

Washtenaw Community College Comprehensive Report

ACS 151 Student Success: In and Beyond the Classroom Effective Term: Winter 2021

Course Cover

Division: Humanities, Social and Behavioral Sciences

Department: English & College Readiness

Discipline: Academic Skills (new)

Course Number: 151

Org Number: 11100

Full Course Title: Student Success: In and Beyond the Classroom

Transcript Title: Academic and Career Success

Is Consultation with other department(s) required: No

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

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Course description

Outcomes/Assessment

Rationale: This course was conditionally approved; requesting full approval.

Proposed Start Semester: Winter 2021

Course Description: In this course students will build connections between academic skills, career development practices, and personal success. Using self-assessment tools and journaling, students will develop an awareness of personal strengths, interests, motivations, learning preferences, and skills. Students will apply the SMART (Specific, Measurable, Achievable, Relevant, Time bound) goal setting technique to establish short- and long-term goals, utilize a cognitive model for decision-making to narrow down career and educational choices, conduct career research, and engage in career preparation activities. Students will practice self-management techniques and academic skills as well as identify support networks and relevant college resources. Finally, students will reflect on and articulate strategies to achieve personal, academic, and career success. Specific sections designed for military veterans.

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

No Level Required

Requisites

Prerequisite

Academic Reading Level 3; Academic Writing Level 2

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, goals, preferences and skills through the production of career preparation materials.

Assessment 1

Assessment Tool: Career Planning Portfolio

Assessment Date: Winter 2021

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 75% of students will receive 75% or higher on the Career Planning Portfolio.

Who will score and analyze the data: Academic and Career Skills instructors will score and analyze the data.

2. Reflect on personal strengths as well as opportunities for growth and identify strategies for future academic and career success.

Assessment 1

Assessment Tool: Reflective Portfolio

Assessment Date: Winter 2021

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 75% of the students will receive 70% or higher on the Reflective Portfolio.

Who will score and analyze the data: Academic and Career Skills instructors will score and analyze the data.

Course Objectives

1. Identify personal patterns of interests, skills, values, and personality preferences in order to identify possible career options.
2. Complete an effective informational interview with a professional in a chosen career field.
3. Identify and use major sources of career information including library resources and web research.
4. Create a resume and cover letter.
5. Identify personal attributes for academic and career success.
6. Identify campus resources relevant to academic success and career preparation.
7. Utilize a cognitive model for decision-making to narrow down career and educational choices.
8. Explore strategies for improving reading and writing skills through career research and document preparation.

9. Apply the SMART (Specific, Measurable, Achievable, Relevant, Time bound) goal setting technique to establish long- and short-term goals.
10. Demonstrate time management techniques using calendaring software.
11. Explore effective money management strategies for the transition from college to entry level career positions.
12. Identify personal, academic and professional support networks.
13. Develop and use effective note taking techniques for academic presentations and interviews.
14. Reflect on choices as they relate to goal attainment and design a plan to align behaviors with goals.
15. Explore effective memorizing and study strategies to prepare for coursework and interviews.
16. Create a plan to update professional documents (resume and cover letter) to reflect lifelong learning.
17. Assess personal emotional intelligence and identify the connection between emotional intelligence and career success.
18. Create a self-care plan to support themselves physically, mentally, and emotionally in a chosen career field.
19. Develop technological skills necessary for success in the 21st century classrooms and careers.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Computer workstations/lab

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Jessica Hale</i>	<i>Faculty Preparer</i>	<i>Sep 01, 2020</i>
Department Chair/Area Director: <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Sep 01, 2020</i>
Dean: <i>Scott Britten</i>	<i>Recommend Approval</i>	<i>Sep 02, 2020</i>
Curriculum Committee Chair: <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Oct 27, 2020</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Oct 27, 2020</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Oct 28, 2020</i>