

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

Date: _____ Student Name: _____

Student ID #: _____ Student E-Mail: _____

Student Signature: _____

Certificate Advisor Signature: _____

Name of the Student's Advisor: _____

Required:

- _____ CES 68182 Career Counseling (3 credit hours)
- _____ HIED 6/76653 College Student Development (3 credit hours)
- _____ HIED 6/76679 Career Advising: Theory and Practice (3 credit hours)

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

- _____ HIED 6/76681 Administration of Advising Services (3 credit hours)
- _____ HIED 6/76492 Internship, Practicum, & Field Experience (3 credit hours) *
- _____ HIED 6/76677 Workforce, Economic, & Community Development in
Community Colleges (3 credit hours)
- _____ HIED 6/76733 Interpersonal and Group Dynamics (3 credit hours)
- _____ CES 6/76531 Counseling Skills and Techniques (3 credit hours)

Or other course approved by advisor:

_____ Approved Elective: _____

*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.

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 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.