Code # UCC01 (2014)

**New/Special Course Proposal-Bulletin Change Transmittal Form**

x **Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

☐ **Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to [mmcginnis@astate.edu](mailto:mmcginnis@astate.edu)

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| x**New Course or** ☐ **Special Course (Check one box)**  *Please complete the following and attach a copy of the catalogue page(s) showing what changes are necessary.* |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **General Education Committee Chair (If applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

1. Proposed Course Prefix and Number (For variable credit courses, indicate variable range.)

UC 1231

2. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Focus2 Career Planning and Decision Making

3. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio problems, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Lecture

4. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental)?

Standard

5. Is this course dual listed (undergraduate/graduate)?

None

6. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

None

7. Brief course description (40 words or fewer) as it should appear in the bulletin.

Assists students with the career planning and decision making process using Focus2 *Career and Education Planning System for College Student* . Assessment of interests, exploration of majors and career goals.

8. Indicate all prerequisites and if this course is restricted to a specific major, which major. (If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

a. Are there any prerequisites?

None

b. Why?

Enter text...

9. Course frequency(e.g. Fall, Spring, Summer). Not applicable to Graduate courses.

Fall second session

10. Contact Person (Name, Email Address, Phone Number)

Phil Hestand, Ph.D., LP, LPC, Counselor Supervisor, Director, ASU Counseling Center, Jonesboro Campus; phestand@astate.edu, 870-972-2318

11. Proposed Starting Term/Year

Fall 2015

12. Is this course in support of a new program? No

If yes, what program?

Enter text...

13. Does this course replace a course being deleted? No

If yes, what course?

Enter text...

Has this course number been used in the past? No

*Submit Course Deletion Proposal-Bulletin Change Transmittal Form.*

14. Does this course affect another program? No

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

15. Justification should include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

Approximately 50% of college students enter college without a clear career goal. Students will explore interests, values, decision making related to careers. Students will engage in academic skills evaluation, goals setting, and choice of major related to career planning.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

University College is assigned the task of assisting undecided students. This course supports the mission to assist students in choosing a major following effective career planning.

c. Student population served.

Undecided undergraduate students

d. Rationale for the level of the course (lower, upper, or graduate).

Many entering freshmen and sophomores are undecided. This class is appropriate for them.

16. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

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|  | Week 1 and 2 Career Readiness |

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| |  |  | | --- | --- | | [Career and Educational Goals](http://www.focuscareer2.com/LoggedIn/CareerAndEducationalGoals.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Academic Strengths](http://www.focuscareer2.com/LoggedIn/AcademicStrengthsOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Your Work Experiences and Accomplishments](http://www.focuscareer2.com/LoggedIn/CareerAndEducationalAccomplishments.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Your Career Planning Status](http://www.focuscareer2.com/LoggedIn/CareerPlanningStatusOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Your Personal Development Needs](http://www.focuscareer2.com/LoggedIn/DesiredTraitAnalysisOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | |

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|  | Week 3 and 4 Self Assessment |
| |  |  | | --- | --- | | [Work Interest Assessment](http://www.focuscareer2.com/LoggedIn/WorkInterestAssessmentOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Personality Assessment](http://www.focuscareer2.com/LoggedIn/PersonalityAssessmentOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Skills Assessment](http://www.focuscareer2.com/LoggedIn/SkillsAssessmentOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Values Assessment](http://www.focuscareer2.com/LoggedIn/ValuesAssessmentOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | | [Leisure Interest Assessment](http://www.focuscareer2.com/LoggedIn/LeisureInterestAssessmentOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) |  | |  | | | |

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|  | Week 5 Explore The Possibilities |
| [Search by Occupation Name](http://www.focuscareer2.com/LoggedIn/OccupationSearchByName.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [Search by Industry](http://www.focuscareer2.com/LoggedIn/OccupationSearchByIndustry.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [What can you do with a major in ..... at Arkansas State University-Main Campus?](http://www.focuscareer2.com/LoggedIn/MajorSelectionOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [Explore occupations associated with any major area of study](http://www.focuscareer2.com/LoggedIn/MajorSelectionAllOptions.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [Compare Two Occupations Side by Side](http://www.focuscareer2.com/LoggedIn/CompareTwoOccupations.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) | |

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|  | Week 6 Create A Plan To Achieve Your Objectives |
| [Build Your Action Plan](http://www.focuscareer2.com/LoggedIn/ActionPlanDescription.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d) | |

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|  | Week 7 Career Portfolio |
| [Review & Update Your Saved Careers](http://www.focuscareer2.com/LoggedIn/ReviewSavedOccupations.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [Review & Update Your Saved Majors](http://www.focuscareer2.com/LoggedIn/ReviewSavedMajors.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  [Review and Finalize Your Portfolio](http://www.focuscareer2.com/LoggedIn/ReviewYourPortfolio.cfm?Unique=%7bts%20%272014-08-27%2015:01:16%27%7d)  Week 8 Presentations  Submit Final Portfolio | |

17. Course requirements (e.g. research papers, projects, interviews, tests, etc.)

Assessments, career research, application paper, portfolio

18. Special features (e.g. labs, exhibits, site visitations, etc.)

Enter text...

19. Department staffing and classroom/lab resources (Will this require additional faculty, supplies, etc.?)

No

20. What is the primary intended learning goal for students enrolled in this course?

Students will decide on a major and career goal or confirm their major and affirm career goal

21. Reading and writing requirements:

a. Name of book, author, edition, company and year

No text

b. Number of pages of reading required per week: Enter text...

c. Number of pages of writing required over the course of the semester: Enter text...

22. High-Impact Activities (Check all that apply)

☐Collaborative assignments

☐Research with a faculty member

☐Diversity/Global learning experience

☐Service learning or community learning

☐Study abroad

☐Internship

☐Capstone or senior culminating experience

**x** Other Explain: Focus2 Career Modules reviewed with ASU Counseling Center staff

23. Considering the indicated primary goal (in Box #20), provide up to three outcomes that you expect of students after completion of this course.

**Outcome #1:** (For example, what will students who meet this goal know or be able to do as a result of this course?)

Students will identify a choice of major.

Learning Activity:(For example, what instructional processes do you plan to use to help students reach this outcome?)

Interest, value, personality and skills inventories will be completed.

Assessment Tool: (For example, what will students demonstrate, represent, or produce to provide evidence of their learning?)

Students will complete a personal application paper based on their results.

*(Repeat if needed for additional outcomes 2 and 3)*

**Outcome #2:**

Enter text...

Learning Activity:

Enter text...

Assessment Tool:

Enter text...

**Outcome #3**:

Enter text...

Learning Activity:

Enter text...

Assessment Tool:

Enter text...

24. Please indicate the extent to which this course addresses university-level student learning outcomes:

* 1. Global Awareness

☐Minimally  
☐Indirectly  
xDirectly

* 1. Thinking Critically

☐Minimally  
☐Indirectly  
xDirectly

* 1. Using Technology

☐Minimally  
☐Indirectly  
xDirectly

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

**To copy from the bulletin:**

1. Minimize this form.
2. Go to <http://registrar.astate.edu/bulletin.htm> and choose either undergraduate or graduate.
3. This will take you to a list of the bulletins by year, please open the most current bulletin.
4. Find the page(s) you wish to copy, click on the “select” button and highlight the pages you want to copy.
5. Right-click on the highlighted area.
6. Click on “copy”.
7. Minimize the bulletin and maximize this page.
8. Right-click immediately below this area and choose “paste”.
9. For additions to the bulletin, please change font color and make the font size larger than the surrounding text. Make it noticeable.
10. For deletions, strike through the text, change the font color, and enlarge the font size. Make it noticeable.

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UC 1151.

Stress Management 101

This course is a one credit elective to introduce students

to basic theoretical and practical concepts of stress management with a focus on personal applica

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tion to help prevent or reduce cognitive, emotional, and physical symptoms resulting from distress.

Spring.

UC 1231 Assists students with the career planning and decision making process using Focus2 *Career and Education Planning System for College Student*. Assessment of interests, exploration of majors and career goals.

UC 200V.

Special Topics

Individual study arranged in consultation with the instructor. Course

may be used by any college but must be approved by the Dean of University College, department

chair, and College Dean prior to enrollment. One - four credit hours; may be repeated but may not

exceed four hours total. Demand