

CURRICULUM COMMITTEE

Approval Form

6-15-78
Approved by

Department Inter-disciplinary

Title Introduction to Career Development

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 See Attached

Dean See Attached

DIVISION

Consultation on proposal has been held. Course proposal for
Introduction to Career Development approved at
Comments: Meeting of the final decision
approved by the Curriculum Committee

Signature: Academic Dean and/or Divisional Committee [Signature] Date April 13, 1978
VPAA

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] Chairpersons, Curriculum Committee Date 5-18-78

NEW COURSE PROPOSAL
ACADEMIC AND CAREER DEVELOPMENT SEMINARS

I. *Title of the Course: Introduction to Career Development*

Department: Interdisciplinary

*Sponsors: Leo Beebe, Administrative Studies
Fauvette 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
Doris Palzer, 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: None*
- 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: Introduction to Career Planning provides an opportunity for students to examine personal interests, abilities, values, and personality characteristics as they relate to the world of work using an interdisciplinary approach. Regardless of the major a student ultimately selects, this course will provide a foundation for further career exploration.*

General (Process) Objectives:

To provide a structured opportunity for students to assess their values and skills as they relate to and impact on career and major choice.

F. Specific Objectives:

- 1. Students will identify the various steps in making a career decision.*
- 2. Students will explain their awareness of personal interests.*
- 3. Students will explain the strengths and weaknesses in their abilities.*
- 4. Students will identify their personal values.*
- 5. Students will identify their work values.*
- 6. Students will discuss how the values in life and work relate.*
- 7. Students will explore their attitudes about work, work habits and reasons for working.*
- 8. Students will describe their personal traits and characteristics and apply them to various career opportunities.*
- 9. Students will identify courses which will help in investigating career opportunities relating to their interests, skills, and values.*
- 10. Students will identify majors and concentrations at Glassboro State College.*
- 11. Students will develop interpersonal and communication skills in sharing information and ideas with other students.*
- 12. Students will identify occupational groupings as defined by Holland.*
- 13. Students will identify several occupational interest areas for further exploration.*
- 14. Students will develop a Career Planning Profile setting short term and long term goals in continuing the decision making process.*
- 15. Students will identify activities and educational experiences which will increase their knowledge of careers.*
- 16. Students will identify the activities, part-time/summer employment opportunities and educational experiences which will enhance their employability in the world of work.*

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. *Decision making process*

Goal Setting - Long Term - Short Term

B. *Interest exploration*

C. *Skills exploration*

D. *Value clarification - personal*

E. *Value clarification - work*

F. *Personality exploration*

G. *Occupational classification - themes by Holland*

H. *Career planning profile*

I. *Occupational information*

J. *Examination of courses at G.S.C.*

Majors at G.S.C., Concentrations at G.S.C.

K. *Occupational research and methods*

V. *Rationale:*

Many students at G.S.C. come to college to enhance their career opportunities. However, many of these students have not examined their interests, their abilities, their values to determine how all these factors impact on a career decision. This course would assist students in the examination of those factors and in the decision making process. The students would then be able to make an earlier and more informed choice of career and college major. The processes taught in the course would also enable students to examine on a continuing basis how changing interests, values and skills impact on career decisions.

VI. *Consultation:*

Franklin Astor, Music

Jack Cimprich, Mathematics

Lee Dinsmore, Physical Sciences

Terry Donohue, English

Don Gallagher, Communications

Dorie Gilchrist, Continuing Education for Women

Stacey Kessler, History

William Kushner, Speech and Theatre

Elizabeth Moore, Life Sciences

Shirley O'Day, Health & Physical Education

Mariel Omi, Foreign Language

Donald Pierpont, Professional Lab Experiences

Maurice Verbeke, Educational Administration

Judy Washington, Early Childhood

Richard Zinn, Foundations of Education

Chester Simolnak, Geography/Antropology

BIBLIOGRAPHY

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- Corwen, Leonard Job Hunter's Handbook. New York, N.Y.: Arco Publishing Company, 1977.
- Crystal, John and Bolles, Richard N. Where Do I Go From Here With My Life? New York: Seabury Press, 1974.
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- Djeddah, Eli Moving Up, How to Get High-Salaried Jobs. Berkeley, California: Ten Speed Press, 1977.
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- Fensterheim, Herbert and Baer, Jean Don't Say Yes When You Want To Say No. New York, N.Y.: Dell Publishing Company, Inc., 1975.
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Johns, Nelle Twain; Prince, Judith Sosebee and Miller, Gordon Porter How To Decide, A Guide for Women. New York, N.Y.: College Entrance Examination Board, 1975.

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Thompson, Melvin R. Why Should I Hire You? Seven Proven Steps for Getting the Job You Want. Venture Press, 1975.

Waelde, David E. How to Get a Federal Civil Service Job and Advance Your Federal Career. Washington, D.C.: Fedhelp Publications, 1976.

Yeomans, William N. Jobs 77, Where They Are How to Get Them. New York, N.Y.; Berkeley Winchover, 1977.

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VII. *Catalogue Description:*

This course is designed to assist students in identifying their values, skills, and interests as they are related to a career choice and selection of a college major. This course is recommended for students who come to college with no specific major or career direction or who are considering a change in major. This course is recommended for freshman.

VIII. *Additional Information: Bibliography*

MEMO

Glassboro State College

To Ms. Betsy McCalla Wriggins/Ms. Marquerite Stubbs
Re Short Term Course Proposal, "Career Map"
Date May 19, 1978 From Kenneth R. Clay, Chairperson,
Short Term Course Review Committee

KRC

The Short Term Course Review Committee met on May 17, 1978, and reviewed the course proposal, "Career Map," one undergraduate credit, upper division, interdisciplinary quarter course, to be offered Spring Semester of 1979. Approval to offer this course has been given subject to the following conditions:

1. That a minimum enrollment of fifteen students be obtained.
2. That the course will be considered a free elective course. Any other use of this credit will be subject to the approval of the respective program adviser.
3. That faculty staffing arrangements will be consistent with the State of New Jersey policies and other contractual provisions, and such arrangements will be approved by the Vice President for Academic Affairs.
4. That upon completion of the course an evaluation report will be submitted by Ms. Wriggins and Ms. Stubbs which includes both student and colleague evaluations of this experimental course. The course evaluation should also include to what extent this course compliments or duplicates existing services provided by various offices and departments on campus.

KRC:mrm

cc: Dr. Brown
Dr. Pino
Mr. Salati
Mr. Schaub
Review Committee
Mr. Beebe
Dr. Donovan
Dr. Masat
Dr. Morris
Dr. Weaver