UNIVERSITY OF HAWAII COMMUNITY COLLEGES

PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition
   B. Deletion
   C. Modification

2. NEW ALPHA, NUMBER AND TITLE
   IS205 Advanced Career Seminar

3. CREDITS
   3

4. OLD ALPHA, NUMBER AND TITLE

5. CREDITS

6. NEW CATALOG DESCRIPTION
   This course is designed to serve the needs of the adult learner and worker with life and/or work experience. Topics such as career assessment and planning, career transition, work alternatives and personal marketing will be covered. The course will be taught using a combination of seminar style group meetings and independent studies.

7. PREREQUISITES
   Placement in ENG 100

8. STUDENT CONTACT HOURS PER WEEK
   Lecture 3 Lecture/Lab _ Lab __
   Other (specify) __________

9. PROPOSED DATE OF FIRST OFFERING
   Fall 1998

10. THIS COURSE
    □ IS REQUIRED
    □ IS AN ELECTIVE FOR THE WCC □ A.A. PROGRAM/CORE
    □ CAN FULFILL __________
    □ CAN FULFILL (Please specify)

11. THIS COURSE
    □ INCREASES □ DECREASES □ MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSE WHERE:
   College(s): Hawaii Pacific University
   Alpha. Number. Title: COM 311 Advanced Career Skills

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 serve the re-careering needs of those affected by downsizing, early retirement, job restructuring, etc. Can also benefit working evening students who expect to seek other employment after graduation.

REQUESTED BY: ____________________________ Date: 9/25/97
Department Chairperson

APPROVED BY: ____________________________ Date: 10/29/97
Curriculum Committee

__________________________ Date: 11/4/97
Faculty Senate

__________________________ Date: 11-6-97
Dean of Instruction

__________________________ Date: 3-8-98
Provost

Change recorded by Catalog Preparer

CCCM #6100
(Amended for WCC use Sept. 1991)
LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tr>
<td></td>
<td>10/6/97</td>
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1. Subject Area (one or more instructors in the area)
   - Dr. Denning
   - Dates: 10/6/97

2. Department
   - Robert de Jong
     - Department Chairperson
   - Dates: 10/6/97
   - Was this course discussed in a dept. mtg.?

3. Division
   - Assistant Dean of Instruction
   - Dates: 10-7-97

4. Curriculum Committee Review
   - Approved: X
   - Disapproved: __________
   - Reason:

   - Curriculum Committee Chairperson
   - Dates: 10/29/97
1. How is this course related to the educational needs and goals of the College/Department/Community as reflected in the MDP?
   1) To assist working evening students through independent studies format.
   2) Enhance offerings at 200 level. 3) Strengthen assistance to regular working students and community members who are dealing with work related issues.
   4) Support the idea of "career" as a lifelong learning activity. 5) To educate students in the "survival techniques" of maintaining career in the workforce of the future.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   No additional costs for materials or staff.

3. Is a similar course taught elsewhere in the UH system? _No_
   If yes, provide details of how this course differs from existing similar courses.

4. Is this course experimental and/or unique to Windward Community College? _Yes_
   If yes, provide rationale and details of its impact on the College curriculum. I do not expect any impact on current curriculum. I designed the course to assist displaced workers, downsized workers, people whose jobs are being restructured, evening students who work and plan a career change after graduation and some who are going to be affected by welfare reform.

5. Is a similar course taught on the upper division level by a 4-year UH college? _No_  COM 311 Advance Career Skills is taught at H.P.U.
   If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.
   IS 205 will assume are academic and/or experiential background and require a higher level of skills. The focus is very different from the personal exploration and introduction to work activities required in IS 105B/C.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). (See attached criteria for transfer courses.)
Course Outline & Syllabus: IS 205
Advanced Career Seminar

Instructor: Kelley Martino, Career Counselor
Credit Hours: 3
Required Preparation: Placement in Eng 100 or completion of Eng 21/22.

Course Description:
An advanced career development class designed to assist displaced workers, career changers, and other adults in career transition in developing a new plan of action.

Upon completion of this course, a student should be able to:

I. Self awareness:
   .... Identify and evaluate own stage of career development as it relates to job situation.
   .... Understand the role of self in dealing with emotions triggered by career crises.
   .... Understand how interests, values, abilities, and personalities relate to career choice.
   .... Identify transferable skills.

II. Career Development:
   .... Understand the changing roles and place of men and women in the workplace of the future.
   .... Increase awareness of differences in male/female communication patterns and understand relationship to workforce issues.
   .... Understand issues and federal laws/regulations concerning discrimination, sexual harassment and E.E.O.C., as well as legal confidentiality issues.

III. Career Information:
   .... Increase awareness of job alternatives such as non-traditional, franchises, independent contracting, entrepreneurial careers, etc.
   .... Determine appropriate educational opportunities consistent with new career/life plan.
   .... Identify and use standard career resource books, directories, and other business resources.
   .... Identify economic indicators and employment trends.

IV. Job Re-entry Skills:
   .... Create an updated resume suitable for scanning.
   .... Complete practice interview dealing with illegal questions, salary negotiation, etc.
   .... Write and share a personal marketing plan.
   .... Identify job retention problems and solutions.
Required Materials:
2) Standard 3 ring binder, with indexed dividers, large envelope for text, projects, tests and handouts.

Text and notebook will be turned in to instructor for evaluation at the end of the semester.

Instructor's Office hours and location:
Mondays from 3 - 4 p.m. in Waipa 127. Other times by appointment (ph. 235-7471)
Career Center: 235-7460

Methods of Instruction: Independent Studies
There will be 4 mandatory Saturday meetings for a total of 15 hours (1 credit). The other 2 credits will be earned through individual research, projects, assignments, etc. Work may be turned in by due date as follows:
1) Drop off in labeled manila envelope in my office drop box or door.
2) E-mail to K_Martino@WCCada.WCC.Hawaii-edu
3) Mail to me at W.C.C. address, attention to Career Center.

Grade determination: 100 points possible

1) Career inventories (6) 30 pts.
   all complete = 30 pts
   5 complete = 25 pts
   4 complete = 20 pts
   3 complete = 15 pts
   2 complete = 10 pts
   1 complete = 5 pts
   0 complete = 0 pts
   total

2) Career marketing plan (1) 20 pts.
   complete = 20 pts
   incomplete = 0 pts
   total

3) Resume/cover letter & interview 30 pts.
   resume complete = 15 pts
   cover letter = 5 pts
   interview = 10 pts
   total
4) Personal Workforce Issue Presentation: 20 pts.

| presented | = 20 pts |
| not done  | = 0 pts |

Final Grade Computation as follows:

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

*Note: 1) No work will be accepted late without prior agreement with instructor. Work must be in my office by 4:30 of the due date.
2) There are only 4 class meetings worth 1 credit out of 3. Each missed class will result in a 10 points reduction in grade.
COURSE SCHEDULE: IS 205

Week 1:
Read Chap. 1: Returning to the classroom
Do Chap. Ex.
* First Saturday: Overview of Chap. 1-3 & Class intro.

Week 2:
Read Chap. 2: Understanding the Career Development Process
Do Chap. Ex.

Week 3:
Read Chap. 3: Understanding Your Uniqueness
Do Chap. Ex.

Week 4:
Read Chap. 4: Personality Type & Interest
Do Chap. Ex.
* Second Saturday: Career assessments

Week 5:
Recognizing skills, abilities, and values
Do Chap. Ex.

Week 6:
Career alternatives
Do Chap. Ex.

Week 7:
Economic Indicators & Market Trends
Male/female communication patterns

Week 8:
Making Tough Decisions
Employer research

-4-
Week 9:
Networking, Job Campaigning & Negotiating
Third Saturday: Panel of business speakers:
"Business Ideas & Legal Issues"

Week 10:
Setting & Achieving Goals
Do Chap. Ex.

Week 11:
Presenting Yourself
Do Chap. Ex.

Week 12:
Starting your own business & other opportunities
Do Chap. Ex.

Week 13:
Making your contribution
Job retention issues
Do Chap. Ex.

Week 14:
A look at the larger view
Career development over the life span

Week 15:
Fourth Saturday
Exams & Presentations on Personal Marketing Plan
POINTS

The assignment of points may vary slightly each semester but the following is typical:

****************************************************************

| Five Projects | 50 points | 250 points |
| Attendance/Discussion | 50 points | 50 points |
| Midterm Exam | 100 points | 100 points |
| Final Exam | 100 points | 100 points |
| TOTAL | | 500 points |

Projects will be graded and assigned points on the following basis:

- The assignment produces the correct output
- A logical plan was used to solve the problem
- The assignment is grammatically correct (no misspellings/incomplete sentences, incorrect subject/verb agreement, etc.)
- The assignment is turned in on time
- No assignment will be accepted one week after the due date unless there is a serious problem. No retests are given. Make-up tests and waiver of minimum levels of achievement are given only in unique situations at the instructor's discretion. In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. An "F" grade will be assigned to students involved in cheating systems.

The letter grade for the course will be given as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100% of possible points</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89% of possible points</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79% of possible points</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69% of possible points</td>
</tr>
<tr>
<td>F</td>
<td>Below 60% of possible points</td>
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All students will need four 3 ½ " high density floppy disks for the semester.