

FACULTY SENATE CURRICULUM COMMITTEE

Rev 5-78

SCC # 78-79-6

APPROVAL FORM

- 1) An approval Form must accompany each proposal.
- 2) A proposed catalogue description of the course must accompany the proposal as a separate page.
- 3) Results of all consultations must be attached to the proposal.

Proposal Title Business Management II

Sponsor(s) Biology Department Dept. _____

Check One { Course _____ Credit/Level/Title Change _____ Other _____

Concentration _____ Specialization _____ Major Program _____ Certification _____

Graduate _____ Undergraduate _____ No. of Credits _____

REVIEWS		
Department Curr. Comm.	Division Curr. Comm	Dean of Division
Reviewed _____ Date _____	Reviewed _____ Date _____	Reviewed _____ Date _____
Approved _____ Not Approved _____ Date _____	Approved _____ Not Approved _____ Date _____	
Chairperson Dept. Curr. Comm.	Chairperson Div. Curr Comm.	Signature _____

SENATE CURRICULUM COMMITTEE

SCC # _____ Proposal Received _____ Open Hearing Held 10/2/78

Returned to the department for the following reason(s):

Approved by the Curriculum Committee: Date 11/20/78

Presented to Executive Committee of the Faculty Senate as information: Date 12/1/78

Notifications forwarded: Vice President for Academic Affairs: Date 1/2 7-78

Nickolas E. Radner
Signature: Chairperson, Curriculum Committee



78-79-6

State of New Jersey

GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

CAREER PLANNING AND PLACEMENT

To: Dickinson Gardner
From: Betsy McCalla Wriggins *BMCW*
Re: Course Title Change
Date: October 25, 1978

1. Attached is the course approval form for the course, Career Exploration Seminar.

2. Change Requested:

From: Career Exploration Seminar
To: Career Development II

3. Rationale:

The above change is requested to decrease confusion among students who register for this course and the course Career Exploration Seminar in Professional Studies.

If the change was not made, both courses would be listed as Career Exploration Seminar in the registration book.

4. Impact on program/department curricular design:

None

5. Results of Consultation:

Discussion with members of the Registrars office indicated that much student confusion and frustration would result if at least one course title was not changed.

BMCW/cr

MEMO

Glassboro State College

To Dr. Gardiner, Chairperson, Senate Curriculum Committee

Re Title Change

Date November 8, 1978 From Janice F. Weaver

Dear Dick:

I very much endorse the change of title for the course 0808.103, sponsored by Ms. Wriggins, because the Career Exploration Seminar title has already been given to a exploration of educational careers course in the Division of Professional Studies.

I am surprised that the course was able to go through the Curriculum Committee with a duplicate title and am thankful that Mrs. Wriggins is making an effort to avoid what would otherwise be a very confusing matter for students.

JFW/kls

cc: Rudi Salati



State of New Jersey

GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

CAREER PLANNING AND PLACEMENT

To: Paulette Beasley
Don Mumford
Marguerite Stubbs
George Lulos
Stan Yeldell
George Reinfield
Nicholas Schmelz
Doris Palzer
Edward Haldeman
From: Betsy McCalla Wriggins
Re: Title change of Career Exploration Seminar to Career Development II
Date: November 27, 1978

On Monday, November 20th, I went to the Curriculum Committee to request that the Career Exploration Seminar be changed to Career Development II.

The rationale for this request was that much confusion and frustration would occur in students when trying to register for both the Career Exploration Seminar in Professional Studies and the Career Exploration Seminar. Both courses would have the name title in the registration book.

The Curriculum Committee approved the name change if all the sponsors agree.

If you agree with this change, please sign your name below. If you have any questions, please let me know.

Paulette Beasley
Don Mumford
Marguerite Stubbs
George Lulos
Stan Yeldell
George Reinfield
Nicholas Schmelz
Doris Palzer
Edward Haldeman



17-78-187
72-11-11

State of New Jersey
GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

April 14, 1978

TO: Senate Curriculum Committee
FR: Eetsy M. Wriggins
RE: INTRODUCTION TO CAREER DEVELOPMENT
CAREER EXPLORATION SEMINAR
CAREER MAP

The above three courses are designed to assist Glassboro State College students in the career development process.

The objective of Introduction to Career Development is to provide a structured opportunity for students to assess their values and skills as they relate to and impact on career and major choice.

The objective of the Career Exploration Seminar is to provide a systematic method for students to identify, investigate, and evaluate career information and resources in light of their values, skills and employment expectations. This course is appropriate for a student with any major and it parallels the recently approved Career Exploration Seminar in Professional Studies.

The objective of Career Map is to provide a structured opportunity for students to develop marketing techniques so that they are able to take full responsibility for obtaining employment throughout their lives.

Each course is designed to be a quarter course during which the class would meet two times a week for one hour each for a total of 16, one hour sessions. The sixteen sessions meet the criteria for one student credit hour.

Staff is available from the divisions of Administrative Studies, Fine and Performing Arts, and Liberal Arts and Sciences. Dr. L. Brown indicated that funds from the general college budget would pay professors teaching these courses.

There will be a designated course coordinator and the professors teaching the courses will make up an Advisory Committee for review and evaluation.

If you have any additional questions, please let me know.

1977-78
Disciplinary
Career Dev.
Career Exploration Seminar

FACULTY SENATE
CURRICULUM COMMITTEE

SCC# 77-78-103

77-78-1

Approval Form

6-15-78
Approved
7/7/78

SCC# 77-78-103

Department Inter-disciplinary

Title Career Exploration Seminar

Sponsor(s) See Course Proposal No of Credits 1

COURSE SPECIALIZATION CONCENTRATION CERTIFICATION MAJOR PROGRAM

Approved by the department Graduate ()

Not recommended by the department Undergraduate (X)

Information copies forwarded: Academic Dean; Chairperson, Curriculum Committee

Signature: Dean [Signature] Date 4-14-78
Dean [Signature]
Dean [Signature]

DIVISION

Consultation on proposal has been held. The course proposal
is endorsed, pending final
Comments: approval. Meeting of
the division approved by the
Curriculum Committee Date April 13, 1978

Signature: Academic Dean and/or Divisional Committee
[Signature] V P A A

CURRICULUM COMMITTEE

Proposal received 4-14-78

Open Hearing held 4-21-78

Returned to the department for the following reason(s):

Approved by the Curriculum Committee

Presented to Executive Committee of the Faculty Senate as information

Notifications forwarded: Vice President for Academic Affairs

Signature: [Signature] Date 5-18-78

NEW COURSE PROPOSAL

ACADEMIC AND CAREER DEVELOPMENT SEMINARS

I. Title of the Course: *Career Exploration Seminar*

Department: *Interdisciplinary*

Sponsors: *Leo Beebe, Administrative Studies*
Paulette Beasley, Placement
Betsy Wriggins, Placement
Don Mumford, Placement
Marguerite Stubbs, Counseling
George Lulos, Career Education
Stan Yeldell, Law Justice
George Reinfeld, Communications Department
Kathy Bowers, Graduate Student - Student Personnel Services
Nicholas Schmeltz, Cooperative Education
Foris Palmer, Home Economics
Edward Haldeman, Special Education Services

II. Essence:

- A. Course: *Undergraduate elective*
- B. Semester Hour Credit: *One undergraduate credit*
- C. Course Level: *Freshman, Sophomore, Junior, Senior*
- D. Pre-requisites: *Introduction to Career Development or consent of instructor*
- E. Suggested Time: *Spring, 1979 or Fall, 1978 if possible*

III. Other Details:

- A. *At the present time, faculty and staff are adequate to teach the course.*
- B. *Material resources in the Library, Counseling Center, Career Planning and Placement Office, and Career Education Office are sufficient to provide students with a variety of information relevant to the career development process.*
- C. *Present classroom space is adequate to offer the course.*
- D. *Uniqueness: Career Exploration provides the student with the opportunity to research careers in several areas and explore alternative educational experiences. Students will have the opportunity to share information with other students whose career direction and interests may be very different.*

E. *General (Process) Objective:*

To provide a systematic method for students to identify, investigate, and evaluate career information and resources in light of their values, skills, and employment expectations.

F. *Specific Objectives:*

1. *Students will research career publications and describe them in terms of:*
 - *where they can be found*
 - *how they are used*
 - *what information they offer*
2. *Students will explore sources of non-printed career information.*
3. *Students will develop criteria upon which career information can be evaluated.*
4. *Students will evaluate printed and non-printed career information utilizing the criteria identified.*
5. *Students will examine vocational assessment tools and explore their usage.*
6. *Students will survey the community and campus in terms of the available career resources.*
7. *Students will explore 3 occupations individually, in terms of:*
 - *abilities, skills needed to perform job tasks*
 - *interests and values generally found among workers employed in the occupation(s)*
 - *nature of the work environment*
 - *nature of the work*
 - *salary expectations*
 - *opportunity for vertical and lateral mobility*
8. *Students will investigate 3 majors one might select in order to pursue these occupations.*
9. *Students will research the requirements of these majors, in terms of coursework that is needed to qualify for these occupations.*
10. *Students will interview a professional in a selected career area to acquire information relative to a specific occupation.*
11. *Students will examine the relationship between personal factors and career choice.*
12. *Students will evaluate the role of minors and concentrations, in terms of how they can serve to complement one's skills/enhance one's saleability in the job market.*

G. *Evaluation Procedure:*

The course will be offered on a pass/no credit basis. Successful completion of eighty percent of the course requirements will result in a passing grade.

IV. *Topical Outline*

- A. *Personal factors and career choice - overview*
- B. *Career publications*
- C. *Career resources*
- D. *Evaluation of career information*
- E. *Vocational assessment tools*
- F. *Occupational exploration*
- G. *Educational preparation*
- H. *Career decision making*

V. *Rationale:*

The process of selecting a career and a college major is usually based upon information that students gather from the media, parents, peers, and others. This information at best is incomplete and at worst, is inaccurate. Students need to learn how to identify, to investigate, and to evaluate occupational information so that they are able to make career choices based on accurate information.

Development of these skills would assist the students as they change careers throughout their working lives.

VI. *Consultation:*

*Franklin Astor, Music
Jack Cimprich, Mathematics
Lee Dinsmore, Physical Sciences
Terry Donohue, English
Don Gallagher, Communications
Dorie Gilchrist, Continuing Education for Women
Sidney Kessler, History
William Kushner, Speech and Theatre
Elizabeth Moore, Life Sciences
Shirley O'Day, Health & Physical Education
Muriel Onni, Foreign Language
Donald Pierpont, Professional Lab Experiences
Maurice Verbeke, Educational Administration
Judy Washington, Early Childhood
Richard Zahn, Foundations of Education
Chester Zimolsak, Geography/Anthropology*

VII. Catalogue Description:

This course is designed to assist students in identifying, investigating and evaluating occupational information. Students who take this course have already identified their interests, abilities, and values. They will do research to find careers which best utilize their abilities and meet their interests. They will also seek career choices which are consistent with their value systems. Pre-requisite: Introduction to Career Development or consent of instructor. (Approved Education major)

VIII. Additional Information: Bibliography