**Curriculum Structure and Advising Checklist for Career Studies Certificate**

This advising checklist must be completed once per semester during a meeting with the student and his or her adviser.  It is the student’s responsibility to initiate the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course /Seminar/Activity Requirement**  | **Credits \*** **Required**  | **Course Title/No.** **Seminar, Credits**  | **Date** **Completed**  |
| **Fall Year 1 – First Semester** **BE SC 6000 Customer Relations Introduction** ***Minimum credits*** | ***18*** *(3 academic credits + 228 clock hours)* |   |   |
| Job Readiness, Self-management, Peer Mentor academic and social support, **Retail Industry Fundamentals** *(45 contact hours equates to 3 credits)*  | **9***(138 clock hours)* |   |   |
| **Academic Coursework -** A minimum of one freshman level academic course taken for non-credit. *(3-6 credits)*  | **3** |   |   |
| **On-site Career Exploration/Job Shadows****Career Exploration Seminar/Reflections**  | **3** *(45 clock hours)***1** *(15 clock hours)* |   |   |
| **First Year Seminar plus at least one additional seminar** *(Seminars offered for Campus Community)*  | **2** *(30 clock hours)* |   |   |
| **Spring Year 1 - Second Semester** **BE SC 6008 Customer Relations Intermediate** ***Minimum credits*** | ***17****(3 academic credits + 213 clock hours)* |   |   |
| Job Readiness, Self-management, Peer Mentor academic and social support, **Retail Industry Fundamentals** *(45 contact hours equates to 3 credits)*  | **9***(138 clock hours)* |   |   |
| **Academic Coursework -** A minimum of one freshman level academic course taken for non-credit. *(3-6 credits)* | **3-6** |   |   |
| **Career Exploration-** On-site Career Exploration/Job Shadows and campus practice work opportunities. *(3-6 credits)*   | **3***(45 clock hours)* |   |   |
| **First Year Seminar plus at least one additional seminar** *(Seminars offered for Campus Community)*  | **2***(30 clock hours*) |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course /Seminar/Activity Requirement**  | **Credits \*** **Required**  | **Course Title/No.** **Seminar, Credits**  | **Date** **Completed**  |
| **Fall Year 2 – Third Semester** **BE SC 6009 Customer Relations Advanced** ***Minimum credits*** | ***18****(6 academic credits + 220.5 clock hours****)*** |   |   |
| Job Readiness, Self-management, Peer Mentor academic and social support, **Retail Industry Fundamentals** *(45 contact hours equates to 3 credits)*  | **6** *(93 clock hours)* |   |   |
| **Academic Coursework -** A minimum of one academic course taken for non-credit. *(3-6 credits)*  | **3-6** |   |   |
| **Career Development –** On and off-campus practice work opportunities. *(6 credits)*  | **6** *(82.5 clock hours)* |  |  |
| **Seminars** *(minimum of 2 seminars plus Campus Job Fairs, Career Services Activities)* | **3***(45 clock hours*) |   |   |
| **Spring Year 2 – Fourth/Final Semester** **BE SC 6007 Customer Relations Practicum/Capstone** ***Minimum credits*** | ***14****(3 academic credits + 168 clock hours)* |   |   |
| **Career Development** – Off-campus practice work opportunities. Support from the job coach or peer mentor will be provided. Students will complete a capstone project. | **9***(138 clock hours)* |   |   |
| **Academic Coursework -** A minimum of one academic course taken for non-credit. (3 – 6 credits)  | **3-6** |   |   |
| **Seminars (minimum of 2 seminars)** Includes Campus Job Fairs and Career Services Activities for all students.  | **2***(30 clock hours)* |   |   |
|  **Total Credits for Career Studies Certificate** *(minimum)* | **67***(15 academic credits + 829.5 clock hours)* |   |   |
|  |
| Overall Score  | Pass/Fail  |     Date Completed   |

\*Credits refers to program requirements for the Career Studies Certificate and does not imply academic course credit.