COURSE NUMBER AND TITLE:   FCS 121 Professional Orientation

SEMESTER:   Fall 2011     M 3:00-3:50 PM     Blye-Poteat Hall 140

COURSE DESCRIPTION: Survey of family and consumer sciences profession. Professionalism, career opportunities and preparation for professional study.

PREREQUISITES: None

CREDIT HOURS: Total 1

CLOCK HOURS PER WEEK: Total 1 Didactic 1 Practice 0 Lab 0

INSTRUCTOR: Heather M. Whaley, PhD, CFCS

OFFICE: Blye-Poteat Hall 133    PHONE: 865-471-3297    Email: hwhaley@cn.edu

OFFICE HOURS:

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
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The instructor will respond to emails and voicemail messages within 24-hours on regular business days and within 72-hours weekends and holidays.

COURSE OBJECTIVES: The knowledge and skills objectives that follow help meet the requirements for licensure for the Early Childhood Education major, the Family and Consumer Sciences Education major, and the American Association of Family and Consumer Sciences (AAFCS) accreditation standards. As a result of participating in the activities suggested for this course, the student should be able to:

1. define the discipline family and consumer sciences;
2. identify the foundation upon which family and consumer sciences builds and relates;
3. trace the development of family and consumer sciences as a profession;
4. relate family and consumer sciences subject matter to societal issues/concerns;
5. develop a knowledge of career possibilities in family and consumer sciences;
6. identify advantages and disadvantages of careers in various areas of family and consumer sciences;
7. maximize the undergraduate period in preparation for a career in family and consumer sciences;
8. articulate one's personal characteristics relevant to a career in family and consumer sciences;
9. demonstrate an awareness of research, publications, and professional organizations in the discipline, education and the teaching field, and the need for continued professional growth;
10. identify individual abilities, interests, and potential in relation to career choices;
11. understand the functions of social and governmental agencies and other community resources which offer assistance to families and individuals;
12. establish and maintain positive collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team; and
13. identify traits of a professional and understand the importance of a code of professional ethics.
REQUIRED TEXT:


RECOMMENDED SOFTWARE:
Word processing software, such as Microsoft Word, is needed to complete lab assignments. All campus computer labs have Microsoft Office 2010 available for student use.

If you are using software such as Works or Word Perfect, you must save the documents as a rich text file (.rtf) to enable it to be read on a campus computer, necessary for grading purposes.

All students will need the latest version of Adobe Reader.

EVALUATION:
The above objectives will be evaluated in the following manner:

- In Class Assignments 25%
- Career Area Report 15%
- Group Presentation 10%
- Out of Class Assignments 25%
- Final Exam 25%

Grading Scale
A 94-100
B 88-93
C 78-87
D 70-77
F below 70

Attendance
The instructor will honor the Carson-Newman attendance policy found on page 29 of the 2011-2012 catalog and also listed on page 8 of the syllabus. The following is the published consequence for absences for this course.

Following the third absence, one percentage point per absence will be deducted from the final average. Any student who misses three consecutive weeks of class without communication will be un-enrolled from E360. Students must contact the professor PRIOR to missing a scheduled exam in order to make up the exam without penalty. All missed exams must be made up before the second class meeting following the scheduled exam date.

E360
Throughout the semester, E360 will be used for communication, submission of assignments, and other purposes as deemed appropriate. All assignments must be submitted via E360 as a Microsoft Word document (.doc or .docx) or as rich text format (.rtf) and saved using the following naming protocol: LastName FirstInitial FCS 121 AssignmentName. For example, if Jane Doe were to submit the career area report via E360, the file should be saved as follows: “Doe J FCS 121 Career Area Report” Points will be deducted for submitted files that do not follow the proper naming protocol. All labs must be submitted before the start of class on the dates indicated in the “Tentative Daily Schedule” on this
syllabus in order to be considered “on time.” Supporting material may be “hot linked” or scanned as a PDF or JPG file and attached with the submitted assignment. Graded submissions will be returned electronically prior to the next class meeting to provide feedback. All Assignments must be submitted electronically unless otherwise stated by the professor.

APA Format
All written assignments should follow APA 6th edition format. This format includes, but is not limited to, the following:

- one-inch margins top, bottom, left, and right;
- Times New Roman, 12-point font size;
- double spaced; and
- numbers greater than 9 represented numerically, numbers 9 or less written out, and all numbers represented numerically when both instances occur within the same sentence.

Include a reference page when appropriate. More detailed information on APA format may be found in Writing at C-N, on the library web page, or through consultation with the professor.

COURSE OUTLINE:

I. The History of Family and Consumer Sciences/Home Economics
   A. Founding
   B. Professional Association
   C. Legislation
   D. Growth and Change

II. Family and Consumer Sciences as a Profession
   A. Definition
   B. Philosophy and Mission
   C. Goals

III. Professional Development
   A. Professional Associations
   B. Honor Societies
   C. Professional Resources and Journals

IV. Family and Consumer Sciences Careers
   A. Traditional Careers
   B. Related Fields
   C. Transferable Skills from one Career to Another
   D. Certified Family and Consumer Scientist

V. Family and Consumer Sciences Majors at Carson-Newman College
   A. Child and Family Studies (Child and Family Studies or Early Childhood Education, pre-k to grade 3 licensure)
   B. Consumer Services (Consumer Services, Interior Design, Retailing)
   C. Family and Consumer Sciences Education (grade 5 to 12 licensure)
   D. Foods, Nutrition, and Dietetics

ACTIVITIES TO ACHIEVE COURSE OBJECTIVES/PERFORMANCE ASSESSMENTS
The following assignments are designed to: (a) supplement class lectures and activities; (b) provide a basis for developing knowledge about the various careers in Family and Consumer Sciences; (c) develop knowledge of research trends in family and consumer sciences; develop critical thinking skills; and (d) provide opportunities to interact with professionals in the field.
**In Class Assignments**

**Capture a Major:**
During select guest speaker presentations, the *Capture a Thought* sheet must be submitted for credit. Because this is completed in class, students who are absent may not make up the points.

**APA Format:**
The preferred style guide used in FCS is that of the American Psychological Association (APA). We will spend time learning how to utilize this style guide, including how to properly format references and how to properly use in-text citations.

**Career Area Report:**
Use library, media, Internet, and C-N Career Services resources to develop a report that describes a career related to your major in Family and Consumer Sciences. Address the following:

- Identify societal trends/problems/statistics that relate to your career area topic.
- Summarize personal characteristics needed to work in this career. (Special skills, competencies, knowledge base, etc.)
- Based on your research, identify from your perspective, the advantages and disadvantages of the career (beginning salary, potential for advancement, work hours, work environment, etc.).
- Identify the job outlook for the career over the next five years. What are your reactions to your findings?
- Discuss how the career area chosen "matches" your career interests at this point in your professional development. What skills, interests, and motivations do you possess that supports the career choice or does not seem to be a match for you?
- Identify five websites you have located that are devoted to teaching resources related to your career areas targeted for different audiences, parents, children, youth, adults, singles, elderly, etc. Include title of website, website address, specific focus, and mission statement if found, utilizing traditional abstract format.
- On a scale of 1 to 10, with 10 being highly confident and committed, and 1 being not confident and committed, rate your level of confidence and commitment to pursuing this career area.

A minimum of eight reliable sources must be cited in the body of your paper including: (a) The *Occupational Outlook Handbook*; and (b) three professional organization websites. Include a title page and a reference page, using APA 6th edition format.

**Group Presentation:**
Students will be divided into groups by major. Each group will develop a multi-media presentation that will explore the variety of careers researched within each major.

**Out of Class Assignments**

**Professional Journals Critique:**
Select two different FCS professional journals related to your specific major to review and critique. Sources may be accessed online or in the library. Access to the full journal is needed, not just an article from the journal. Each of the following items should be addressed:

- Journal title
- Number of publications per year
- Subscription cost, if listed
- Identify one other feature found in the journal such as editorial topics, titles of books reviewed, dates for conferences, linkages to websites, conferences, etc.
- From each journal, select two articles to read. Complete an abstract for each article reviewed, for a total of four abstracts.
Include a title page as well as a reference page. The reference page should include the articles reviewed in each journal and must be in APA 6th edition format.

Reviews of any non-professional journal (called magazines—such as Reader's Digest, Good Housekeeping, and Ladies Home Journal) will not be accepted and the critique will receive 0 points.

Résumé:
Prepare a résumé describing career objective, education, work experience, and extracurricular activities. Examples will be presented in class. Use computer skills and professional services/technology to enhance the presentation of the résumé. If you already have a résumé, take this opportunity to make sure it is PERFECT...accurate, correct grammar, spelling, etc. If you do not have one, you will be directed to resources that will assist you with this assignment.

Web-Quest:
Students will explore the AAFCS website, the Bureau of Labor and Statistics website, and the CN FCS website.
GENERAL INFORMATION related to Class Policies in FCS:

1. FCS adheres to the C-N attendance policy as stated in the current catalog. The policy states: “Attendance at all class meetings is expected, and students are responsible for all the work of all class meetings. If students miss class for any reason, they are obligated to obtain assignments for work missed. Students will not be penalized and can make up class work they miss if a documented illness, the death of immediate family member, or participation in a college-sponsored activity caused the absence. Otherwise, the instructor has no obligation to allow students to make up their work. Academic activity will be monitored for all students. **Each individual faculty member will establish the consequences for absences and publish these in the course syllabus.** Any student who does not attend class during the first week the class meets will be administratively dropped from the class for non-attendance. Enrollment status (full-time/part-time, etc.), billing, and financial aid eligibility may be affected by this withdrawal. Refer to the Refund Section of the catalog for more detailed information. Students who fail all courses due to non-attendance or lack of academic activity will be administratively withdrawn from the college for the semester. The last date of academic activity will be used to determine the date of the administrative withdrawal from the college. Financial Assistance recalculation will be processed for students who are administratively withdrawn from the college within 45 days of the date of determination. If a student is administratively withdrawn from the college, financial assistance eligibility may be affected.” (see Carson-Newman 2010-2011 Catalog, page 29)

2. **The professor is committed to starting the class on time and ending on time. It is expected that students will not be tardy to class or leave prior to the end of class.**

3. **Make-up tests:** All tests missed without prior permission of the professor will receive a grade of “0” unless the professor states otherwise. A student who misses a test is expected to contact the professor personally within 24 hours.

4. **Late assignments** will receive a penalty of 10% of grade per business day late with the lowest grade being a 0. If you are absent on the day a project is due, the late penalty still applies. All assignments are considered late if not turned in at the beginning of the class period.

5. **ALL WORK ASSIGNED MUST BE COMPLETED TO PASS THE COURSE.**

6. **Students will not be given the opportunity to improve low test grades or project grades** by redoing the work or asking to complete special projects to earn extra points unless otherwise specified by the professor.

7. **The departmental grading scale will be used** in all classes.

8. **Academic honesty** is the expected standard as defined in the College Code of Conduct in the C-N Student Handbook. If the professor determines that cheating has occurred, he/she reserves the right to adjust the grading procedure accordingly.

9. As a member of this class you are expected to conduct yourself in a manner conducive to learning. If the instructor finds your actions to be disruptive to the learning environment (i.e. text-messaging, talking, sleeping, noise making, etc.) you will be asked to leave class. All cell phones are to be turned off and placed out of sight.

10. **Any student with a special documented disability** (learning, sight, hearing, mobility, etc.) which may affect class activities should contact David Humphrey (Kathleen Manley Wellness Center) at 471-3268. Students will have to provide appropriate documentation.

11. **Problems**—If you are having difficulty with the course, see the professor. He/she will be glad to discuss the material and expectations of the course, but do not wait until the last week of the semester to do so.

12. **If you need to see the professor outside of class, please contact the professor to schedule an appointment.** Do not try to see the professor during the 30 minutes right before the class. This time is needed to collect class materials and get to class on time.

13. The instructor reserves the right to adjust the grading procedure.

14. The professor expects that students thoroughly read and understand the syllabus, including class assignments and projects.

**Approved: 8/16/11**
# TENTATIVE DAILY SCHEDULE

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<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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<tr>
<td>8/29</td>
<td>Syllabus, Overview, Introduction</td>
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<td><em>Last day to add courses (8/31)</em></td>
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<td><em>Last day to drop without a grade (8/31)</em></td>
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<td>9/12</td>
<td><strong>Historical Perspectives in Family and Consumer Sciences (FCS)</strong></td>
<td>Web-Quest</td>
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<td>FCS Handbook</td>
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<td>History of the Profession</td>
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<td>9/19</td>
<td><strong>FCS as a Profession</strong></td>
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<td>Creating Professional Documents</td>
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<td>APA Formatting</td>
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<td>9/26</td>
<td><strong>FCS as a Profession</strong></td>
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<td>Professional Memberships in National Organizations</td>
<td>APA Assignment</td>
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<td>10/3</td>
<td><strong>FCS as a Profession</strong></td>
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<td>Synergistic Nature of FCS</td>
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<td>Non-traditional Options</td>
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<td>Certified in Family and Consumer Sciences</td>
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<td>10/10</td>
<td><strong>FCS Careers and Professional Development</strong></td>
<td>Prof.Journals Critique</td>
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<td>Preparing a Résumé , Creating and Maintaining Work Samples</td>
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<td><em>Midterm grades due to registrar 10/14</em></td>
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<td><em>Fall Break 10/13-10/14</em></td>
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<td>10/17</td>
<td><strong>FCS Majors at CN</strong></td>
<td>Résumé</td>
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<td>The FCS Internship Experience</td>
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<td>10/24</td>
<td><strong>FCS Majors at CN</strong></td>
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<td>Careers in CS, INTD, and FMD</td>
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<td>10/31</td>
<td><strong>FCS Majors at CN</strong></td>
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<td>Careers in CFS/ECE, FCSE, and FND</td>
<td>Career Area Report</td>
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<td><em>Last day to drop with a W (11/2)</em></td>
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<td>11/7</td>
<td><strong>FCS as a Profession</strong></td>
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<td>Current issues and the FCS professions</td>
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<td>11/14</td>
<td><strong>FCS Careers</strong></td>
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<td>Career Prep Presentations</td>
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<td>11/21</td>
<td><strong>FCS Careers</strong></td>
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<td><em>Thanksgiving Break (11/23-11/25)</em></td>
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<td><strong>FCS as a Profession</strong></td>
<td>Contributing to the Community: Professional Service</td>
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<td>Contributing to the Profession: Research</td>
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<td>Group Meetings</td>
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<td><strong>FCS Futures</strong></td>
<td>The Future of the Profession</td>
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<td>Course Review</td>
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<td>12/14</td>
<td><strong>COMPREHENSIVE FINAL EXAM 3:00 PM -5:00 PM</strong></td>
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