# Proposal to Initiate, Modify or Delete a Course

## 1. Type of Action

A. Addition  
   - Regular  
   - Experimental  
   - Other

B. Deletion

C. Modification  
   - X in credits  
   - X in number or alpha  
   - X in prerequisites  
   - Other

## 2. New Alpha, Number and Title

- IS105B Career Decision Making

## 3. Credit

## 4. Old Alpha, Number and Title

- IS105 Career Exploration and Planning

## 5. Credit

## 6. New Catalog Description

See attached for new description. Content change: Same information is split into 2 classes (IS105b and c instead of IS105). IS1 should be taught in the Fall and the modular options in the Spring.

## 7. Prerequisites

<table>
<thead>
<tr>
<th>Taken or placed in English Placement</th>
<th>Recommended</th>
<th>Prereqs</th>
</tr>
</thead>
</table>

## 8. Student Contact Hours per Week

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lecture/Lab</th>
<th>Lab</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

## 9. Proposed D. First Offer

- Spring 1995 (first 10 weeks)

## 10. This Course

- □ Is Required  
- □ Is an Elective for the WCC A.A. Program  
- □ Can Fulfill

## 11. This Course

- □ Increases  
- □ Decreases  
- □ Makes No Change in Number of Credits Required for the Program/Core

## 12. Similar Courses Offered Elsewhere

<table>
<thead>
<tr>
<th>College(s)</th>
<th>Alpha. Number. Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapiolani Comm. College</td>
<td>IS105B Career Decision Making 2 cr.</td>
</tr>
<tr>
<td>Maui Community College</td>
<td>IS105B Career Decision Making 2 cr.</td>
</tr>
</tbody>
</table>

## 13. This Course Is

- □ Already Articulated with
- □ Appropriate for Articulation with
- □ Not Yet Appropriate for Articulation

(Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

## 14. Reason for Initiating, Modifying or Deleting Course or Other Pertinent Comment

To allow students to pick what they need. Graduating students require more resume or interview assistance. Transfer students may not have chosen a major yet and re-entry students may need career research assistance. Students may take both if they wish.

**Requested by:**

**Approved by:**

- David Dennis, Department Chairperson
- Elizabeth Ashley, Faculty Senate
- Dean of Instruction
- Provost

**Change recorded by Catalog Preparer**

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CCC&M #6100  
(Amended for WCC use Sept. 1991)
# Levels of Review of Course Proposals at WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Subject Area</strong> (one or more instructors in the area)</td>
<td></td>
</tr>
<tr>
<td>stone myers</td>
<td></td>
</tr>
<tr>
<td>drola glad</td>
<td>11/9/95</td>
</tr>
<tr>
<td>robert dodd</td>
<td></td>
</tr>
<tr>
<td>norma joy</td>
<td></td>
</tr>
</tbody>
</table>

| **2. Department** |       |
| David Quinn | 2/8/96 |
| Department Chairperson |       |

Was this course discussed in a dept. mng. **No**

| **3. Division** |       |
| [Signature] | 3-6-96 |
| Assistant Dean of Instruction |       |

| **4. Curriculum Committee Review** |       |
| Approved | x |
| Disapproved |       |

Reason:

[Signature] | 3/12/96 |
| David Quinn |       |

Curriculum Committee Chairperson
ARTICULATED COURSE
CHANGE IN ALPHA / NUMBER / TITLE

OLD COURSE

<table>
<thead>
<tr>
<th>Course (alpha &amp; number):</th>
<th>IS 105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Career Exploration and Planning</td>
</tr>
</tbody>
</table>

REVISED COURSE

<table>
<thead>
<tr>
<th>Course (alpha &amp; number):</th>
<th>IS 105 B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Career Decision Making</td>
</tr>
</tbody>
</table>

Semester and Year when the revised course was/will be first offered:

Spring 1996

Reason for the change in Alpha and/or Number: To conform with those taught at other campuses and to provide individual choice for students in their semester of graduation and/or transfer. This will also allow more choice in 1 and 2 credit classes, which many need to create a full time schedule.

Note: A current outline of the renumbered course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus Windward Community College

Certifying authority __________________________ Signature and Title __________________________ Date __________________________

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street.
WCC FORM FOR COURSE MODIFICATIONS

Course IS 105 B Submitted by Kelley Martino Date 4/17/95

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course. There is no change in the content of the course. The modular format will allow students their choice, whether career exploration or job search skills. In the current IS105, all are included in one 3 credit course. The change will split this into 2 modules, IS105B, Career Decision Making and IS105C, JobSearch Skills. Students may take both or one. The course will be offered in the Spring to serve the more diverse needs of those students. IS105, as it is now, will continue to be offered for Fall incoming freshmen.

2. What is the rationale for the change?
Spring student tend to have different needs. Some are graduating and need resume writing, interviewing, etc. while transferring students may still not have chosen a major. Re-entry adult learners that have been downsized need re-careering assistance. More students are required to be full time but little is offered in 1 or 2 credit choices to serve that need.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.
no

4. Is the course articulated with any 4-year program? yes
If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.
It transfers as core to Hawaii Pacific University in place of Comml00. It transfers to other campuses as an elective. No expected impact on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?
No additional costs are expected. The same text can be used for both classes and I will continue to teach the class. Very little, if any, additional preparation will be needed.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? no
If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (See attached criteria for transfer courses.)
yes, it currently transfers.

WCC 9/91
IS 105B CAREER DECISION MAKING  
(weeks 1-10)

Instructor: Kelley Martino, Career Counselor

Credit Hours: 2

Recommended Preparation: Placement in or completion of ENG 22

Course Description:
An introductory course designed to prepare students to make more focused career/life decisions through self analysis and world of work examinations.

Upon completion of this course, students should be able to:

I. Self Information
   ... Identify and prioritize own interests, skills, personality traits and values.
   ... Demonstrate ability to use values clarification, decision-making, and time-management techniques in developing an individual career/life plan.
   ... Understand how individual interests, skills, personality traits, and values relate to career choice.

II. Career Exploration
   ... Understand the changing roles of men and women in the work force.
   ... Understand federal laws and regulations concerning sex discrimination, E.E.O., etc.

III. General Career Information
   ... Identify and use standard career resource books
   ... Determine appropriate educational opportunities that are consistent with individual career/life plans.
   ... Define in class discussion and written examination the terms and concepts relevant to career/life exploration and planning.

Required Materials:

1) Text: The Career Fitness Program, 1995, Sukiennik, Bendat, Raufman
*Additional resource materials may be found in the Career Center, Waipa Rm 124.

2) A standard 3-ring notebook large enough to hold text, lecture notes and additional materials. (A used notebook is fine.)

3) Indexed dividers (10 1/2" x 8") labeled:
   - Text
   - Lecture Notes
   - Exams/Quizzes
   - Projects/Papers
   - Handouts
   - Career Tests

The text and notebook will be turned in to the instructor for evaluation at the end of the semester. They should also be brought to all classes.

Instructor's office hours for class: Thursday from 3-4 p.m. Other times are available by appointment.

Office: Waipa 127
Career Center: Waipa 124
Phone: 235-7471
Phone: 235-7460

Grade Determination (100 points possible)

1) Class participation
   - 5 pts.
   - often = A = 4-5 pts.
   - sometimes = B/C = 2-3 pts.
   - seldom/never = D/F = 0-1 pt.

   ____ pts.

2) Class attendance
   - 5 pts.
   - (2 excused absences will not affect your grade.)
   - absences
     - 0 = A = 5 pts.
     - 1-2 = B = 4 pts.
     - 3-4 = C = 3 pts.
     - 5-6 = D = 1-2 pts.
     - 7+ = F = 0 pts.

   ____ pts.

3) Career inventories (5)
   - 25 pts.
   - all complete = A = 25 pts.
   - 1 incomplete = B = 20 pts.
   - 2 incomplete = C = 15 pts.
   - 3 incomplete = D = 10 pts.
   - 4/5 incomplete = F = 0 pts.

   ____ pts.

4) Career analysis (2)
   - 30 pts.
   - both complete = A = 30 pts.
   - one complete = B = 15 pts.
   - none complete = F = 0 pts.

   ____ pts.
5) Final exam
20 pts.

6) Information interview
15 pts.

Total points _______

____ pts.

completed = A = 15 pts.
not done = F = 0 pts.

____ pts.

Participation _______
Attendance _______
Career inventories _______
Career analyses _______
Mid-term exam _______
Information interview _______

Total points _______ = _____ grade

Your final grade is computed as follows:

90-100 = A
80-89  = B
70-79  = C
60-69  = D
0-59   = F

*Note: No work will be accepted late (including exams) without prior agreement with instructor. Work must be turned in by 4:30 p.m. of the due date. Any missed class handouts can be picked up in the IS 105 pickup box at the Career Center.