

## OVERVIEW

Concordia University College of Alberta's Career Development Program continues to be Canada's most extensive career development training program. The field of career development has undergone extensive changes in recent years, and it is the objective of the Career Development Department to be at the forefront of these changes. Career development has become increasingly complex, fluid, and dynamic in a changing world, and career development practitioners require a broad set of developmental tools when assisting individuals to manage their careers. The focus has changed to assist clients to manage themselves and create their environments; in other words, adaptability is the focus of current career development practitioners. Our programs include students from across Canada, and the Department provides training to various sites throughout the country.

The Career Development Program has been housed within Concordia University College's Continuing Education Division since its inception in 1987. It is now part of the Faculty of Professional Education. It was created in order to deliver high quality, career development training and to develop and promote innovative career development principles and practices. The Career Development Department has successfully lived up to its mandate to date by completing over 200 career development initiatives and training over 1,400 practitioners across Canada.

## CONTACT INFORMATION

Questions and correspondence can be directed to the Career Development Manager at:

Career Development Program  
Faculty of Professional Education  
Concordia University College of Alberta  
7128 Ada Boulevard  
Edmonton, Alberta T5B 4E4

Telephone: (780) 413-7806  
Fax: (780) 466-9394  
E-mail: [kerri.mckinnon@concordia.ab.ca](mailto:kerri.mckinnon@concordia.ab.ca)

## COURSE INFORMATION

When mastery is achieved in a course, you will receive credits. Courses can be 1, 2, or 3 credits. To obtain a Certificate in Career Development, you must complete 19 credits. To obtain a Diploma in Career Development, you must complete 33 credits including a practicum component worth 4 credits. For more information regarding the Certificate or Diploma, please contact the Career Development Manager.

## COURSE COMPLETION TIMEFRAMES

Courses must be completed within the following timeframes:

- 6 months for the 3-credit course assignment(s)
- 4 months for the 2-credit course assignment(s)
- 3 months for the 1-credit course assignment(s).

Please note:

- All Course Assignments: Students are advised to submit all assignments before the designated due date to ensure adequate time is allowed for marking and completion of all assignments.
- C540: Introductory Counselling Techniques: Students must submit their assignments in the following order:
  - 1) Journal within one month, and
  - 2) Audiotape within three months in order to receive feedback before submitting the final assignment, and
  - 3) Videotape

A course will be considered I/C (Incomplete) if the assignments are not submitted within the set timeframes. A one-time, one-month extension per course may be requested before the original completion date by submitting:

- An "Extension Request Form" including documentation explaining why the extension is being requested.
- \$50 fee per course extension request.

## TRANSFER CREDIT

For courses to be considered transferable, they must be applicable to our program. For example, a basic counselling course from another accredited post-secondary institution must reflect the same skill set as Concordia's C540 *Introductory Counselling Techniques*. There is a \$50 evaluation fee charged for each course. For more information on how to apply for transfer credit, please refer to the Career Development calendar, Page 11, or contact the Career Development Manager.

## GRADING OF ASSIGNMENTS

Assignments vary greatly from course to course. The majority of the assignments are very practical; that is, you must take the information and skills learned and demonstrate your comprehension of the material. Due to the practical nature of the assignments, you are not given a mark on a percentage basis. Rather, you will be graded as receiving *mastery* or *non-mastery*. Mastery means that you have demonstrated comprehension of at least 80% of the material. When you obtain *mastery* on all the assignments required for the course, you will receive the credits for the course. If you receive *non-mastery* on an assignment, you will be advised of the deficiencies and can resubmit the assignment for a second review. Often you do not have to rewrite the whole assignment. You may only need to add additional information. If after the second review, *mastery* is not achieved, you will receive a mark of fail.

## SUBMITTING ASSIGNMENTS

When you are sending in an assignment, please attach a completed "Assignment Marking Form" found in the FORMS section at the back of this *Student Handbook*. Follow the mailing instructions outlined on the form. Please ensure that all assignments (including audiotapes and videotapes) are clearly labeled with your name and the course number. Please note that assignments **must** be submitted in a typed, error-free, professional format or they will be returned without being marked. ***Always make a copy of your assignments for your records before mailing.***

If you have any questions regarding the status of your assignment(s) once you have handed them in (e.g., whether or not it was received or if it has been marked), please contact Ashlee Lemon at (780) 413-7820 or e-mail: [careerdevelopment@concordia.ab.ca](mailto:careerdevelopment@concordia.ab.ca)

## TUTORIAL SUPPORT

Tutorial support is available for each student as follows:

- 3 credits = 2 hours of tutorial
- 2 credits = 1 hour of tutorial
- 1 credit = 1 hour of tutorial

Your tutor's name, telephone number, FAX number and e-mail address (if available) will be provided in your course package. Please note that long distance charges are the responsibility of the student. Therefore, you are encouraged to use e-mail, if possible. Assignments may be e-mailed to: either [careerdevelopment@concordia.ab.ca](mailto:careerdevelopment@concordia.ab.ca) or [ashlee.lemon@concordia.ab.ca](mailto:ashlee.lemon@concordia.ab.ca)

## **LIBRARY ACCESS**

Should you require a library card, please contact our office at 780-413-7820 or [ashlee.lemon@concordia.ab.ca](mailto:ashlee.lemon@concordia.ab.ca). This card allows you to use the services of the NEOS libraries. If you do not have access to library services in your area, arrangements can be made for loan and shipment of resource materials through Concordia's Library Services at: (780) 479-9338 or [www.concordia.ab.ca/resources/](http://www.concordia.ab.ca/resources/). The person named on the card is responsible for any loss or damage to materials borrowed until the card is surrendered to Concordia.

## **STUDY TIPS**

Set up a study area. This is the place you will go whenever you are going to tackle your course. Your study area should be free from distractions. If you do not have a quiet place in your home, try studying at your local library.

Establish a regular study routine. Set aside time each week to devote to your course. Try to keep your study time consistent. For example, commit to studying every Monday, Wednesday and Friday evening from 8:00 to 10:00. After a while, you will program your brain to get active during those times. Choose the time of day when you learn best. Make sure you take breaks. When you find that the material you are reading is not sinking in, that can be a signal to take a break. A five to ten minute break every hour is recommended.

Make note of any information you do not understand. These will be questions to bring up with your tutor.

Follow the suggested study method in your *Course Guide*. It will take you through the course step by step. You are strongly advised to do the review questions and activities. Even though you may not have to submit them, they do reinforce your learning.

After you have read a paragraph or a page in the course manual, set it aside and recite what you read in your own words. If you can do this, you have comprehended the material and can move on. If you cannot explain what you have read in your own words, go back and review the page or paragraph until you can recite the material.

When you receive an assignment back, pay close attention to the tutor's comments—especially if you received non-mastery. The comments will explain what you need to do to achieve mastery. Get in touch with your tutor if you have any questions about the comments.

## FORMS

Master forms are provided.  
Please make copies as needed or download the forms from the Career  
Development website: [www.careerdevelopment.concordia.ab.ca](http://www.careerdevelopment.concordia.ab.ca).

## Assignment Marking Form

Please complete **Part 1** of this form and attach it to your assignment. Please forward assignments to: Career Development, Concordia University College of Alberta, 7128 Ada Boulevard, Edmonton, Alberta T5B 4E4 or fax (780) 466-9394 or e-mail: [careerdevelopment@concordia.ab.ca](mailto:careerdevelopment@concordia.ab.ca)

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### PART 1 - STUDENT INFORMATION:

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address (include Postal Code): \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone #: ( ) \_\_\_\_\_ Bus Phone #: ( ) \_\_\_\_\_

Fax Phone #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### ASSIGNMENT INFORMATION:

Distance/Date of Institute: \_\_\_\_\_ Institute:  Distance:

(Course #)

(Name of Course)

(Assignment #)

Instructor's/Tutor's Name: \_\_\_\_\_

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### Part 2 (Office Use Only)

Date Received from Student: \_\_\_\_\_

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### Part 3 (Instructor/Tutor Use Only)

Mastery Received: \_\_\_\_\_ Final Mark: \_\_\_\_\_  
Yes No Yes No

Assignment Mark Only: \_\_\_\_\_ If Yes, Which Assignment #: \_\_\_\_\_  
Yes No

Total Number of Assignments/Quizzes/Exams Required for this Course: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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## STUDENT CHANGE OF INFORMATION FORM

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If there are any changes in your contact information, please complete this form and send it to: Career Development, Concordia University College of Alberta, 7128 Ada Boulevard, Edmonton, Alberta, T5B 4E4 or fax (780) 466-9394 or e-mail [careerdevelopment@concordia.ab.ca](mailto:careerdevelopment@concordia.ab.ca)

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Student ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_

Change Effective Date: \_\_\_\_\_

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New Address (include new postal code):

\_\_\_\_\_  
\_\_\_\_\_

New Phone Number: (\_\_\_\_\_) \_\_\_\_\_

New Fax Number: (\_\_\_\_\_) \_\_\_\_\_

New E-mail Address: \_\_\_\_\_

Change of Name:

Previous Name: \_\_\_\_\_

New Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_