

Washtenaw Community College Comprehensive Report

ACS 121 Career Planning Seminar Effective Term: Fall 2018

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: Academic Skills

Discipline: Academic Skills

Course Number: 121

Org Number: 11100

Full Course Title: Career Planning Seminar

Transcript Title: Career Planning Seminar

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Course description

Pre-requisite, co-requisite, or enrollment restrictions

Outcomes/Assessment

Objectives/Evaluation

Rationale: Updates based on assessment report findings. Update reading level to reflect combining levels 3 & 4.

Proposed Start Semester: Fall 2018

Course Description: This course is designed for persons undecided about a program of study or career goal or interested in making a career change. Students complete a self-assessment of interests, work values, skills and abilities through exercises and vocational inventories. Students will also learn how to research careers and become more knowledgeable of careers, career alternatives and employment trends through the use of course materials, classroom activities, and in-class guest speakers. Other topics include: decision-making, job skills, self-esteem and work attitude.

Course Credit Hours

Variable hours: No

Credits: 2

Lecture Hours: Instructor: 30 **Student:** 30

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 30 **Student:** 30

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

Reduced Reading/Writing Scores

College-Level Math

Requisites

Prerequisite

Academic Reading Level 3; Academic Writing Level 3

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Demonstrate self-awareness related to career interests, values, goals, personality preferences and skills.

Assessment 1

Assessment Tool: Post assessment survey

Assessment Date: Fall 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Using a Likert scale, students report their level of self-awareness. The scale is converted to numeric values and a total score is calculated. The total score is converted to a percentage.

Standard of success to be used for this assessment: 80% of students will score 73% or higher

Who will score and analyze the data: Academic skills instructors will score and analyze the data then upload the results to the ACS Instructor Resource Site

2. Apply self-awareness in the development of career goals and employment materials.

Assessment 1

Assessment Tool: Career Planning portfolio

Assessment Date: Fall 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of students will score 73% or higher

Who will score and analyze the data: Academic skills instructors will score and analyze the data, then upload the results to the ACS Instructor Resource Site

Course Objectives

1. Identify personal patterns of interest, skills, values and personality preferences in order to identify possible career alternatives
2. Recognize factors that affect and shape the work world.
3. Investigate major occupational projections for a future career based on personal patterns and preferences.
4. Explore decision-making models and choose the model(s) that will most likely offer the best outcomes.
5. Identify a process for effective goal setting.
6. Complete an effective career informational interview.
7. Identify and use major sources of career information.

New Resources for Course**Course Textbooks/Resources**

Textbooks

M B.ingham & S. Stryker. *Career Choices & Changes*, ed. Academic Innovations, 2012

Manuals

Periodicals

Software

My10YearPlan. Academic Innovations, 4th edition ed.

A career portfolio software platform sold with the textbook.

Equipment/Facilities

Level III classroom

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Jessica Hale</i>	<i>Faculty Preparer</i>	<i>Jan 31, 2018</i>
Department Chair/Area Director: <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Jan 31, 2018</i>
Dean: <i>Kristin Good</i>	<i>Recommend Approval</i>	<i>Feb 01, 2018</i>
Curriculum Committee Chair: <i>David Wooten</i>	<i>Recommend Approval</i>	<i>Apr 16, 2018</i>
Assessment Committee Chair: <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Apr 17, 2018</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Apr 19, 2018</i>