



Name: Hilda A Pettit Submission Date: 10/14/2014  
 Organization: Vacca Office of Student Services



**Course Catalog Update**

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 STU0004

**Course Catalog Update Information:**

Reference Number: CCU007558 Date: 05-SEP-14  
 Level: 2.00 of 2.00 Currently On The Worklist Of: Joanne Arhar, jarhar  
 Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

|                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                      |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                      |                   |
| Faculty member submitting this proposal: Yvonne Michali                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                      |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                      |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                      |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                   |
| Course Number: 00292                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                      |                   |
| Course Title: Sophomore Practicum I                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                   |
| Title Abbreviation: Soph Prac I                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |                   |
| Slash Course and Cross-list Information:                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                      |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                      |                   |
| Minimum Credit/Maximum Credit: 3 to 3                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                      |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 9 to 9                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                      |                   |
| Attributes                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                      |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                      |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                       | Course Limit:                                                                                                                                                                                                        | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                          | Grade Rule: C-Standard letter-in progress (IP)                                                                                                                                                                       |                   |
| Rationale for an IP grade request for this course (if applicable): Practicum may extend beyond semester dates.                                                                                                                                                                                                       |                                                                                                                                                                                                                      |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                      |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                      |                   |
| <b>Prerequisites &amp; Descriptions</b>                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                      |                   |
| Current Prerequisite/Corequisite/Catalog Description:                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |                   |
| Catalog Description (edited): This course provides the student with the opportunity to develop crucial work skills that are important in any employment positions. The student gains self-awareness of their work skills and habits and receives support as they prepare for the career that they ultimately desire. |                                                                                                                                                                                                                      |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                      |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                      |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                      |                   |
| <b>Content Information</b>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                      |                   |
| <b>Content Outline:</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                      |                   |
| Content Hours per Course Topic                                                                                                                                                                                                                                                                                       | Topic Description                                                                                                                                                                                                    |                   |
| 90                                                                                                                                                                                                                                                                                                                   | Exhibit appropriate work behaviors: follow directions and observe safety regulations; attendance and punctuality; appropriate interactions with supervisors and co-workers; demands of quality and quantity of work. |                   |
| 30                                                                                                                                                                                                                                                                                                                   | Achieving independence: self-actualization; self-organization; self-confidence in the work environment.                                                                                                              |                   |

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| Display/Hide Delimited Course Outline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                            |
| <b>Total Contact Hours: 135</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                            |
| <b>Textbook(s) used in this course:</b> There is no required textbook, however dependent upon the placement, the student may be required to provide some necessary materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                            |
| <b>Writing Expectations:</b> Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                            |
| <b>Instructor(s) expected to teach:</b> It is expected that there will be one CCS instructor who will monitor student progress and who will facilitate the learning experience and communicate with employer concerning student progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                            |
| <b>Instructor(s) contributing to content:</b> Yvonne Michali                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                            |
| <b>Proposal Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                            |
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                            |
| The purpose of the proposal is to establish a new course. The purpose of the course is for the student to learn specific job skills that will better prepare them for work or instruction in another occupation. Career and technical education and on-the-job training while attending the post-secondary program are crucial to a student's ultimate level of career attainment. This course provides a working environment where students can increase self-awareness of personal work skills and receive on the job coaching that helps them to develop employability skills that prepares them for future careers. Dependent upon student individual abilities and needs, they will be exposed to one or two work sites in order to practice skills in various work environments and evaluate the benefits and challenges of each opportunity. Learning Outcomes: 1. The student will show improvement in exhibiting appropriate work habits and behaviors across settings. 2. The student will increase in ability to exhibit sufficient physical-manual skills. 3. The student will initiate independence to the best of their ability. 4. The student will begin to demonstrate appropriate personal-social skills. 5. The student will begin to take ownership of any positive or negative consequences. 6. The student will demonstrate attendance and punctuality. 7. The student will increase ability to demonstrate appropriate communication and interactions with supervisors. 8. The student will follow directions and observe regulations. 9. The student will demonstrate knowledge of occupational safety. 5. The student will begin to demonstrate appropriate personal-social skills with co-workers and customers. 6. The student will begin to adjust to changes in the demands of the employment setting. 7. The student will demonstrate improvement to meet demands of quality and quantity of work. 8. The student will increase awareness of stamina and endurance levels. 9. The student will strive towards self-actualization. 10. The student will begin to demonstrate self-organization. 11. The student will begin to demonstrate awareness of self and surroundings. 12. The student will increase self-confidence in the work environment. In Class Activities: 1. Daily journaling to record progress of the work experience. 2. Writing reflection papers in order to critically think and evaluate skill acquisition and observations made at the work site. 3. Weekly self-assessing critical skill areas of punctuality, performance, propriety, and work preparedness. 4. Appropriately interacting with job coach. 5. Receiving constructive criticism, directions, and feedback from the job coach, supervisor, and co-workers when applicable. 6. Attending group meetings to share with peers of the lessons learned through these work experiences. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. |                                                                                                                                                                                                            |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                            |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                            |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                            |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                            |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                            |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                            |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                            |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                            |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michali | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

**Course Catalog Update**

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STU0004

**Course Catalog Update Information:**

Reference Number: CCU007559

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

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

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                    |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                    |                   |
| Faculty member submitting this proposal: Yvonne Michali                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                    |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                    |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Course Number: 00392                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                    |                   |
| Course Title: Sophomore Practicum II                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                    |                   |
| Title Abbreviation: Soph Prac II                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Slash Course and Cross-list Information:                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                    |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                    |                   |
| Minimum Credit/Maximum Credit: 3 to 3                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                    |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                    |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                    |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 9 to 9                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                    |                   |
| Attributes                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                    |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                    |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                    |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                                  | Course Limit:                                                                                                                                                                                                                      | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                                     | Grade Rule: C-Standard letter-in progress (IP)                                                                                                                                                                                     |                   |
| Rationale for an IP grade request for this course (if applicable): Practicum may extend beyond semester dates.                                                                                                                                                                                                                  |                                                                                                                                                                                                                                    |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                    |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                    |                   |
| Prerequisites & Descriptions                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                    |                   |
| Current Prerequisite/Corequisite/Catalog Description:                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                    |                   |
| Catalog Description (edited): This course provides the student with additional opportunities to develop crucial work skills that are important in all employment positions. The student expands self-awareness of their work skills and habits and receives support as they prepare for the career that they ultimately desire. |                                                                                                                                                                                                                                    |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                    |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                    |                   |
| Content Information                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                    |                   |
| Content Outline:                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                    |                   |
| Content Hours per Course Topic                                                                                                                                                                                                                                                                                                  | Topic Description                                                                                                                                                                                                                  |                   |
| 90                                                                                                                                                                                                                                                                                                                              | Exhibiting appropriate work behaviors in a new environment: follow directions and observe regulations and occupational safety rules; attendance; appropriate personal-social behaviors; meet demands of quality and quantity work. |                   |
| 30                                                                                                                                                                                                                                                                                                                              | Achieving confidence in independence: self-actualization; self-organization.                                                                                                                                                       |                   |
|                                                                                                                                                                                                                                                                                                                                 | Critical thinking and self-reflection:                                                                                                                                                                                             |                   |

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| Display/Hide Delimited Course Outline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                               |
| <b>Total Contact Hours: 135</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                               |
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| <b>Writing Expectations:</b> Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                               |
| <b>Instructor(s) expected to teach:</b> It is expected that there will be one CCS instructor who will monitor student progress and who will facilitate the learning experience and communicate with employers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                               |
| <b>Instructor(s) contributing to content:</b> Yvonne Michall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                               |
| <b>Proposal Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                               |
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |
| <p>The purpose of the proposal is to establish a new course. The purpose of the course is for the student to advance and improve upon specific job skills acquired through completing CCS 00292 Practicum I that will better prepare them for work or instruction in another occupation. Vocational education and on-the-job training while attending the post-secondary program are crucial to a student's ultimate level of vocational attainment. This course provides a working environment where students can increase self-awareness of personal work skills and receive on the job coaching that helps them to develop employability skills that prepares them for future careers. Dependent upon student individual abilities and needs, they will be exposed to one or two work sites in order to practice skills in various work environments and evaluate the benefits and challenges of each opportunity. Learning Outcomes: 1. The student will show improvement in exhibiting appropriate work habits and behaviors across settings. 2. The student will increase in ability to exhibit sufficient physical-manual skills. 3. The student will initiate independence to the best of their ability. 4. The student will begin to demonstrate appropriate personal-social skills. 5. The student will begin to take ownership of any positive or negative consequences. 6. The student will demonstrate attendance and punctuality. 7. The student will increase ability to demonstrate appropriate communication and interactions with supervisors. 8. The student will follow directions and observe regulations. 9. The student will demonstrate knowledge of occupational safety. 5. The student will begin to demonstrate appropriate personal-social skills with co-workers and customers. 6. The student will begin to adjust to changes in the demands of the employment setting. 7. The student will demonstrate improvement to meet demands of quality and quantity of work. 8. The student will increase awareness of stamina and endurance levels. 9. The student will strive towards self-actualization. 10. The student will begin to demonstrate self-organization. 11. The student will begin to demonstrate awareness of self and surroundings. 12. The student will increase self-confidence in the work environment. In Class Activities: 1. Daily journaling to record progress of the work experience. 2. Writing reflection papers in order to critically think and evaluate skill acquisition and observations made at the work site. 3. Weekly self-assessing critical skill areas of punctuality, performance, propriety, and work preparedness. 4. Appropriately interacting with job coach. 5. Receiving constructive criticism, directions, and feedback from the job coach, supervisor, and co-workers when applicable. 6. Attending group meetings to share with peers of the lessons learned through these work experiences. Out Of Class Activities: All courses will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.</p> |                                                                                                               |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                               |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                               |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                               |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                               |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                               |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                               |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michall | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

**Course Catalog Update**

<< Go back to Course Catalog Update form

Print

**Course Catalog Update Information:**

STU0004

Reference Number: CCU007561

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

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

|                                                                                                                                                                                                                                                                                                                                                 |                                                            |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                                                        |                                                            |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                                                          |                                                            |                   |
| Faculty member submitting this proposal: Yvonne Michail                                                                                                                                                                                                                                                                                         |                                                            |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                                                |                                                            |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                                                    |                                                            |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                                                |                                                            |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                                                  |                                                            |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                                                |                                                            |                   |
| Course Number: 00492                                                                                                                                                                                                                                                                                                                            |                                                            |                   |
| Course Title: Junior Practicum III                                                                                                                                                                                                                                                                                                              |                                                            |                   |
| Title Abbreviation: Junlor Prac III                                                                                                                                                                                                                                                                                                             |                                                            |                   |
| Slash Course and Cross-list Information:                                                                                                                                                                                                                                                                                                        |                                                            |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                                                    |                                                            |                   |
| Minimum Credit/Maximum Credit: 4 to 4                                                                                                                                                                                                                                                                                                           |                                                            |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                           |                                                            |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                               |                                                            |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 12 to 12                                                                                                                                                                                                                                                                                    |                                                            |                   |
| Attributes                                                                                                                                                                                                                                                                                                                                      |                                                            |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                                               |                                                            |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                                             |                                                            |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                                                  | Course Limit:                                              | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                                                     | Grade Rule: C-Standard letter-in progress (IP)             |                   |
| Rationale for an IP grade request for this course (if applicable): Practicum may extend beyond semester dates.                                                                                                                                                                                                                                  |                                                            |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                                                          |                                                            |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                                                   |                                                            |                   |
| Prerequisites & Descriptions                                                                                                                                                                                                                                                                                                                    |                                                            |                   |
| Current Prerequisite/Corequisite/Catalog Description:                                                                                                                                                                                                                                                                                           |                                                            |                   |
| Catalog Description (edited): Once a career has been initially identified, it is important early on for the student to be exposed to the requirements and environments of that field. Students will be provided opportunities to perform work relevant to their career choice. Evaluating the fit helps to ensure that they have chosen wisely. |                                                            |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                                                |                                                            |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                                                     |                                                            |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                                                   |                                                            |                   |
| Content Information                                                                                                                                                                                                                                                                                                                             |                                                            |                   |
| Content Outline:                                                                                                                                                                                                                                                                                                                                |                                                            |                   |
| Content Hours per Course Topic                                                                                                                                                                                                                                                                                                                  | Topic Description                                          |                   |
| 130                                                                                                                                                                                                                                                                                                                                             | Obtain specific occupation skills related to career field. |                   |
| 30                                                                                                                                                                                                                                                                                                                                              | Exhibit appropriate work habits and behaviors.             |                   |
| 20                                                                                                                                                                                                                                                                                                                                              | Critical thinking and self-reflection skills.              |                   |
| Display/Hide Delimited Course Outline                                                                                                                                                                                                                                                                                                           |                                                            |                   |
| Total Contact Hours: 180                                                                                                                                                                                                                                                                                                                        |                                                            |                   |
| Textbook(s) used in this course: There is no required textbook, however dependent upon the placement, the student may be required                                                                                                                                                                                                               |                                                            |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| to provide some necessary materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Writing Expectations:</b> Students will complete various written assignment using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Instructor(s) expected to teach:</b> It is expected that there will be one CCS instructor who will monitor student progress and who will facilitate the learning experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Instructor(s) contributing to content:</b> Yvonne Michali                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Proposal Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The purpose of the proposal is to establish a new course. The purpose of the course is to provide students with opportunities to explore their career choices to ensure they have chosen wisely. The student gains a better understanding of how they will fit into their identified career fields. Practicum is a form of experiential learning that occurs in a natural community setting, and provides an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. It must be an integral part of the educational process. Although the main focus of this course is to expose students to their career choices, students continue to polish employability skills across changing work environments. Learning Outcomes: 1. The student will obtain specific occupational skills. 2. The student will gain a better understanding of the line of work they have identified as a career choice. 3. The student will validate if this is the type of career that they truly wish to pursue. 4. The student will exhibit appropriate work habits and behaviors. 5. The student will meet the demands of quality and quantity of work. 5. The student will demonstrate self-determination and self-confidence in the work environment. In Class Activities: 1. Daily journaling to record progress of the work experience. 2. Writing reflection papers in order to critically think and evaluate skill acquisition and observations made at the work site. 3. Weekly self-assessing critical skill areas of punctuality, performance, propriety, and work preparedness. 4. Appropriately interacting with job coach. 5. Receiving constructive criticism, directions, and feedback from the job coach, supervisor, and co-workers when applicable. 6. Attending group meetings to share with peers of the lessons learned through these work experiences. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentortutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michali | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |





Name: Hilda A Pettit Submission Date: 10/14/2014  
 Organization: Vacca Office of Student Services



**Course Catalog Update**

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**Course Catalog Update Information:**

STU0004

Reference Number: CCU007562

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

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

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                               |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                                                                     |                                                                                                               |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                                                                       |                                                                                                               |                   |
| Faculty member submitting this proposal: Yvonne Michali                                                                                                                                                                                                                                                                                                      |                                                                                                               |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                                                             |                                                                                                               |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                                                             |                                                                                                               |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                                                               |                                                                                                               |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                                                             |                                                                                                               |                   |
| Course Number: 00592                                                                                                                                                                                                                                                                                                                                         |                                                                                                               |                   |
| Course Title: Junior Practicum IV                                                                                                                                                                                                                                                                                                                            |                                                                                                               |                   |
| Title Abbreviation: Junior Prac IV                                                                                                                                                                                                                                                                                                                           |                                                                                                               |                   |
| Slash Course and Cross-list Information:                                                                                                                                                                                                                                                                                                                     |                                                                                                               |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |                   |
| Minimum Credit/Maximum Credit: 4 to 4                                                                                                                                                                                                                                                                                                                        |                                                                                                               |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                        |                                                                                                               |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                            |                                                                                                               |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 12 to 12                                                                                                                                                                                                                                                                                                 |                                                                                                               |                   |
| Attributes                                                                                                                                                                                                                                                                                                                                                   |                                                                                                               |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                                                            |                                                                                                               |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                                                          |                                                                                                               |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                                                               | Course Limit:                                                                                                 | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                                                                  | Grade Rule: C-Standard letter-in progress (IP)                                                                |                   |
| Rationale for an IP grade request for this course (if applicable): Practicum may extend beyond semester dates.                                                                                                                                                                                                                                               |                                                                                                               |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                                                                       |                                                                                                               |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                                                                |                                                                                                               |                   |
| Prerequisites & Descriptions                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |                   |
| Current Prerequisite/Corequisite/Catalog Description:                                                                                                                                                                                                                                                                                                        |                                                                                                               |                   |
| Catalog Description (edited): This course provides additional opportunities for the student to be exposed to the requirements and environments of the career field to ensure the student's commitment to the career choice. Additionally, the student continues to develop appropriate work habits and behaviors while obtaining specific occupation skills. |                                                                                                               |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                                                             |                                                                                                               |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                                                                  |                                                                                                               |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                                                                |                                                                                                               |                   |
| Content Information                                                                                                                                                                                                                                                                                                                                          |                                                                                                               |                   |
| Content Outline:                                                                                                                                                                                                                                                                                                                                             |                                                                                                               |                   |
| Content Hours per Course Topic                                                                                                                                                                                                                                                                                                                               | Topic Description                                                                                             |                   |
| 130                                                                                                                                                                                                                                                                                                                                                          | Obtain specific occupation skills.                                                                            |                   |
| 40                                                                                                                                                                                                                                                                                                                                                           | Exhibit appropriate work behaviors in a new work environment.                                                 |                   |
| 10                                                                                                                                                                                                                                                                                                                                                           | Critical thinking and self-reflection: self-evaluation; connecting new knowledge and ideas to personal goals. |                   |
| Display/Hide Delimited Course Outline                                                                                                                                                                                                                                                                                                                        |                                                                                                               |                   |
| Total Contact Hours: 180                                                                                                                                                                                                                                                                                                                                     |                                                                                                               |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Textbook(s) used in this course:</b> There is no required textbook, however dependent upon the placement, the student may be required to provide some necessary materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Writing Expectations:</b> Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Instructor(s) expected to teach:</b> It is expected that there will be one CCS Instructor who will monitor student progress and who will facilitate the learning experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Instructor(s) contributing to content:</b> Yvonne Michali                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Proposal Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| The purpose of the proposal is to establish a new course. The purpose of the course is to provide students with additional opportunities to advance knowledge and skill in their career choices to strengthen the career decision that they made. The student gains a better understanding of how they will fit into their identified career fields. Practicum is a form of experiential learning that occurs in a natural community setting, and provides an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. It must be an integral part of the educational process. Although the main focus of this course is to expose students to their career choices, students continue to polish employability skills across changing work environments. Learning Outcomes: 1. The student will obtain specific occupational skills. 2. The student will gain a better understanding of the line of work they have identified as a career choice. 3. The student will validate if this is the type of career that they truly wish to pursue. 4. The student will exhibit appropriate work habits and behaviors. 5. The student will meet the demands of quality and quantity of work. 5. The student will demonstrate self-determination and self-confidence in the work environment. In Class Activities: 1. Daily journaling to record progress of the work experience. 2. Writing reflection papers in order to critically think and evaluate skill acquisition and observations made at the work site. 3. Weekly self-assessing critical skill areas of punctuality, performance, propriety, and work preparedness. 4. Appropriately interacting with job coach. 5. Receiving constructive criticism, directions, and feedback from the job coach, supervisor, and co-workers when applicable. 6. Attending group meetings to share with peers of the lessons learned through these work experiences. 7. Creating a video that demonstrates personal strengths that can be compared to the student's first video in order for them to evaluate growth. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentortutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michali | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

**Course Catalog Update**

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Print

**Course Catalog Update Information:**

STU0004

Reference Number: CCU007555

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

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

|                                                                                                                                                                                                                                                                                                                                                                 |                                                |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                                                                        |                                                |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Faculty member submitting this proposal: Yvonne Michall                                                                                                                                                                                                                                                                                                         |                                                |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                                                                    |                                                |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                                                                  |                                                |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Course Number: 00692                                                                                                                                                                                                                                                                                                                                            |                                                |                   |
| Course Title: Senior Internship I                                                                                                                                                                                                                                                                                                                               |                                                |                   |
| Title Abbreviation: Senior Internship I                                                                                                                                                                                                                                                                                                                         |                                                |                   |
| Slash Course and Cross-list Information:                                                                                                                                                                                                                                                                                                                        |                                                |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                                                                    |                                                |                   |
| Minimum Credit/Maximum Credit: 1 to 12                                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                           |                                                |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                               |                                                |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 3 to 36                                                                                                                                                                                                                                                                                                     |                                                |                   |
| Attributes                                                                                                                                                                                                                                                                                                                                                      |                                                |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                                                               |                                                |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                                                             |                                                |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                                                                  | Course Limit:                                  | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                                                                     | Grade Rule: C-Standard letter-in progress (IP) |                   |
| Rationale for an IP grade request for this course (if applicable): The Internship may extend beyond semester dates.                                                                                                                                                                                                                                             |                                                |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                                                                   |                                                |                   |
| Prerequisites & Descriptions                                                                                                                                                                                                                                                                                                                                    |                                                |                   |
| Current Prerequisite/Corequisite/Catalog Description:                                                                                                                                                                                                                                                                                                           |                                                |                   |
| Catalog Description (edited): Internship courses are credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's career goals. The internship occurs in a natural community setting and provides an environment and context to integrate specific career knowledge, skills, and professional behaviors. |                                                |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                                                                |                                                |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                                                                     |                                                |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                                                                   |                                                |                   |
| Content Information                                                                                                                                                                                                                                                                                                                                             |                                                |                   |
| Variable Contact Hours: 45 to 540                                                                                                                                                                                                                                                                                                                               |                                                |                   |
| Description: Advance skills in career specialization: develop specific occupation skills in career field; exhibit appropriate work habits and behaviors; exhibit sufficient physical-manual skills; networking.                                                                                                                                                 |                                                |                   |
| Textbook(s) used in this course: There is no required textbook, however dependent upon the placement, the student may be required to provide some necessary materials.                                                                                                                                                                                          |                                                |                   |
| Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                         |                                                |                   |
| Instructor(s) expected to teach: It is expected that there will be one CCS instructor who will monitor student progress and communicate with employers about student progress.                                                                                                                                                                                  |                                                |                   |
| Instructor(s) contributing to content: Yvonne Michall                                                                                                                                                                                                                                                                                                           |                                                |                   |
| Proposal Summary                                                                                                                                                                                                                                                                                                                                                |                                                |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| The purpose of this proposal is to establish a new course. The purpose of the course is for students to learn in a natural community setting and provides an environment and context to integrate specific career knowledge, skills, and professional behaviors to specific career choices. The internship courses are credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. The experience is coordinated by a CCS faculty member, who assists the student in planning the experience and assigns the course grade to the student after appropriate consultation with the employersupervisor. Learning Outcomes: 1. The student will gain firsthand experience in their career specialization. 2. The student will demonstrate abilities to perform work responsibilities and employability skills. 3. The student will demonstrate motivation and commitment in performing employment responsibilities to the best of their abilities. 4. The student will increase self-determined behaviors. 5. The student will demonstrate quality and quantity of work responsibilities. 6. The student will demonstrate appropriate personal-social skills in the work environment. 7. The student will demonstrate ability to receive and to respond to constructive criticism from work supervisor. In Class Activities: 1. Completing written assignments (e.g. weekly journal, reflection and final papers) to increase self-reflection and critical thinking skills. 2. Demonstrating abilities to complete work responsibilities. 3. Performing and self-evaluating employability skills such as punctuality, performance, preparedness, and propriety. 4. Demonstrating a greater understanding of specific career skills. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michali | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |



Name: Hilda A Pettit

Submission Date: 10/14/2014



Organization: Vacca Office of Student Services

**Course Catalog Update**

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STU0004

**Course Catalog Update Information:**

Reference Number: CCU007557

Date: 05-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

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

|                                                                                                                                                                                                                                                                                                                                                                 |                                                |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------|
| <b>Basic Course Data</b>                                                                                                                                                                                                                                                                                                                                        |                                                |                   |
| Change type: Establish                                                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Faculty member submitting this proposal: Yvonne Michali                                                                                                                                                                                                                                                                                                         |                                                |                   |
| Requested Effective Term: 201580                                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Campus: Kent                                                                                                                                                                                                                                                                                                                                                    |                                                |                   |
| College: EH-Education, Health and Human Services                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Department: LDES-Lifespan Development and Educational Sciences                                                                                                                                                                                                                                                                                                  |                                                |                   |
| Course Subject: CCS-Career and Community Studies                                                                                                                                                                                                                                                                                                                |                                                |                   |
| Course Number: 00792                                                                                                                                                                                                                                                                                                                                            |                                                |                   |
| Course Title: Senior Internship II                                                                                                                                                                                                                                                                                                                              |                                                |                   |
| Title Abbreviation: Senior Internship II                                                                                                                                                                                                                                                                                                                        |                                                |                   |
| <b>Slash Course and Cross-list Information:</b>                                                                                                                                                                                                                                                                                                                 |                                                |                   |
| Credit Hours                                                                                                                                                                                                                                                                                                                                                    |                                                |                   |
| Minimum Credit/Maximum Credit: 1 to 12                                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Contact Hours: Lecture - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                           |                                                |                   |
| Contact Hours: Lab - Minimum Hours/Maximum Hours:                                                                                                                                                                                                                                                                                                               |                                                |                   |
| Contact Hours: Other - Minimum Hours/Maximum Hours: 3 to 36                                                                                                                                                                                                                                                                                                     |                                                |                   |
| Attributes                                                                                                                                                                                                                                                                                                                                                      |                                                |                   |
| Is this course part of the LER, WIC or Diversity requirements: No                                                                                                                                                                                                                                                                                               |                                                |                   |
| If yes, course attributes: 1. 2. 3.                                                                                                                                                                                                                                                                                                                             |                                                |                   |
| Can this course be repeated for credit: Repeat                                                                                                                                                                                                                                                                                                                  | Course Limit:                                  | OR Maximum Hours: |
| Course Level: Undergraduate                                                                                                                                                                                                                                                                                                                                     | Grade Rule: C-Standard letter-in progress (IP) |                   |
| Rationale for an IP grade request for this course (if applicable): Internship may extend beyond semester dates.                                                                                                                                                                                                                                                 |                                                |                   |
| Schedule Type(s): 1. PRA-Practicum or Internship 2. 3.                                                                                                                                                                                                                                                                                                          |                                                |                   |
| Credit by Exam: N-Credit by exam-not approved                                                                                                                                                                                                                                                                                                                   |                                                |                   |
| <b>Prerequisites &amp; Descriptions</b>                                                                                                                                                                                                                                                                                                                         |                                                |                   |
| <b>Current Prerequisite/Corequisite/Catalog Description:</b>                                                                                                                                                                                                                                                                                                    |                                                |                   |
| Catalog Description (edited): Internship courses are credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's career goals. The internship occurs in a natural community setting and provides an environment and context to integrate specific career knowledge, skills, and professional behaviors. |                                                |                   |
| Prerequisites (edited): Career and Community Studies (CCS) Major                                                                                                                                                                                                                                                                                                |                                                |                   |
| Corequisites (edited): None                                                                                                                                                                                                                                                                                                                                     |                                                |                   |
| Registration is by special approval only: Yes                                                                                                                                                                                                                                                                                                                   |                                                |                   |
| <b>Content Information</b>                                                                                                                                                                                                                                                                                                                                      |                                                |                   |
| Variable Contact Hours: 45 to 540                                                                                                                                                                                                                                                                                                                               |                                                |                   |
| Description: Advance skills in career specialization; develop specific occupation skills in career field; exhibit appropriate work habits and behaviors; exhibit sufficient physical-manual skills; networking.                                                                                                                                                 |                                                |                   |
| Textbook(s) used in this course: There is no required textbook, however dependent upon the placement, the student may be required to provide some necessary materials.                                                                                                                                                                                          |                                                |                   |
| Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.                                                                                                                                                         |                                                |                   |
| Instructor(s) expected to teach: It is expected that there will be one CCS instructor who will monitor student progress and communicate with employers about student progress.                                                                                                                                                                                  |                                                |                   |
| Instructor(s) contributing to content: Yvonne Michali                                                                                                                                                                                                                                                                                                           |                                                |                   |
| Proposal Summary                                                                                                                                                                                                                                                                                                                                                |                                                |                   |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Explain the purpose for this proposal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| The purpose of this proposal is to establish a new course. The purpose of the course is for students to advance experiences in a natural community setting and provides an environment and context to integrate specific career knowledge, skills, and professional behaviors to specific career choices. The internship courses are credit-bearing work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. The experience is coordinated by a CCS faculty member, who assists the student in planning the experience and assigns the course grade to the student after appropriate consultation with the employersupervisor. Learning Outcomes: 1. The student will gain firsthand experience in their career specialization. 2. The student will demonstrate abilities to perform work responsibilities and employability skills. 3. The student will demonstrate motivation and commitment in performing employment responsibilities to the best of their abilities. 4. The student will increase self-determined behaviors. 5. The student will demonstrate quality and quantity of work responsibilities. 6. The student will demonstrate appropriate personal-social skills in the work environment. 7. The student will demonstrate ability to receive and to respond to constructive criticism from work supervisor. In Class Activities: 1. Completing written assignments (e.g. weekly journal, reflection and final papers) to increase self-reflection and critical thinking skills. 2. Demonstrating abilities to complete work responsibilities. 3. Performing and self-evaluating employability skills such as punctuality, performance, preparedness, and propriety. 4. Demonstrating a greater understanding of specific career skills. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting. |
| <b>Explain how this proposal affects program requirements and students in your unit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| This course will be offered to approximately 12 CCS students. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Explain how this proposal affects courses, program requirements and student in other units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentortutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Explain how this proposal affects enrollment and staffing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| There will be approximately 12 students enrolled in this course requiring one faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Units consulted (other departments, programs or campuses affected by the proposal):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Deans and Directors of colleges and schools have been consulted and endorsement has been granted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Comments (500 Character Maximum):**

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

**Comments:**

| Date       | User                 | Comment                |
|------------|----------------------|------------------------|
| 10/14/2014 | Yvonne Ellen Michali | No comments available. |

**History:**

| Date       | User                     | Status    |
|------------|--------------------------|-----------|
| 10/14/2014 | Mary M. Dellmann-Jenkins | Approved  |
| 10/14/2014 | Yvonne Ellen Michali     | Submitted |