



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: CCU007510

Date: 03-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: 00005	
Course Title: College Orientation	
Title Abbreviation: College Orientation	
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: F-Satisfactory/unsatisfactory (S/U)
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 introduces students to the expectations and responsibilities of being a college student. Students will be provided with valuable information of the resources and activities available at Kent State. Students will explore personal values, skills, abilities, and beliefs, and learn how to set academic goals that will guide them throughout their college experience.	
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
5	Personal Transitions and Personal Responsibilities: Connecting with academic advisor, making connections with faculty and students, career exploration and professionalism.
5	Involvement and You: Campus resources, networking, social opportunities, volunteering, community involvement

5	Becoming a self-determined student: Increasing self-awareness, examine values, skills, abilities, beliefs, goal setting, getting organized, time management, decision-making
Display / Hide Delimited Course Outline	
<b>Total Contact Hours: 15</b>	
<b>Textbook(s) used in this course:</b> There is no required textbook, however there may be required readings from certain texts.	
<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 KSU instructor who will teach the various topics, and there will be one CCS instructor who will make modifications 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 this proposal is to establish a new course. The purpose of the course is to provide students with an opportunity to participate in a course with like minded peers who are attending college for the first time. Students will quickly understand that attending college classes require self-motivation and commitment to meet course expectations and requirements. Students must be able to manage their time and daily lives in a way that they have never had to before. Students will be challenged to examine their values and beliefs, and to realize the importance of developing self-determined behaviors and responsibility for their academic career. Learning Outcomes: 1. The student will develop skills that help them to become more professional in their work. 2. The student will develop critically thinking and self-reflection skills in order to evaluate themselves and their work. 3. The student will know of the resources and opportunities available to them on campus. 4. The student will become more self-determined and more independent as they begin their college career. 5. The student will understand the importance of setting and attaining academic goals. In Class Activities: 1. Participating in class and small group discussions of what it means to be in college. 2. Practicing writing and critical thinking skills through various assignments that challenge the student to become more self-aware of personal attributes. 3. Reading articles and other course requirements in order to broaden ones thinking. 4. Attending EHHS MajorsMinors Fair and completing assignments in order to identify possible career options. 5. Attending an Academic Advising appointment with advisor. 6. Participating in the final group project or portfolio. 7. Completing an academic study plan with advisor. 8. Attending activities at the Welcome Weekend. 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 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 a volunteer academic 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>	
CCS students enrolled in this course will attend sessions of the Kent State course US 10097 Destination Kent State: First Year Experience. Per agreement with the various colleges, CCS faculty will provide support to the CCS student and KSU faculty as the student participates in this inclusion setting, and CCS faculty will provide academic mentoring as the student completes assignments. CCS is a non-degree program and students will receive a SU for their participation in the classroom.	
<b>Units consulted (other departments, programs or campuses affected by the proposal):</b>	
Deans and Directors of the 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:**

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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



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**Course Catalog Update Information:**

STU0004

Reference Number: CCU007568

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: 00215	
Course Title: Interpersonal Communication	
Title Abbreviation: Interpersonal Communication	
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: F-Satisfactory/unsatisfactory (S/U)
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 explores communication theories and practices in group, interpersonal, and public contexts. Students explore the processes of active listening, developing effective communication skills, and the processes of organizing thoughts into clear messages so that others may more easily understand.	
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
1	Introduction: course orientation, approach, procedure, expectations, and responsibility
12	Public speaking: communication anxiety, audience analysis
12	Selecting a topic: researching, citations, plagiarism, organization of a speech, introductions, conclusions, and transitions
	Informative, persuasive, and group

20	speeches: organization, delivery, listening, developing perceptual skills, nonverbal communication, effective leadership, effective group members.
Display/Hide Delimited Course Outline	
<b>Total Contact Hours:</b> 45	
<b>Textbook(s) used in this course:</b> There is not textbook required.	
<b>Writing Expectations:</b> Students will write 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 KSU Instructor who will teach the various topics and who will facilitate the learning experience; and one CCS faculty who will provide academic support.	
<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 students to learn how to organize thoughts and materials into concise and easily understood information that can be communicated effectively to others. Effective speech making involves knowing the subject and feeling passionate about the topic so that one can connect to the audience to get key points across. The skills used in developing, researching, organizing, critically reflecting, and delivering well planned speeches can be applied to all areas of a person's life. Students gain confidence in abilities to relay meaningful information that will help them to vocalize their feelings, and thoughts, and as they self-advocate for their goals and support needs. Learning Outcomes: 1. The student will develop and understanding of selected interpersonal, group, and public communication theories and how they may be applied. 2. The student will understand the elements of ethical communication. 3. The student will demonstrate effective and professional-looking presentations. In Class Activities: 1. Completing online weekly quizzes. 2. Completing online midterm and final exams. 3. Participating in weekly in-class small group activities such as responding to questions, completing a survey, working on a component of a speech. 4. Organizing an outline of speech topics using appropriate APA formatting when necessary. 5. Creating an informative, persuasive, and group speech. 6. Completing a self-critique on each speech given. 7. Designing quality PowerPoint or Prezi presentations used for the speech. 8. Participating In communication research projects. 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.	
<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 an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum, or internships credits 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 to supervise.	
<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