Name of Proposal: CRDEV 199R (Experiential Learning for Careers) and CRDEV 299R (Career Connect)

Submitted by: Mark MacDonald

Date: August 19, 2014

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<tr>
<th>Procedure</th>
<th>Recommendation/Signature</th>
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<td>Faculty Vote: For [number], Against [number], Abstain [number], Absent [number]</td>
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<td>1. Approved by Department Alumni &amp; Career Services</td>
<td>Signature:</td>
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<td>Director: Mark MacDonald</td>
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<td>2. Approved by College General Studies</td>
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<td>Director: Michael Aldrich</td>
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<td>3. Approved by University Curriculum Committee</td>
<td>Signature:</td>
<td>8/22/14</td>
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<td>UCC: Jennifer Lane</td>
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Section 2 – Overview (Support)

Summary: This proposal seeks to create two new classes in the Career Development area: CRDEV 199 (Experiential Learning for Careers) and CRDEV 299R (Career Connect). The focus of these variable credit courses (1-3) is to help students increase their career readiness, understanding of employer expectations, and marketable skill development.

Course content and objectives are as follows:

**CRDEV 199R: Experiential Learning for Careers (1-3)**

This course may be used for student who wish to work in employment which may or may not be related to their major, at any stage of their academic career (Freshman – Senior), which is a valuable experience in their career development. Each student will submit an individualized learning agreement which documents competencies to be developed.

This course will include a period of employment in which the student will demonstrate competency one or more of the following desirable professional characteristics:

a. Ability to work in a team  
b. Ability to make decisions and solve problems  
c. Ability to plan, organize and prioritize work  
d. Ability to communicate verbally with people inside and outside an organization  
e. Ability to obtain and process information  
f. Ability to analyze quantitative data  
g. Technical knowledge related to the job  
h. Proficiency with computer software programs  
i. Ability to create and/or edit written reports  
j. Ability to sell and influence others

**CRDEV 299R: Career Connect (1-3)**

This course can be utilized to enroll students in preparation for and participation in Career Connect excursions, and will include:

1. Career preparatory activities such as development of personal brand, resume, online profile development, interviewing, networking, job application  
2. Visits to several companies for information sessions, tours, mock interviews, or other industry specific activities

Both CRDEV 199 and CRDEV 299R will permit regular scheduling of preparation meetings, an avenue for assignments to be given and submitted, and accountability for students to document their learning and meet Experiential Learning and Career Connect expectations.

While CRDEV 199 is not at the same level of disciplinary focus as a full-fledged internship, it should be processed as an internship and viewed as an internship by the University in regards to on-campus housing.
Section 4 - Course Proposal (core)

Effective Date: Fall 2014
College: General Studies / Alumni & Career Services
Course Prefix: CRDEV
Course Number: 199R

NEW COURSE.
Full Title: Experiential Learning for Careers
Short Title (for Transcript, 30-char max): Experiential Learning Careers
Catalog Entry (50-word recommended maximum):
Increase career readiness, understanding, of employer expectations, and marketable skill development through participation in employment with an eligible employer.
Prerequisites: Department permission
Credit Hours: Variable (1-3)
Frequency: F, W, S
Grading Method: P/NP
Course Fees: None
Learning Objectives:
1. Increase career readiness
2. Increase understanding of employer expectations and explain the impact on personal career plan
3. Demonstrate competency in one or more of the following areas:
   a. Ability to work in a team
   b. Ability to make decisions and solve problems
   c. Ability to plan, organize and prioritize work
   d. Ability to communicate verbally with people inside and outside an organization
   e. Ability to obtain and process information
   f. Ability to analyze quantitative data
   g. Technical knowledge related to the job
   h. Proficiency with computer software programs
   i. Ability to create and/or edit written reports
   j. Ability to sell and influence others

Assessment Methods:
1. Career readiness, produce one or more of the following: development of personal brand, resume, online profile development, interviewing, networking, job application
2. Understanding employer expectations/personal career plan: Articulate in a final, end of experience report
3. Demonstrate competency: as indicated in employer evaluation or feedback
Section 4 - Course Proposal (core)

Effective Date: Fall 2014
College: General Studies / Alumni & Career Services
Course Prefix: CRDEV
Course Number: 299R

NEW COURSE.

Full Title: Career Connect
Short Title (for Transcript, 30-char max): Career Connect
Catalog Entry (50-word recommended maximum):
Increase career readiness, understanding, of employer expectations, and marketable skill development through participation in employer excursions.
Prerequisites: Department permission
Credit Hours: Variable (1-3)
Frequency: F, W, S
Grading Method: P/NP
Course Fees: None
Learning Objectives:

1. Increase career readiness through visits to several companies for information sessions, tours, mock interviews, or other industry specific activities
2. Increase understanding of employer expectations and explain the impact on personal career plan
3. Demonstrate competency in one or more of the following areas:
   a. Ability to work in a team
   b. Ability to make decisions and solve problems
   c. Ability to plan, organize and prioritize work
   d. Ability to communicate verbally with people inside and outside an organization
   e. Ability to obtain and process information
   f. Ability to analyze quantitative data
   g. Technical knowledge related to the job
   h. Proficiency with computer software programs
   i. Ability to create and/or edit written reports
   j. Ability to sell and influence others

Assessment Methods:

1. Career readiness, produce one or more of the following: development of personal brand, resume, online profile development, interviewing, networking, job application
2. Understanding employer expectations/personal career plan: Articulate in a final, end of experience report
3. Demonstrate competency: as indicated in employer evaluation or feedback