



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: CCU007583

Date: 08-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

Basic Course Data		
Change type: Establish		
Faculty member submitting this proposal: Yvonne Michali		
Requestad 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: 00205		
Course Title: Career Exploration I		
Title Abbreviation: Career Exploration I		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 1 to 1		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
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: No Repeat	Course Limit:	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description:		
Catalog Description (edited): This course promotes assessment of specific career skills, interests, and needs, and how these relate to future life work. The student develops career awareness through evaluation of past experiences that have influenced career development and uses person-centered planning tools to develop and implement meaningful future career goals.		
Prerequisites (edited): Career and Community Studies (CCS) Major		
Corequisites (edited): None		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
7	Knowing and Exploring Occupational Possibilities	
4	Relating personal strengths, interests, and needs to make a career choice	
4	Identifying personal and societal values met through work	
Display/Hide Delimited Course Outline		
Total Contact Hours: 15		

Textbook(s) used in this course: There is no required textbook.
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 teach the various topics, and who will provide articles, evaluations, and functional activities to facilitate the learning experience.
Instructor(s) contributing to content: Dr. Tom Hoza and Sue Savickas
Proposal Summary
Explain the purpose for this proposal:
The purpose of this proposal is to establish a new course. The purpose of this course is to create student awareness their specific abilities, interests, and needs, and how these relate to their future life work. Concentrated and periodic vocational evaluation and guidance are needed so that students will have sufficient information about themselves and their occupational options. Learning Outcomes: 1. The student will identify occupational aptitudes. 2. The student will identify major occupational interests. 3. The student will identify major occupational needs. 4. The student will identify remunerative aspects of work. 5. The student will identify personal values met through work. 6. The student will identify societal values met through work. In Class Activities: 1. Completing various career assessments in order to identify possible career options. 2. Completing various personal assessments in order to realize strengths, preferences, interests, and needs (SPINs). 3. Matching career possibilities to personal SPINs to ensure career choice is realistic and attainable. 4. Recognizing how the student's areas of needs must be taken into consideration when preparing for a career. 5. Researching employment options and availability of work in the community in which the student will live. 6. The student will classify jobs into occupational categories. 7. Researching necessary skills and knowledge for a particular job. 8. Creating a document of the student's findings that will be used in making a career decision. 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.
Explain how this proposal affects program requirements and students in your unit:
This course will be offered to approximately 12 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.
Explain how this proposal affects courses, program requirements and student in other units:
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 a volunteer academic mentortutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.
Explain how this proposal affects enrollment and staffing:
There will be approximately 12 students enrolled in this course requiring one faculty.
Units consulted (other departments, programs or campuses affected by the proposal):
Deans and Directors of colleges and schools were 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



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Course Catalog Update Information:

Reference Number: CCU007585

Date: 08-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

Basic Course Data		
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: 00305		
Course Title: Career Exploration II		
Title Abbreviation: Career Exploration II		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 1 to 1		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
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Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description:		
Catalog Description (edited): The purpose of this course is to help the student to narrow career possibilities and to identify the career of their choice. The student conducts research into an identified career field in order to list the necessary skills, to investigate local occupational opportunities, and to specify any training experiences that are available to advance knowledge and skills in this area.		
Prerequisites (edited): Career and Community Studies (CCS) Major CCS 00205 Career Exploration 1		
Corequisites (edited): None		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
5	Selecting an Occupational Choice: research into career fields; identify career interest; requirements of jobs; skills needed.	
10	Planning for Occupational Choice: evaluate and assess current skill levels; investigate local opportunities; local training; career counseling.	
Display/Hide Delimited Course Outline		

Total Contact Hours: 15
Textbook(s) used in this course: There is no required textbook.
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 teach the various topics, and who will provide articles and activities to facilitate the learning experience.
Instructor(s) contributing to content: Dr. Tom Hoza and Sue Savickas
Proposal Summary
Explain the purpose for this proposal:
The purpose of this proposal is to establish a new course. The purpose of this course is to provide career guidance and advisement as the student identifies a career. Many youth have an extremely limited perspective of the world of work. They lack both relevant information and experience. Many do not attain true potential in the labor market and are often relegated to unskilled, low-paying jobs and become marginal workers. If students are to approach their true potential, they need to become more aware of diverse job possibilities, develop the necessary skills, be provided with varied work experiences, and learn to make logical and viable job choices as they move through the educational system. Learning Outcomes: 1. The student will identify a career choice. 2. The student will understand the requirements of appropriate and available jobs in the field of their choice. 3. The student will understand the skills required for the career chosen. 4. The student will evaluate and assess current levels of skills. 5. The student will investigate local occupational opportunities. 6. The student will identify local training opportunities. 7. The student will establish career goals. In Class Activities: 1. Using the career portfolio created in CCS 00205, the student will practice decision-making skills by weighing the pros and cons of each career option and then identify their primary interest. 2. Conducting research of the requirements of identified career. 3. Researching availability of jobs in the community in which they will live. 4. Establishing a career plan of action detailing possible courses, practicum experiences, and resources available to the student to attain goals. 5. Conducting a person-centered planning meeting with the student's team members in order to communicate career goals and to identify other resources that may be available. 6. Connecting with vocational adult agencies to communicate career interests and to begin accessing those services. 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.
Explain how this proposal affects program requirements and students in your unit:
This course will be offered to approximately 12 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.
Explain how this proposal affects courses, program requirements and student in other units:
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 a volunteer academic mentortutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.
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