**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.

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| **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*) |  |  |

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| **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.