



Florida State University

SDS 3340 0001

Introduction to Career Development
2026 Fall

Course Information

Credit Hours: 1,3

Course Delivery Method: Online: Fully (100%)

Meeting Location: Zoom

Meeting Days and Times: 03:05 PM 04:20 PM M|W|F

Instructor Information

Justin Hultman

Email: jhultman@fsu.edu

Department/Office Location

Career Center

Danielle Smallwood

Email: drsmallwood@fsu.edu

Department/Office Location

Career Center

Course Description

This course focuses on the principles and practices of career planning and management, including use of self-assessment, career resources, and employability skill guides. May be repeated to a maximum of three (3) credit hours.

Course Objectives

1. Demonstrate purposefully responsible actions related to the life/career planning process;
2. Describe how personal characteristics influence career development;
3. Identify issues within the changing global economy and labor market and how they impact individual and family career systems;
4. Identify appropriate academic major, occupational, and/or employment alternatives in relation to personal characteristics;
5. Use a variety of information resources to explore academic major, occupational, and/or employment options;
6. Describe career development theories and decision-making skills for life/career planning and management;
7. Demonstrate job search strategies and related employment-seeking skills;
8. Formulate action plans and strategies for implementing life/career goals.

Required Textbooks and Readings

Career Development and Planning: A Comprehensive Approach

ISBN: 9798385111527

Authors: Robert Reardon, Janet Lenz, et al.

Publisher: Kendall Hunt

Edition: 8th

Quinnia License Code for Florida State University ♦ AI resume, Interview, and LinkedIn feedback

ISBN: 9781737565390

Authors: Quinnia

Topical Outline /Course Schedule

Unit 1

- Introduction to Career Development
- Values , Interests, and Skills
- Career Center Tour and Scavenger Hunt
- Exploring Options
- Decision-making Process & Decision-making Strategies
- Instructor Meetings/Engineering Career Fair, Seminole Futures Career Fair
- Thinking About Career Decisions

Unit 2

- Careers in a Changing World
- Working in a Global Economy
- Organizational Culture
- Alternative Ways to Work & Career & Family Panels

Unit 3

- Launching Your Employment Campaign
- Written Communications
- Interpersonal Communications
- Evaluating Offers
- First Year on the Job & Elevator Pitch

Assignments and Evaluations

Unit 1 Explore Family & Educational Experiences (200 points)

- Projects: Students write 1.5-page autobiography Part 1 designed to explore family experience and educational experience (30 points). Student drafts major or occupational exploration sheet for one option (100 points), meets with instructor (5 points), attends a Career Center fair or event (10 points)
- Quizzes: Chapter 1 quiz (10 points) and Unit 1 quiz (25 points) administered via Canvas (open book) with limited time (and accommodations granted as directed by the Office of Accessibility Services).
- Homework: Complete individualized career assessments (e.g., Self-Directed Search, Career Thoughts Inventory) to explore options (20 points)

Unit 2 Explore Work, Volunteer & Extracurricular Experiences (200 points)

- Projects: Student writes 1.5-page autobiography designed to explore work, volunteer, and extracurricular experience (30 points). Student drafts major or occupational exploration sheet for a second option (if completed previously) (100 points). Student completes AI badge (45 points) to gain competencies in preparing for interviews and gain feedback on resume to prepare for internship and/or job search.
- Quizzes: Unit 2 quiz (25 points) administered via Canvas (open book) with limited time (and accommodations granted as directed by the Office of Accessibility Services).

Unit 3 Explore Current Life/Career Goals (200 points)

- Projects: Student writes 1.5-page autobiography designed to explore current life/career goals (30 points). Student drafts major or occupational exploration sheet (for a third occupation or major if submitted previously) (100 points). Student explores a new platform called Stepping Blocks to learn about salary and career pathways (25 points). Student completes one-minute elevator pitch in front of the class (20 points)
- Quiz: Unit 3 quiz (25 points) administered via Canvas (open book) with limited time (and accommodations granted as directed by the Office of

Accessibility Services).

Grading Scale and Grading Policies

Grading scale breakdown

Letter Grade	Percentage
A	95% to 100%
A-	90% to <95%
B+	87% to <90%
B	84% to <87%
B-	80% to <84%
C+	75% to <80%
C	70% to <75%
C-	65% to <70%
D+	68% to <72%
D	65% to <68%
D-	62% to <65%
F	0% to <60%

University Policies

University Attendance Policy

Excused absences include documented illness, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid written excuse.

Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process.

Students are responsible for reading the Academic Honor Policy and for living up

to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>)

Americans With Disabilities Act

FSU is committed to providing reasonable accommodation for all persons with disabilities in a manner that is consistent with the academic standards of the course while empowering the student to meet the integral requirements of the course. Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and (3) meet (in person, via phone, email, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in an alternative format upon request. For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
oas@fsu.edu
<https://dsst.fsu.edu/oas>

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more.

CONFIDENTIAL CAMPUS RESOURCES:

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A, Rm. 4100

(850) 644-7161

Available 24/7/365

Office Hours: M-F 8-5

<https://dsst.fsu.edu/vap>

Counseling and Psychological Services (CAPS)

Florida State University's Counseling and Psychological Services (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida:

1. Individual therapy
2. Group therapy
3. Crisis Intervention
4. Psychoeducational and outreach programming
5. After hours crisis-hotline
6. Access to community providers for specialized treatment

Call 850-644-TALK (8255) for more information on how to initiate services.

Counseling and Psychological Services

250 Askew Student Life Center
942 Learning Way
(850) 644-TALK (8255)
Walk-in and Appointment Hours:
M-F 8 am – 4 pm
<https://counseling.fsu.edu/>

University Health Services

The mission of University Health Services (UHS) is to promote and improve the overall health and well-being of FSU students. UHS provides a coordinated continuum of care through prevention, intervention, and treatment. Services include general medical care, priority care, gynecological services, physicals, allergy injection clinic, immunizations, diagnostic imaging, physical therapy, and a medical response unit. The Center for Health Advocacy and Wellness (CHAW) assists students in their academic success through individual, group, and population-based health and wellness initiatives. Topics include wellness, alcohol and other drugs, hazing prevention, nutrition and body image, sexual health, and power based personal violence prevention. For more information, go to uhs.fsu.edu.

University Health Services

Health and Wellness Center
960 Learning Way
Tallahassee, FL 32306
Hours: M-F, 8 am – 4 pm
(850) 644-6230
<https://uhs.fsu.edu/>

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation statement, this syllabus is a guide for the course and is subject to change with advance notice.

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. A comprehensive list of on-campus tutoring options is available at **tutoring.fsu.edu** (<https://tutoring.fsu.edu>). High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Course exams will be administered online, and are time limited.

AI Policy

This course encourages the responsible and ethical use of generative AI tools to support your learning.

- Review AI results. Generative AI is highly vulnerable to inaccuracy and bias. It is your responsibility to verify the validity of all AI results. You should assume AI output is wrong unless you either know the answer or can verify it with another source.
- Cite all AI use. You may not represent output generated by AI as your own work. Disclose the use of AI in your assignments. When citing AI use, include the name of the AI tool (eg, Gemini) and vendor (eg, Google), as well as a description of how it was used (eg, checking grammar or spelling, brainstorming topics, creating an outline).
- Use AI tools approved by the university. When using generative AI tools, be cautious about what you share as AI tools not licensed through the university retain and share information you provide them. Instead, use tools licensed through the university, such as Microsoft Copilot and Google Gemini. These tools are subject to data privacy agreements that protect your information and work. Make sure you are logging in with your FSU credentials and not via a personal account.

Canvas Support Statement

Canvas works best with Chrome or Firefox browsers. If you use Safari and notice issues on either your mobile or desktop devices, please switch to Chrome or Firefox.

Need help with Canvas?

FSU Canvas Support

Office of Digital Learning and Academic Technology

Email: canvas@fsu.edu

Phone: (850) 644-8004

Website: support.canvas.fsu.edu

Hours: 8am to 5pm, Monday - Friday