



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: CCU007518

Date: 04-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: 00105		
Course Title: Introduction to Career Exploration		
Title Abbreviation: Intro to Career Exploration		
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: 1	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): Students begin the exploration process that helps them to become aware of their specific abilities, interests, and needs, and how these relate to their future life work.		
Prerequisites (edited): Career & 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	
5	Assessment for Career Identification: career assessments; self-awareness of personal strengths, preferences, interests, and needs pertaining to career choice	
5	Applying self-determination to career choice: critical thinking, value of a thoughtful decision-making process in career related situations.	
	Using technology related to employment: collect, organize, communicate	

5	information and ideas related to employment; research occupational information.
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 Dr. Robert Baer	
Proposal Summary	
Explain the purpose for this proposal:	
<p>The purpose of this proposal is to establish a new course. The purpose of this course is to introduce students to the initial exploration process that helps them to become aware of their specific abilities, interests, and needs, and how these relate to their future life work. Students evaluate and discuss their past work experiences, as well as the work experiences of others, in order to help them to explore potential career interests and to process what they may want to do in their adult roles. 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 possible career interests. 2. The student will identify personal strengths, preferences, interests, and needs (SPINs) related to past, present, and future employment. 3. The student will develop critical thinking, organizational, and time management skills. 4. The student will recognize the use of self-determination skills used in planning for a career. 5. The student will determine the value of applying a thoughtful decision-making process in career related situations. 6. The student will increase technology skills to collect, organize, and communicate information and ideas related to employment. 7. The student will examine occupational information using internet resources. 8. The student will become familiar and use resources available to them at KSU Career Services. In Class Activities: 1. Participating in career assessments that will help to identify career interests. 2. Participating in assessments in order to increase self-awareness of personal SPINs. 3. Completing various in-class exercises in order to develop critical thinking skills when making comparisons and evaluating possible career choices. 4. Conducting research to gather pertinent information related to possible career choices. 5. Maintaining and organizing information gathered into a career portfolio in order to begin the decision-making process of career exploration. 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>	
Explain how this proposal affects program requirements and students in your unit:	
This course will be offered to approximately 12 incoming freshman in the fall of their first year. 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 or 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:	
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 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: 10/15/2014

Organization: Vacca Office of Student Services

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Course Catalog Update Information:

STU0004

Reference Number: CCU007586

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: 00405		
Course Title: Career Preparation I: Choosing Your Career		
Title Abbreviation: Career Preparation 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 prepares the student for entering the work force by creating a resume, practicing interviewing skills, and by developing networks of people who can help them to achieve their career goals. The student will participate in job shadowing opportunities in order to better understand the expectations and requirements of the career field of interest.		
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	
10	Goal-Setting: setting career goals; monitoring and assessing goal attainment; self-determined behaviors related to employment; ways to advance knowledge and skills in chosen profession; networking.	
20	Tools used to attain employment; updated resume; interview skills, information interviews; apply for job; business cards;	

15	listening and responding skills. Job Shadowing: perform informational interview; tour places of business; observe employees performing work skills.
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 provide articles and activities to facilitate the learning experience.	
Instructor(s) contributing to content: 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 address many of the greatest problems students face when learning how to find, apply for, and maintain employment. Students will be provided with multiple opportunities to practice self-determination skills such as goal setting, self-monitoring, and goal attainment and self-advocating for any accommodations that may be necessary for success in the work place. Learning Outcomes: 1. Increasing awareness of and practice advocating for wants and needs related to employment. 2. The student will understand the importance of networking. 3. The student will develop the necessary employability skills. 4. The student will identify the skills needed to attain employment in a particular field of interest. In Class Activities: 1. Developing, implementing, and monitoring both short-term and long-term S.M.A.R.T. career goals. 2. Researching and identifying places of business that are in the career field of interest. 3. Identifying a personal network or circle of support that can help the student achieve career goals. 4. Updating resume. 5. Role playing appropriate and inappropriate interviewing skills in order to attain employment. 6. Watching videos that demonstrate listening and responding skills. 7. Practicing appropriate listening and responding skills. 8. Completing a job application. 9. Role playing and watching videos of appropriate informational interviews in order to gather information about a particular place of employment or job. 10. Participating in job shadowing opportunities in order to observe persons completing work in the career field of interest. 11. Self-reflecting and critical thinking exercises in order to solidify lessons learned through job shadowing and informational interviewing experiences. 12. Conducting a person-centered planning meeting with student support team. 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.	
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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:

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10/14/2014	Mary M. Dellmann-Jenkins	Approved
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Currently On The Worklist Of: Joanne Arhar, jarhar

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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: 00505		
Course Title: Career Preparation II		
Title Abbreviation: Career Preparation 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:		
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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 is designed to continue to prepare the student for entering into the work force by expanding interview skills and by locating and utilizing resources such as state employment and vocational rehabilitation services to promote career decisions.		
Prerequisites (edited): Career and Community Studies (CCS) Major CCS 00405 Career Preparation I		
Corequisites (edited): None		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
10	Goal-Setting: setting long-term career goals; goal implementation and weekly assessment.	
15	Tools for finding and obtaining employment: job searches; Improve interview skills; work readiness standards and benchmarks; LinkedIn; video student strengths; classified ads; job fairs.	

10	Identify available community resources: BVR; Board of DD; State Employment Service; Social Services; SSI.
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Total Contact Hours: 45	
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Instructor(s) contributing to content: Dr. Tom Hoza and Sue Savickas	
Proposal Summary	
Explain the purpose for this proposal:	
<p>The purpose of this proposal is to establish a new course. The purpose of this course is to expand upon knowledge and skills that address many of the greatest problems students face when learning how to find, apply for, and maintain employment. Students will hone the skills necessary to secure and maintain employment. They will identify potential internship or employment opportunities, as well as, understand what resources are available to them in order to help them achieve personal goals (e.g. state employment service, vocational rehabilitation, social services, rehabilitation facilities, classified ads). Learning Outcomes: 1. The student will increase skills in S.M.A.R.T. goal development and attainment. 2. The student will increase abilities in self-awareness, self-monitoring, choice-making and decision-making skills in order to improve successes in reaching career goals. 3. The student will increase employability and employment attainment skills in order to increase self-confidence when interviewing and applying for a job. 4. The student will understand the purpose of various adult agencies that provide services to persons with disabilities. In Class Activities: 1. Creating a list of potential businesses where internships may be developed in their career field specialization. 2. Creating a short video where student voices and demonstrates strengths. 3. Meeting representatives from various adult agencies such as the Bureau of Vocational Rehabilitation, Board of Developmental Disabilities, and Social Services. 4. Web searches and activities that teach work readiness standards and benchmarks. 5. Attending local job fairs 6. Creating a LinkedIn page that showcases strengths and skills. 7. Demonstrating and self-evaluating employability skills such as punctuality, time management, organization, appropriate behaviors, and professionalism in the classroom that will generalize to the employment setting. 8. Practicing interviewing and communication skills through role playing, mock interviews, video modeling, and direct contact with participating employers. 9. Actively participating appropriately with visiting guest speakers who will share on various employment related topics. 10. Conducting a person-centered planning meeting with support team to identify internship and employment possibilities. 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>	
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