

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.

Curriculum Structure and Advising Checklist for Career Studies Certificate

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 - Fall Year 1	18 (3 academic credits + 228 clock hours)		
Job Readiness, Self-management, Peer Mentor academic and social support (45 hours equates to 3 credits) 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 credit or non-credit. (3-6 credits)	3		
Career Exploration Seminar On-site Career Exploration	1 (15 clock hours) 3 (45 clock hours)		
Freshman 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 - Spring Year 1	17 (3 academic credits + 213 clock hours)		
Job Readiness, Self-management, Peer Mentor academic and social support (45 hours equates to 3 credits). 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 credit or non-credit. (3-6 credits)	3		
Career Exploration- Individual On-site Career Exploration based on Vocational Themes (3-6 credits)	3 (45 clock hours)		
Seminars (Minimum of 2 seminars)	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 - Fall Year 2	18 (6 academic credits + 220.5 clock hours)		
Retail Industry Fundamentals Exam** (45 contact hours equates to 3 credits)	3 if fails NRF exam 2 nd sem		
Job Readiness, Self-management, Peer Mentor academic and social support (45 hours equates to 3 credits)	6 (93 clock hours)		
Career Exploration - Individual On-site Career Exploration based on vocational themes. (6 credits)	6 (82.5 clock hours)		
Academic Coursework - A minimum of one academic course taken for credit or non-credit, related to Vocational Themes. (3-6 credits)	3 6 if passes NRF exam 2 nd sem		
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 Practicum – Capstone	14 (3 academic credits + 168 clock hours)		
9-12 credits Students will spend 3 days per week or more onsite for their practicum. The site will be chosen by the student with recommendations from the job coach. Support from the job coach or peer mentor will be provided during the Practicum. Includes Capstone paper and Presentation.	9 (138 clock hours)		
Academic Coursework - A minimum of one academic course taken for credit or non-credit, related to Vocational Themes. (3 – 6 credits)	3		
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)		

****National Retail Foundation Exam Score**

Overall Score	Pass/Fail	Date Completed
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*Credits refers to program requirements for the Career Studies Certificate and does not imply academic course credit.