



Name: Anna Luci Wymer

Submission Date: 9/12/2014



Organization: Admin Affairs & Graduate Education

**Course Catalog Update**

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Course Catalog Update Information:

STU0004

**Reference Number:** CCU007359

**Date:** 13-JUN-14

**Level:** 2.00 of 2.00

**Currently On The Worklist Of:** Catherine Hackney, chackne1

**Owner:** Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

<b>Basic Course Data</b>		
<b>Change type:</b> Establish		
<b>Faculty member submitting this proposal:</b> Tracy M. Lara, PhD		
<b>Requested Effective Term:</b> 201580		
<b>Campus:</b> Kent		
<b>College:</b> EH-Education, Health and Human Services		
<b>Department:</b> FLA-Foundations, Leadership and Administration		
<b>Course Subject:</b> HIED-Higher Education		
<b>Course Number:</b> 66680		
<b>Course Title:</b> Administration of Career and Advising Services		
<b>Title Abbreviation:</b> Admin and Career Advising Svc		
<b>Slash Course and Cross-list Information:</b> HIED 66680 + HIED 76680		
<b>Credit Hours</b>		
<b>Minimum Credit/Maximum Credit:</b> 1 to 1		
<b>Contact Hours: Lecture - Minimum Hours/Maximum Hours:</b>		
<b>Contact Hours: Lab - Minimum Hours/Maximum Hours:</b>		
<b>Contact Hours: Other - Minimum Hours/Maximum Hours:</b> 1 to 1		
<b>Attributes</b>		
<b>Is this course part of the LER, WIC or Diversity requirements:</b> No		
<b>If yes, course attributes:</b> 1. 2. 3.		
<b>Can this course be repeated for credit:</b> No Repeat	<b>Course Limit:</b>	<b>OR Maximum Hours:</b>
<b>Course Level:</b> Graduate	<b>Grade Rule:</b> B-Standard letter	
<b>Rationale for an IP grade request for this course (if applicable):</b>		
<b>Schedule Type(s):</b> 1. SEM-Seminar 2. 3.		
<b>Credit by Exam:</b> N-Credit by exam-not approved		
<b>Prerequisites &amp; Descriptions</b>		
<b>Current Prerequisite/Corequisite/Catalog Description:</b>		
<b>Catalog Description (edited):</b> Examines contemporary issues in administration of career and academic advising services. Challenges students to rethink the models and methods used to prepare individuals to enter the workforce and navigate their careers.		
<b>Prerequisites (edited):</b> Graduate Standing		
<b>Corequisites (edited):</b>		
<b>Registration is by special approval only:</b> No		
<b>Content Information</b>		
<b>Content Outline:</b>		
Content Hours per Course Topic	Topic Description	
4	Administration of career and advising services: Settings, stakeholders, and partnerships.	

4	Administration of career and advising services: Personnel, facilities, and resources.
2	Issues regarding administration of career and advising services.
3	Current trends inn administration of career and advising services.
2	Innovations in administration of career and advising services.
<a href="#">Display/Hide Delimited Course Outline</a>	
<b>Total Contact Hours:</b> 15	
<b>Textbook(s) used in this course:</b> Primary Research Group. Survey of career services office in higher education. New York: Author. Sampson, J. P. Designing and implementing career programs: A handbook for effective practice. Broken Arrow, OK: NCDA.	
<b>Writing Expectations:</b> Students will write a research paper. Doctoral students will write the research paper with more depth and breadth through an expanded literature review.	
<b>Instructor(s) expected to teach:</b> Mark Kretovics, Tracy M. Lara	
<b>Instructor(s) contributing to content:</b> Tracy M. Lara	
<b>Proposal Summary</b>	
<b>Explain the purpose for this proposal:</b>	
<p>The purpose of this proposal is to establish a new course, HIED 66680. This course will be offered for and count towards the graduate degree in Higher Education Administration and Student Personnel. The course will also be required as part of the Career Advising Certificate Program. This course has been proposed to meet the needs of students interested in learning more about academic and career advising and or aspiring to work in academic advising or career services or to become a credentialed career development facilitator. Furthermore, this course is appropriate for professionals currently employed in career services and academic advising settings including counseling supervisors, counselors, career advisors, career specialists, school counselors, workforce development specialists, and others. Learning Outcomes and how they will be achieved in- and out-of-class. Upon completion of this course students will be able to: Learning Outcomes 1. Develop and build a mission and vision. 2. Garner institutional and stakeholder support. 3. Build staff resources. 4. Gather and report data. 5. Engage and mobilize stakeholders. 6. Oversee the implementation and assessment of programs. In- and out-of-class activities a. Students will complete relevant readings. b. Current administrators will speak in class. c. Students will write a research paper. d. Students will participate in class discussions. e. Students will examine statistics and data relevant to academic advising and career services administration. f. Students will reflect on their own administrative skills and style. NOTE: Outcomes guided by Chan, A., &amp; Derry, T. (2013). A roadmap for transforming the college-to-career experience. (2013). Retrieved February 1, 2014, from <a href="http://rethinkingsuccess.wfu.edu/files201305A-Roadmap-for-Transforming-The-College-to-Career-Experience.pdf">http://rethinkingsuccess.wfu.edu/files201305A-Roadmap-for-Transforming-The-College-to-Career-Experience.pdf</a>.</p>	
<b>Explain how this proposal affects program requirements and students in your unit:</b>	
<p>This course will be offered for and count towards the graduate degree in Higher Education Administration and Student Personnel. The new course expands the HIED elective offerings with a focus on academic and career advising services and administration. This course as a requirement of the Career Advising Certificate Program has the potential to draw enrollment from professionals throughout the area for professional development.</p>	
<b>Explain how this proposal affects courses, program requirements and student in other units:</b>	
<p>This course would be integrated into the matrix of electives offered through the HIED course rotations. This course has the potential to attract students from across the country seeking a curriculum emphasis on academic and career advising as part of the HIED program.</p>	
<b>Explain how this proposal affects enrollment and staffing:</b>	
<p>The new course will be taught by current HIED faculty.</p>	
<b>Units consulted (other departments, programs or campuses affected by the proposal):</b>	
<p>Counseling and Human Development Services</p>	

**Comments (500 Character Maximum):**

NOTE: Please do not use the following restricted characters: (~ \* / \ --)

**Comments:**

Date	User	Comment
9/8/2014	Tracy M. Lara	No comments available.

**History:**

Date	User	Status
9/10/2014	Mark A Kretovics	Approved
9/8/2014	Tracy M. Lara	Submitted



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Submission Date: 9/12/2014



Organization: Admin Affairs & Graduate Education

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Course Catalog Update Information:

STU0004

**Reference Number:** CCU007360

**Date:** 13-JUN-14

**Level:** 2.00 of 2.00

**Currently On The Worklist Of:** Catherine Hackney, chackne1

**Owner:** Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

<b>Basic Course Data</b>		
<b>Change type:</b> Establish		
<b>Faculty member submitting this proposal:</b> Tracy M. Lara, PhD		
<b>Requested Effective Term:</b> 201580		
<b>Campus:</b> Kent		
<b>College:</b> EH-Education, Health and Human Services		
<b>Department:</b> FLA-Foundations, Leadership and Administration		
<b>Course Subject:</b> HED-Health Education		
<b>Course Number:</b> 76680		
<b>Course Title:</b> Administration of Career and Advising Services		
<b>Title Abbreviation:</b> Admin Career and Advising Svcs		
<b>Slash Course and Cross-list Information:</b> HIED 66680 + HIED 76680		
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<b>Contact Hours: Lecture - Minimum Hours/Maximum Hours:</b>		
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<b>Schedule Type(s):</b> 1. SEM-Seminar 2. 3.		
<b>Credit by Exam:</b> N-Credit by exam-not approved		
<b>Prerequisites &amp; Descriptions</b>		
<b>Current Prerequisite/Corequisite/Catalog Description:</b>		
<b>Catalog Description (edited):</b> Examines contemporary issues in administration of career and academic advising services. Challenges students to rethink the models and methods used to prepare individuals to enter the workforce and navigate their careers.		
<b>Prerequisites (edited):</b> Doctoral standing		
<b>Corequisites (edited):</b>		
<b>Registration is by special approval only:</b> No		
<b>Content Information</b>		
<b>Content Outline:</b>		
Content Hours per Course Topic	Topic Description	
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<b>Explain how this proposal affects program requirements and students in your unit:</b>	
<p>The new course will be offered for and count toward the Higher Education Administration doctoral degree. The new course expands the HIED elective offerings with a focus on academic and career advising services and administration. This course as a requirement of the Career Advising Certificate Program has the potential to draw enrollment from professionals throughout the area for professional development.</p>	
<b>Explain how this proposal affects courses, program requirements and student in other units:</b>	
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**History:**

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