILL BE ADDED TO YOUR GRADE.**

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Figuring Out Your Current Grade Throughout the Semester: If you look in the D2L gradebook you can calculate your current grade based on how many points you have earned thus far divides by how many points have been available. Always keep in mind how many *points* you need for an A, B, C, etc. See above.

Grading

Work will typically be graded within 1 week of its due date.

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your midterm grade in Owl Express. Note that only your final grade will be officially recorded on your academic transcript.

Course Calendar & Schedule

Weekly Learning Schedule Learning Schedule

Week	Topics	6th Edition	5th Edition
1	Course Introduction & Introduction to Career Development	Chapter 1	Chapter 1
2	Understanding and Applying Theories of Career Development	Chapter 2	Chapter 2
3	Understanding and Applying Recent Theories of Career Development	Chapter 3	Chapter 3
4	Providing Culturally Competent Career Development Interventions & Assessment and Career Planning	Chapter 4 Chapter 5 (148-166: Formal Assessments)	Chapter 4 Chapter 5 (pg. 126-145: Formal Assessments)
5	Assessment and Planning (cont.) & Career Information and Resources	Chapter 5 (pg. 166-177) Chapter 6	Chapter 5 (pg. 145-155) Chapter 6
6	Using Information and Communication Technologies & Career Counseling Strategies and Techniques	Chapter 7 Chapter 8 (pg. 229-242 & 257-260)	Chapter 7 Chapter 8 (pg. 200-212 & 227-230)
7	Career Development Interventions in Higher Ed & in Community Settings	Chapter 13 Chapter 14 (pg. 433-442)	Chapter 13 Chapter 14 (pg. 395-404)
8	Ethical Issues	Chapter 15	Chapter 15

Course Policies

In a face-to-face course, you are expected to attend class; in an online class you

are expected to log in and participate in the assignments. In a hybrid course, you are expected to do both. While I understand that things arise that may require one to miss a planned class/log in/assignment, I highly recommend that you try to interact with class materials regularly. Students that attend to class expectations regularly (as indicated by class attendance and/or D2L logins) typically earn higher grades than students that only log in for assignments; completing D2L modules as assigned and attending class, can be helpful to your success.

Assignment Deadlines/Missed Assignments

It is each student's responsibility to be aware of deadlines. All assignments are due at 5pm on their respective due dates. Assignments and quizzes are due based on the learning schedule. There is a built-in grace period that allows students to submit assignments until 5 p.m. Saturday, most weeks without penalty (see learning schedule for specific due dates). Students that have a documented excuse they would like considered for assignment extension or exemption of a late multichapter quiz penalty should upload the documentation to the drop box for Late/Missed Assignments assignment dropbox on D2L.

In this class, you are welcome to use AI to help generate ideas on assignments (not e. However, you should note that all AI generative tools still tend to make up incorrect fake citations, code generation models tend to produce inaccurate outputs, and image generation tools can produce copied work or offensive products. You will be responsible any inaccurate, biased, offensive, or otherwise unethical content you submit regardless whether it originally comes from you or an AI tool. If you use an AI tool, its contribution be credited in your submission. The use of an AI tool without acknowledgement is cheating and constitutes a violation of the KSU Code of Academic Integrity.

Modified Operations Policy:

Kennesaw State University is committed to remaining open and continuing full operations, including class schedules, whenever possible. The Office of the President, in consultation with the KSU Office of Emergency Management and other officials, will determine when an emergency impacts KSU's normal operations. When the University is closed due to an emergency, all classes will

be canceled, and non-essential personnel will not be expected to work.

When the University shifts to modified operations, Cabinet members, in consultation with the Office of the President or designee and the Office of Emergency Management, will be responsible for determining appropriate operational continuity for their divisions. This may include remote work. During modified operations, each faculty member will be responsible for instructional continuity for their classes. To ensure instructional continuity, all Academic Colleges and Departments are expected to maintain and regularly update instructional continuity plans. All syllabi should also include an instructional continuity plan statement specific to that course.

During a weather event or other emergency, those commuting to campus should exercise their best judgment when determining travel options. If the University remains open and an employee elects not to report to work, the employee will be required to use their accrued vacation time.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the Kennesaw State University home page.

Our class continuity plan includes:

Communication: Please check D2I Brightspace or e-mail for necessary instructions.

Virtual Classes: If in-person classes are not possible, we may transition to virtual classes using MS Teams.

Assignments and Assessments: Deadlines for assignments and assessments may be adjusted to accommodate the emergency situation.

We understand that emergencies create unique challenges. If you need additional support during an emergency, reach out via Brightspace or e-mail. The university

also offers resources such as counseling and academic support, which can be accessed remotely.

Institutional Policies

Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the [Student Code of Conduct](#), as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

KSU Disruption of Campus Life policy:

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. [Student Conduct and Academic Integrity \(SCAI\)](#) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Web Accessibility:

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requester.

Request for Office Contact Number Contact Email

- Student Support Services Student Disability Services
470-578-2666 sds@kennesaw.edu
- Student Technology Assistance [Student Technology Assistance](#)
- University Information Technology Services
470-578-3555 studenthelpdesk@kennesaw.edu
- Third Party Technology Assistance University Information Technology Services
470-578-6999 service@kennesaw.edu

KSU Reasonable Accommodations:

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require “reasonable accommodation(s)” to complete the course may request those from Office of Student Disability Services. Students requiring such accommodations are required to work with the University’s Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in Kennesaw Hall, Room 1205 on the Kennesaw campus and Building A in Suite 160G on the Marietta campus. Please visit the [Student Disability Services \(SDS\) website](#) for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-7361 (Marietta campus).

KSU Enrollment Management/Course Attendance:

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Copyright Law:

It is the responsibility of KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching,

research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

1. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
2. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
3. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
4. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Protecting Students' Privacy (FERPA):

Students have certain rights to privacy. These rights are mandated by federal policy. [The Student Handbook](#) contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the [KSU FERPA website](#).

A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

KSU Sexual Misconduct:

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to

ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7. [Visit Title IX.](#)

Withdrawal from Classes:

A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of “W” and receive no credit.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy found in the Tuition, Expenses, & Financial Aid section of the undergraduate and graduate university catalogs.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, visa for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

Hardship Withdrawals

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of “W” for those classes. The deadline for final approval of a hardship withdrawal by the Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Standing Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of “W.”

University Initiated Withdrawals

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of "W" for those classes.

Military Withdrawals

A student will receive a "WM" symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by [BOR Policy Manual, Section 7.3.5.3](#) To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

Academic Feedback:

Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses ([BOR Academic and Student Handbook Policy 2.18](#))

Netiquette: Communication Courtesy:

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. See [Email Best Practices](#) for additional guidance.

Course Delivery:

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction. Please refer to the Instructional Continuity statement included in each course syllabus for specific plans.

University Sponsored Academic Resources

University Academic Resources:

- [Academic Tutoring Services](#)
- [Disability Resources](#)

- [Library](#)
- [Supplemental Instruction](#)
- [The Writing Center](#)
- [Virtual Smart Center](#)
- [Academic Advising](#)

Student Resources:

- [Student Support Links for Online Learning](#)
- [Student Success Resources](#)
- [Scholarships and Financial Aid](#)
- [Office of the Registrar](#)
- [Office of the Bursar](#)

Grade Appeals and Student Complaints:

KSU desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. The [complaints and concerns webpage](#) was developed to assist current and prospective students in submitting complaints and appeals, and to direct them to the most effective venue for accurate information and resolution. The resources on the page will direct students to the specific venue to appropriately address the related student complaint.

Complaints for online students are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, email, or written correspondence, the university may set up a two-way video-conference site in place of a meeting on the KSU campus.

Technology Resources

For issues with technical difficulties, please contact the Student Help Desk:

[Fill out a service form](#)

Email: studenthelpdesk@kennesaw.edu

Call: 470-578-3555

[New Students Technology Services](#)- Steps that will help you meet the technological requirements of the University.

Any request for make-ups due to technical issues MUST be accompanied by the ticket number received from UITs when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Additional Technology Resources:

- [1:1 Training Session](#)
- [Computer Labs](#)
- [Browser Checker](#)
- [My KSU Site for Accessing Online Tools](#)
- [USG Desire2Learn Help Center](#)
- [D2L Training Options & Resources for Students](#)
- [Owltrain Online Courses](#)
- [Check Service Outages](#)

Student Support and Wellness Resources

YOU MATTER at KSU, and your well-being is a priority to us. College is exciting, but it can cause students to experience stress and feel overwhelmed. Through counseling, health education, addiction and recovery support, fitness and recreation activities, and access to basic needs, Wellbeing@KSU is here to help you do well and be well.

- [Department of Career Planning & Development](#)
- [Student Health Clinic](#)
- [Military and Veteran Services](#)

Faculty Profile (USG CV Requirement):

Directory Information

Lecturer of Industrial/Organizational Psychology

Department of Psychological Science

Maildrop 2202

Degrees Earned

Ph.D. in Industrial/Organizational Psychology

The University of Georgia, Athens, GA **M.S. in Industrial/Organizational**

Psychology The University of Georgia, Athens, GA **B.A. in Psychology**

Dillard University, New Orleans, LA

Teaching Interests

I regularly teach Introductory Psychology, Human Development, and Careers in Psychology. Across all courses, I emphasize applying psychological concepts to real-world settings and future careers while fostering critical thinking beyond memorization of terms and theories.

Research Interests

N/A

Recent Scholarship

N/A