Name: Hilda A Pettit   Submission Date: 10/15/2014   x

Organization: Vacca Office of Student Services

Course Catalog Update

<< Go back to Course Catalog Update form   Print

Course Catalog Update Information: STU0004

Reference Number: CCU007590   **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
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: 00420
Course Title: Academic Support I
Title Abbreviation: Academic Support I
Slash Course and Cross-list Information:
Credit Hours
Minimum Credit/Maximum Credit: 3 to 3
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 3 to 3
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 provides support to the student as they advance in goal setting and attainment skills. The student is supported as they increase critical thinking skills and monitors academic progress; and as they complete course assignments while working towards becoming an organized and self-determined student.
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
15	Academic Performance: specific learning and organizational strategies; enhance reference tools; self-determination; improve study habits; increased writing skills; connecting new knowledge and expand understanding of existing knowledge.
	Goal Setting: effective short- and long-

15	term goals; accurate self-monitoring; evaluate goal attainment and goal satisfaction.
15	Technology: collect, organize, communicate information and ideas, manage daily schedules, technology to complete assignments; computer or smart phone apps

Display/Hide Delimited Course Outline

Total Contact Hours: 45

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 facilitate the learning experience.

Instructor(s) contributing to content: Cynthia Kenyon

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 support the student as they increase abilities in demonstrating good study habits. It provides a structured environment that will facilitate student educational goal setting and attainment as they manage the rigors of their coursework. Learning Outcomes: 1. The student will increase awareness of, and advocate for, help on course assignments. 2. The student will broaden knowledge of learning and study strategies. 3. The student will increase usage of reference tools (e.g. technology, library). 4. The student will increase various literacy skills (e.g. reading, writing, technology) in order to understand materials read. 5. The student will understand and establish effective short-term and long-term goals. 6. The student will connect knowledge and experiences from different subject areas. 7. The student will improve writing skills using appropriate forms, grammar, and punctuation. 8. The student will use prior knowledge to develop new knowledge, skills or interpret new experiences. 9. The student will learn self-monitoring and self-evaluation of goal attainment. In Class Activities: 1. Learning how to set and attain appropriate goals by practicing the Specific, Manageable, Attainable, Realistic, and Timely (S.M.A.R.T.) strategy for goal setting. 2. Practicing self-awareness and self-monitoring skills as goals are attained. 3. Participating in small group discussions in order to learn how to share learned information. 4. Participating in planning and problem-solving activities in order to connect existing information and to apply it to new circumstances. 5. Expanding upon technology skills and identifying new computer applications to manage increasing responsibilities. 6. Visiting and using services found at a library. 7. Identifying and accessing campus and community resources in order to increase student success. 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 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.

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: (~ * / \ --)

Approve	Return To Initiator	Return To Prior Approver	Deny

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: 10/15/2014   X

Organization: Vacca Office of Student Services

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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
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: 00520
Course Title: Academic Support II
Title Abbreviation: Academic Support II
Slash Course and Cross-list Information:
Credit Hours
Minimum Credit/Maximum Credit: 3 to 3
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 3 to 3
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 sequenced course continues to provide support to the student as they advance in goal setting and attainment skills. The student is supported as they increase critical thinking skills, monitors progress, and receives support as they complete course assignments pertaining to career goals while working towards becoming an organized and self-determined student.
Prerequisites (edited): Career and Community Studies (CCS) Major CCS 00420 Academic Support I
Corequisites (edited): None
Registration is by special approval only: No
Content Information
Content Outline:

Content Hours per Course Topic	Topic Description
15	Academic Performance: enhancement of learning strategies; make sense of materials read; critical and self-reflection on student academic strengths and needs; expanding prior knowledge and connecting to new knowledge.
15	Goal Setting: enhanced effective goal-setting and attainment.
	Technology: advance computer skills and

| 15 | identify applications for organization of academic, social, and employment activities. | |

Display/Hide Delimited Course Outline

Total Contact Hours: 45

Textbook(s) used in this course: There is no required textbook, however students may use textbooks required from other career related courses.

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 facilitate the learning experience.

Instructor(s) contributing to content: Cynthia Kenyon

Proposal Summary

Explain the purpose for this proposal:

The purpose of this proposal is to establish a new course. The purpose of the course is to continue to provide support to students as they prepare for an identified career and as they advance in coursework in order to reach career goals. This course provides a structured environment that will facilitate student educational goal setting and attainment as they manage the rigors of their coursework. Learning Outcomes: 1. The student will use specific organizational strategies. 2. The student will increase awareness of, and advocate for, help on course assignments and in various environments and settings. 3. The student will continue to enhance usage of reference tools (e.g. technology, books) to solve problems. 4. The student will increase appropriate study habits and anticipate natural consequences in decision making. 5. The student will connect previous knowledge and experiences to new materials and from different subject areas. 6. The student will establish and monitor on-going and newly identified academic and career goals. 7. The student will expand computer and technology skills in order to collect, organize, communicate information and ideas, manage daily schedules, and to complete assignments. 8. The student will continue to practice appropriate personal-social skills. In Class Activities: 1. Managing and prioritizing academic and individual schedules using organizational strategies. 2. Completing all coursework in a timely manner. 3. Improving and maturing in writing and communication skills, and in other literacies through various in-class and out of class assignments. 4. Increasing communication and collaboration skills by meeting with CCS support staff and the individual faculty associated with coursework in order to discuss academic progress. 5. Identifying and using computer, IPad, or smart phone applications that help the student to organize and schedule academic and social activities. 6. Weekly meetings with CCS support staff for accountability and for receiving feedback and guidance on academic endeavors. 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 an academic, career, or social mentor/tutor, 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:

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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: (~ * / \ --)

| Approve | Return To Initiator | Return To Prior Approver | Deny |

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 |