Plan of Study
Career and Academic Advising Certificate (15-credit hours)
Higher Education Administration & Student Personnel
Kent State University

Coursework must be completed within six years of initial certificate enrollment. To receive your certificate, you must apply for graduation.

Student Name ___________________________ Student ID ___________________

Email Address ___________________________

Student Signature _________________________ Date Signed ________________

Certificate Advisor Signature _______________ Date Signed ________________

Student’s Advisor _________________________ Program ___________________

Certificate: 15 Credit Hours

Required: 15 Hours

_____ CES 68182 - Career Counseling (3)

_____ HIED 6/76653 - College Student Development (3)

_____ HIED 6/76679 - Career Advising: Theory and Practice (3)

Electives [Choose two [6 credits] from the following:

_____ HIED 6/76681 - Administration of Advising Services (3)

_____ HIED 6/76492 - Internship, Practicum, & Field Experience (3) *

_____ HIED 6/76677 - Workforce, Economic, & Comm. Devel. in Community Colleges (3)

_____ HIED 86559 - Advanced Student and Adult Development (3) **

_____ HIED 6/76733 - Interpersonal and Group Dynamics (3)

_____ CES 6/76531 - Counseling Skills and Techniques (3)

Any other courses must be approved by advisor.

*Students must have completed at least six hours in the certificate program before applying for an internship. Internships must be in setting suitable for academic and career advising services.

**This course is only offered every other summer.
CES 68182 - CAREER COUNSELING
The world of work, theories of career choice, techniques in career counseling. An introductory course in the career area for practitioners in education, helping services, human resources and personnel.

HIED 6/76653 - COLLEGE STUDENT DEVELOPMENT
Study of theories concerning the development of college students and other adults, and principles for translating theory into practice.

HIED 6/76679 - CAREER ADVISING: THEORY AND PRACTICE
Develop practical skills in providing developmentally appropriate theory based academic and career advising to assist individuals in adding meaningful and purposeful work into their lives.

HIED 6/76681 - ADMINISTRATION OF ADVISING SERVICES
Examines contemporary issues in administration of academic advising services. Challenges students to rethink models and methods used to prepare individuals to enter the workforce and navigate their careers. Prerequisite: HIED 6/76653

HIED 6/76492 - INTERNSHIP, PRACTICUM, & FIELD EXPERIENCE
Field-based internship of at least 150 clock hours, as approved by the program area faculty. Specific topics are outlined and shared at meetings prior to beginning internship.

HIED 6/76677 - WORKFORCE, ECONOMIC AND COMMUNITY DEVELOPMENT IN COMMUNITY COLLEGES
Within the context of social, economic, and technology shifts, this course examines the role of the community college in workforce, economic and community development.

HIED 86559 - ADVANCED STUDENT AND ADULT DEVELOPMENT
Students develop an in-depth understanding of one or more current theories of student or adult development. They gain additional knowledge in student development theory and theory creation.

HIED 6/76733 - INTERPERSONAL AND GROUP DYNAMICS
Participants work in task groups learning about interpersonal, group and intergroup dynamics in organizations through lectures, discussions and analysis of their in group experiences.

CES 6/76531 - COUNSELING SKILLS AND TECHNIQUES
Didactic and experiential training in basic interviewing and counseling techniques prepares the student for practicum through role playing, videotaped feedback and simulation.