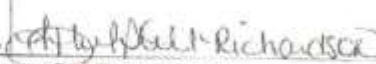


**Florida State College at Jacksonville
Curriculum Proposal Form**


Proposal Information (Place an "X" in the box next to those that are applicable.)

| | | | | |
|------------------|---|--|--|------------------------------------|
| Title | Career Education for Students with Disabilities, PSAV 5299 Program Modification | | | |
| Action(s) | <input type="checkbox"/> New Course | <input checked="" type="checkbox"/> Modify Course | <input type="checkbox"/> Inactivate Course | |
| | <input type="checkbox"/> New Program | <input checked="" type="checkbox"/> Modify Program | <input checked="" type="checkbox"/> Other | Use this space to describe action. |

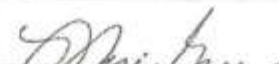
Faculty Proposal Originator(s)

| | | | |
|----------------------|---|--------------|---|
| Name(s) | Ethel Still Richardson (Adjunct), Rachel Rippey (Project Coordinator) | | |
| Telephone No. | 904-633-6456 | Email | ESR.Richardson@fscj.edu, rrippey@fscj.edu |
| Signature |  | | Date 6-13-16 |


Originator(s) Campus Dean/Program Manager

| | | | |
|-------------------|---|---|--|
| Name(s) | Dr. Gary Killam | | |
| Provision | <input checked="" type="checkbox"/> Support | <input type="checkbox"/> Do Not Support | <input type="checkbox"/> Support with Conditions Noted |
| Conditions | | | |
| Signature |  | | Date 6-13-16 |


Campus President/Executive Chair

| | | | |
|-------------------|---|---|--|
| Name(s) | Dr. Marje Gnage | | |
| Provision | <input type="checkbox"/> Support | <input type="checkbox"/> Do Not Support | <input type="checkbox"/> Support with Conditions Noted |
| Conditions | | | |
| Signature |  | | Date 6/13/16 |

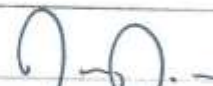
Associate Vice President/Executive Dean

| | | | |
|-------------------|---|---|--|
| Name(s) | Ms. Linda Woodard | | |
| Provision | <input checked="" type="checkbox"/> Support | <input type="checkbox"/> Do Not Support | <input type="checkbox"/> Support with Conditions Noted |
| Conditions | | | |
| Signature |  | | Date 9/12/16 |

Curriculum Committee Chair (Faculty Senate Chair)

| | | | |
|-------------------|---|---|---|
| Name(s) | Dr. John Woodward | | |
| Provision | <input type="checkbox"/> Support | <input type="checkbox"/> Do Not Support | <input checked="" type="checkbox"/> Support with Conditions Noted |
| Conditions | As Amended for updated grading policy per originator request in meeting pg. 6 AtdF → MIP, N | | |
| Signature |  | | Date 9-15-16 |

Vice President of the College/Provost or Designee

| | | | |
|-------------------|---|---|---|
| Name(s) | Dr. John Wall | | |
| Provision | <input checked="" type="checkbox"/> Support | <input type="checkbox"/> Do Not Support | <input checked="" type="checkbox"/> Support with Conditions Noted |
| Conditions | For KCV: Discontinue As long as suggested grade are allowable under current policy. | | |
| Signature |  | | Date 11/18/16 |

| | | |
|--|---|---|
| Curriculum Services Only C:520150730 | Date Received by Curriculum Services: 06-14-2016 | Proposal Assigned Tracking Number: 2016-01 |
|--|---|---|

June 14, 2016

ATTN: Curriculum

RE: Justification of Request

The attached proposal for modification to PSAV certificate #5299: Career Education for Students with Disabilities framework has been completed in order to better implement to program here at FSCJ. After implementing last fall, we quickly learned that students needed more time to complete the course objectives than the initial 25 hours, and that an A-F grading system did not make sense for a repeatable course.

Project Achieve initiated the curriculum proposal modification process in September of 2015, shortly before our Dean of Career Education left for another position. Due to several changes since that date, this package was lost twice between signatures. Now, with a new Dean of Career Education settled in, we were able to re-initiate the process and obtain all required signatures.

This modification is proposed for the Fall 2016 (20171) semester. Students have been accepted to the program for that term, but we are holding enrollment until the package is processed.

Thank you for your consideration,

Rachel Rippey

Project Achieve Coordinator

904-633-8456

rrippy@fscj.edu

NOTE: See page 8 for updated grading policies:

Requested change from A - F to:

Mastered (M)

Satisfactory Progress (P)

Not Progressing (N)

10/24/2016

To confirm which letter grades would be used systematically, Rebecca Nelson spoke with Valerie Walker and confirmed per originator Rachel Rippey intent. College already has grading method AS in place which will suffice for the requested grading methods requested.

Mastered (M) = Satisfactory (S)

Satisfactory Progress (P) = Satisfactory Progress (SP)

Not Progressing (N) = Not Progressing (NG)

CURRICULUM ACTION INFORMATION

(For assistance, contact Curriculum Services at 632-3273. The curriculum package will be returned if incomplete)

1. **Identify the effective semester for implementation:** 20171 (Fall Term 2016)
This term should be a future term that would not affect current students negatively. All actions in this package will be effective during the term indicated, unless otherwise reflected. Example: Fall Term, 2012 (20131). Please refer to SACS guidelines in item 5 and Financial Aid guidelines in item 6 when selecting appropriate effective semester.
2. **Program proposals** require the following: Program Information (*Program layout for college catalog must be included-see most recent catalog for format and inclusion, you may request from Curriculum office*) OCP and workforce credit information must be included for all PSAV programs. **If applicable program layout must include information about “Record of Conviction of a Crime”, drug screen, background check, immunizations and any other information required for licensing or certifying agents.** All new programs must include information regarding Program Integrity.

All new programs and program modifications with significant changes must include a copy of the program assessment plan. Advisory committee minutes, detailing employer support for the new program or changes should also be included if applicable. Curriculum packages missing these elements if applicable to the program will be considered “incomplete” until received.

(Please “X” that you have included the following with your curriculum submission or indicate “n/a”):

N/A – no change Program Assessment Plan (required for new programs and significant program modifications)
N/A – course updates only Advisory Committee Minutes (if applicable, required for support of new program or requested changes)

Complete the following for all program submissions:

Program Title: Career Education for Students with Disabilities

Program Code: 5299 (for new programs, please contact Curriculum Services for code assignment)

Degree Type: PSAV

School and Area (used for College Catalog): School of Health Sciences & Human Services -> Education/Students with Disabilities

State CIP number: 13990002SN Federal CIP number: N/A - 999999

(New programs only, unless State requires change)

TABE SCORES (must be included for all new PSAV programs): N/A

SOC NAV# (if appropriate, assigned by MEI): N/A

Program information from most recent catalog must be included with changes identified.

Please note: If a program is no longer active or students will not be able to complete the program as originally registered, Program Inactivation form and paperwork must be submitted to Curriculum Services.

3. **Limited Access** - Limited Access programs are those that limit the admission of prospective students on the basis of capacity (i.e., the number of students whom the program can accommodate because of available seats).

Is this program limited access? _____ Yes No

If yes, please describe criteria.

4. **Additional Program Requirements:**

(1.) Selective Access- Selective access programs are those that admit prospective students who meet specific admissions criteria, including, without being limited to, grade point average (G.P.A.), entrance exams, scores, letters of application, letters of reference and/or professional background criteria (e.g., criminal background check, drug screening, medical examination, and/or professional licensure or certification).

If this program is selective access, list requirements here, or you may insert on the catalog page included in this proposal.

As required by the curriculum framework, all students entering the program must have a documented disability (ex: IEP or psychological evaluation) that defines the need for additional instruction and support in order to develop meaningful education and career goals.

(2.) Occupation and Salary - The following information is required by the FLDOE to provide detailed information to students leading to occupation and salary (must be included for all new programs or to submit changes to existing information).

For each of your Programs of Study, take the salary information from the Florida Department of Economic Opportunity, Occupational Employment and Wages <http://www.floridawages.com/eds.php> for each Standard Occupational Code (SOC) associated with your program of study.

SOC Code: N/A

Job Occupation: _____

Entry Salary: _____

Median Salary: _____

Questions 5-7 are for new programs, substantially modified programs only, please review questions to assure you have met compliance and questions do not apply to this proposal submission.

5. **SACS Information** is required for all new and substantially modified programs:

Please answer the following questions to determine if you should complete the **substantive change intake form**:

(1.) Does this involve development of a new degree or certificate program? **NO**

(2.) Does this new degree or certificate program involve a contract, MOU, grant, or consortium for the development or construction of all or part of a program or certificate? (This applies whether the College is outsourcing instruction or our College is providing the instruction for another organization or company.) **NO**

(3.) Will this new degree or certificate program be offered via distance education? **NO**

(4.) Does this involve instruction of courses delivered by Florida State College at Jacksonville instructors/employees at an off-campus location? **NO**

(5.) Does this involve the closure of a program or certificate? **NO**

If you answered yes to one or more of the self-assessment questions above, please complete the **substantive change intake form** found on the College's website: <http://www.fscj.edu/district/institutional-effectiveness/coc-substantive-chg.php> and return it, along with a copy of the curriculum proposal, via e-mail to the Office of Institutional Effectiveness and Accreditation. New programs or programs that require substantive change will require more time for approval. Please factor in time in implementation date.

6. **Financial Aid** (State requires 90 days response time on all **new eligible program**). Please identify by “yes or no” if this program is eligible for Financial Aid or any other Federal Funding. If so, identify specifics. **NO. At this time, students enrolled in program are not eligible for traditional financial aid due to their special HS diploma designation.**

A financial aid eligible program would be:

At a school that qualifies as an institution of higher education, the following types of programs are eligible for federal student aid purposes:

- **Program leads to an associate, bachelor’s, professional, or graduate degree.** **NO**
- **Program of at least 2 academic years in duration that is acceptable for full credit toward a bachelor’s degree,** **NO**
- **Program is at minimum of 1 academic year in duration that leads to a certificate, degree, or other recognized credential and prepares students for gainful employment in a recognized occupation (at least 600 clock hours or 24 credit hours).** **NO**

If you answered yes to any of the above, this program must be SACS and state of Florida approved. Please make sure your effective term incorporates length of time to get appropriate approval.

7. Is this program identified as **gainful employment** (yes or no, include explanation)? _____ Yes No

-
8. **Course Information** (Course Information includes (if applicable) (list prefix, number and title, credit hours and contact hours. Course Outlines must be included for all new and modified courses.

a. **New Courses:** (SCNS website: http://scns.fldoe.org/scns/public/pb_index.jsp will assist in course number selection.) List recommended prefix/number, title, credit hours, and contact hours as appropriate. (example: ENC 1101 English Composition I 3 credit hours/3 lecture hours) **N/A**

b. **Course Modifications:** (course outlines are located at: <http://curriculum.fscj.edu/> and may be used to insert in package so modifications can be applied. Please make sure all changes are shown on outlines.) Modifications should be shown with strike-thru and either **RED** font for add or **highlights**, but changes should be clear. **DO NOT USE “TRACK” CHANGES IN WORD.** (example: TRA 2222 Transportation I, change title to: Transportation; credits hours from 3 to 4) **SEE ATTACHED**

c. **Course Inactivations (list prefix and number of each course):** **N/A**

9. **Identify if this is a General Education Requirement and if required** specified Category (Communication; Humanities; Mathematics; Natural Sciences (Biological or Physical, option A or B if appropriate) or Social & Behavioral Sciences.) – **ALL GER REQUIRED COURSES MUST BE SUBMITTED TO GER-SUBCOMMITTEE FOR APPROVAL PRIOR TO SUBMISSION TO CURRICULUM COMMITTEE.** **N/A**

10. **Effectiveness:** Please describe how current and past students are affected by this change, indicating how you plan to identify and resolve individual issues and how you plan to communicate these changes to affected students. **Currently enrolled students will not be affected by these program changes. Changes will impact students enrolling in fall of 2016, and the changes will increase their access to funding sources, and allow for additional time for program objective mastery.**

11. **Method of Instruction:** Should this course be offered in distance learning or other unique instructional format (please specify which format)? Why or why not? For assistance, see website: **NO** <http://www.fscj.edu/mydegree/Future-Students/Academics/Distance-Learning-and-Online-Programs.html> **This course should not be offered under any distance learning or other unique format, based on evidence that the**

most effective method for successful delivery of content and successful pass rate for the targeted populations is through standard classroom format.

12. Background (answer the following questions):

- Is this a state requirement? **NO**
- What is the requirement and why must we implement it? **NO**
- Has history shown students need this course/program for some reason? **YES, historically students with intellectual disabilities have little to no higher education options. This program allows for those students to access career and technical education in an inclusive college campus environment, while also improving PSAV program outcomes by better matching students to their desired higher education pathways.**
- Will this meet some specific workforce, university transfer or student success need? **YES, this program will improve student retention and completion, while also increasing employment outcomes upon program completion.**
- Are there partners, grant requirements, faculty collaborations or other reasons leading to the development of this course/program? **YES, The Project Achieve grant, funded by the Florida Developmental Disabilities Council, mandated that a long term, sustainable program be formed at FSCJ to support students with intellectual disabilities. Additional TPSID grant funding has been secured in order to further support this unique program through additional staffing and materials (awarded 10/1/15).**
- Please add any additional information to provide background for this submission.

13. Rationale/need for the above action(s).

- Is there a need for this course/program in our service district? **YES. Currently, FSCJ is the only college offering a certificated post-secondary vocational training program specifically designed for students with disabilities. Furthermore, this is the first program of its type in the state of Florida and is considered a replicable model for other state colleges and technical centers.**
- How will this impact student success for upper division instruction or job placement? **The objectives of the program are tied directly to job placement and the curriculum and supports place a heavy emphasis on employment skills and job placement. The program assists students with finding a specific career path that will make appropriate employment far more likely.**
- If the College already has a similar course/program, why are we developing this program/course and what are the differences between the programs and courses? **Students with special diplomas are ineligible for other SLS programs at FSCJ due to the credit bearing course requirement of a standard high school diploma or GED.**
- How many students and what businesses or transfer institutions will benefit? Does this course/program support a College goal or initiative? **YES, there are currently 17 students enrolled in the new program. This program will increase enrollment in existing PSAV Career Education programs and will provide supports to ensure those students are provided the best opportunity to succeed.**
- Please add any additional information to provide rationale for this submission.

14. Others Programs Impacted: Programs or courses affected by this proposal: Identify other existing programs of study or courses that this proposal will affect, and explain how they will be affected. (Program title, program code, required or elective). **N/A**

15. Articulations: If there are existing internal or external (inter-institutional) articulation agreements that will be impacted by this proposal request, please identify and contact as appropriate:

- Courses intended for transfer and External Upper division articulations (2+2): Contact Liberal Arts Department at 632-3170.

- Internal articulations (PSAV to AS) and external articulations (Industry certification to AS): Contact Workforce Development at 632-3363 to update agreement. Copies of active internal and external agreements can be found here - <https://www.dropbox.com/sh/o39aqev4wqlbny8/AAC2KS5TnxuHIUBTDYfoxvGfa?dl=0>
N/A

16. **Financial Information:** Special fees: A Special Fee Request form must be completed and sent to Finance, Attention: Controller. http://www.fccj.org/campuses/mccs/business_services/financial/forms/pdf/special-fee-request.pdf Budget and Department must be filled in for all new programs and courses. Please contact the Director of Budget and Financial Planning at 632-3142 with any budget questions.

Budget number: 11240200-112445 **Department:** DC PSAV Career Ed Stud w/Disab
Must be provided for all NEW programs or curriculum package will not go for recommendation.

17. **Fiscal Notes:** This response must include specific information on the financial impact to students and the institution. This section should be concise, unless there are special circumstances related to the course/program. Please answer the following questions. *If answer yes, explanation must be included.

This program change has no negative financial impact on the institution or students.

- Will there be unusual costs to students? **NO**
- Are faculty salaries to teach course/program higher or lower than standard rates? **STANDARD**
- Will additional staff or faculty be required, and if so, what are the costs to the institution? **N/A**
- Will the institution have to purchase additional equipment, supplies, software, and/or materials not currently owned by the College? **NO**
- Are there grant or business partnerships that will provide funds to establish the course/program? **YES, the Project Achieve grant from the Florida Developmental Disabilities Council currently funds one Project Coordinator to oversee project implementation. The TPSID 5-year grant, awarded 10/1/15, also supports this program by funding a full-time job placement specialist, travel for job development, and funds for coordination efforts.**
- Will business partnerships cover the course/program costs? **Tuition assistance will be provided to students via the Florida Division of Vocational Rehabilitation and/or Duval County Public Schools through Dual Enrollment.**

18. **Evaluation:** This response requests specific information on how you will assess the effectiveness of the course/program as it benefits students and the college. This section is also concise but should address the following: **credit transfer course:** review of student enrollment, completion and grades, as well as students ability to move to higher level courses if applicable; **credit or non-credit workforce:** review of student enrollment, completion, job placement, as well as business involvement in development, revision and evaluation of the course/program and student success; and **adult education courses** should include the same information as credit transfer courses but should also include job placement analysis.

After completing our first course section in the new program, the instructor and Project Coordinator have observed challenges and determined that more instructional time is needed in order for students to meet designated course objectives. Moving forward, effectiveness will continue to be assessed through review of student completion and job placement (ongoing; retention/completion rates, student satisfaction surveys, employment outcomes, etc.).

19. Do you feel that this proposal will have any special impact on the recruitment and retention of disadvantaged students? If so, please explain. **YES, this proposal will have a substantial impact on the recruitment and retention of disadvantaged students. The proposal also strongly supports the college's strategic initiative. The students targeted by the proposed program have no other options at FSCJ to receive valuable post-secondary training with the proper supports in place for their success. This opportunity will specifically target disadvantaged students for enrollment and will provide the appropriate supports to maintain a high level of retention.**

20. Answer the following (if appropriate). Earn credit how many times: 2

Writing Requirements course: _____ Yes X No

Grading Method or any special instructions (if other than standard): Requested change from AF to AS:

Mastered (M)

Satisfactory Progress (P)

Not Progressing (N)

10/24/2016

To confirm which letter grades would be used systematically, Rebecca Nelson spoke with Valerie Walker and confirmed per originator Rachel Rippey intent. College already has grading method AS in place which will suffice for the requested grading methods requested.

Mastered (M) = Satisfactory (S)

Satisfactory Progress (P) = Satisfactory Progress (SP)

Not Progressing (N) = Not Progressing (NG)

According to APM 09-0304-Curriculum Approval Process. The curriculum package with appropriate attachments must be e-mailed to Rebecca.nelson@fscj.edu when finalized. If you have any questions, please call 632-3292. The curriculum services office is located at Administrative Offices, 301. Our fax number is 632-3043.

Career Education for Students with Disabilities (5299) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Mission/Purpose

The mission of the Career Education for Students with Disabilities Career Preparatory program is to provide specialized career education for students with disabilities. Competencies in job preparatory instruction are provided that will enable students to enter an occupation for which they have been trained.

Career Opportunities

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply. OJT, ideally, leads to gainful employment placement.

Certification and Licensing

Students will receive a workforce certificate upon completion of the PSAV coursework.

Application Procedure

Minimum requirements for acceptance and admission to this program are as follows:

1. Complete and submit Florida State College at Jacksonville application;
2. Complete and submit VERTICAL application (Career Education for Students with Disabilities);
3. Provide Self-Report disability status to Office of Services for Students with Disabilities (OSSD) or equivalent office (provide two forms of documentation of disability, including justification of accommodations); and
4. Complete official interview with Project Coordinator for VERTICAL program to determine eligibility and program acceptance.

Application Deadline

The application deadline is the end of the prior academic term.

- Fall start: Summer deadline
- Spring start: Fall deadline
- Summer start: Spring deadline

Need More Information? Contact:

Rachel Rippey, Project Achieve Coordinator, Downtown Campus, Room A1001A **A1001K**, (904) 633-8456 or rippey@fscj.edu

More Information Online

[FLDOE CTE Career Education for Students with Disabilities](#)

Curriculum

Professional Courses

Both courses include labs and are repeatable.

[SLS 0051 - Training Related Occupations Contact Hours: ~~25~~ 45](#)

[SLS 0052 - Advanced Training Related Occupations Contact Hours: ~~25~~ 45](#)

Total Contact Hours: ~~50~~ 90

FLORIDA STATE COLLEGE AT JACKSONVILLE
NON-CREDIT COURSE OUTLINE

COURSE NUMBER:

SLS 0051

COURSE TITLE: Training Related Occupations

PREREQUISITE(S): None

COREQUISITE(S): None

TOTAL CONTACT HOURS: 25 45

(For Office Use Only:
Vocational Credits 1.5)

FACULTY WORKLOAD POINTS: .83 1.5

STANDARDIZED CLASS SIZE
ALLOCATION: 12

COURSE DESCRIPTION:

This course facilitates student development of realistic employment goals, provides opportunities for students to demonstrate employability skills, equips students with interpersonal skills for the workplace, and fosters work experiences that prepare students for gainful employment in their field of choice. Opportunities for on the job training and internships are provided through this course and its accompanying industry lab. Completion of the course occurs only once the student has mastered the determined student performance objectives in the Adult Individualized Education Plan (AIEP). This course will require lab hours and may be repeated until all objectives are mastered.

SUGGESTED TEXT(S): None

IMPLEMENTATION DATE: Fall Term, 2015 (20161) – Proposal 2015-26

REVIEW OR MODIFICATION DATE: Fall Term, 2015 (20161) – Outline Review 14-15
Fall Term, 2016 (20171) – Proposal 2016-01

| COURSE TOPICS | <u>CONTACT HOURS PER TOPIC</u> |
|--|------------------------------------|
| I. Acting as a responsible and contributing citizen and employee. | 3 6 |
| II. Appropriate academic and technical skills. (Lab) | 2 |
| III. Attending to personal health and financial well-being. | 4 4 |
| IV. Communicating clearly, effectively and with reason. | 2 4 |
| V. Environmental, social and economic impacts of decisions. | 2 4 |
| VI. Creativity and innovation. | 1 |
| VII. Valid and reliable research strategies. | 1 |
| VIII. Critical thinking to make sense of problems and persevere in solving them. | 2 4 |
| IX. Integrity, ethical leadership and effective management. | 2 |
| X. Planning an education and career path aligned to personal goals. | 4 10 |
| XI. Using technology to enhance productivity. (Lab) | 2 |
| XII. Working productively in teams while using cultural/global competence. | 3 5 |

LAB TOPICS: The 4 contact hours for lab will be utilized by the faculty to enhance specific academic and personal skills in support of the students' vocational search completion (Writing, Reading, Language, Math, Study Skills, Using Vocation Specific Tools/Technical Skills, etc.) as determined by faculty assessment of students.

PROGRAM TITLE: Career Education for Students with Disabilities
COURSE TITLE: Training Related Occupations
CIP NUMBER: 13990002SN

Program frameworks can be found at the following website:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/>

| | | | |
|---------------------------|------------------------------|---------------------------------|-------|
| SECTION 1 | | | |
| Course Prefix and Number: | SLS 0051 | Semester Credit Hours (Credit): | |
| | | Contact Hours (Workforce): | 25 45 |
| Course Title: | Training Related Occupations | | |

SECTION 2a (To be completed for General Education courses only.)

TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)

| | |
|--------------------------|---|
| <input type="checkbox"/> | General Education Core (If selected, core discipline area will be identified in Section 4.) |
| <input type="checkbox"/> | General Education (If selected, you must also complete Section 4, Section 5, and Section 8) |

SECTION 2b

TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|---------------------------|--------------------------|------------------------------|--|----------------------------|
| <input type="checkbox"/> | A.A. Elective | <input type="checkbox"/> | A.S. Required Course | <input type="checkbox"/> | A.S. Professional Elective |
| <input type="checkbox"/> | A.A.S. Required Course | <input type="checkbox"/> | A.A.S. Professional Elective | <input type="checkbox"/> | Technical Certificate |
| X | PSAV/Clock Hour/Workforce | <input type="checkbox"/> | Development Education | <input type="checkbox"/> | Apprenticeship |
| <input type="checkbox"/> | Upper Division/Bachelors | <input type="checkbox"/> | Other: | If selected, use this space to title "other" option. | |

SECTION 3

INTELLECTUAL COMPETENCIES (Place an "X" in the box next to those that are applicable.)

| | | | | | | | | | |
|---|---------|---|-----------|---|----------------------|--------------------------|--------------------|--------------------------|------------------------------|
| X | Reading | X | Speaking | X | Critical Analysis | <input type="checkbox"/> | Qualitative Skills | <input type="checkbox"/> | Scientific Method of Inquiry |
| X | Writing | X | Listening | X | Information Literacy | X | Ethical Judgement | X | Working Collaboratively |

SECTION 4 (To be completed for General Education courses only.)

GENERAL EDUCATION DISCIPLINE AREA (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|--------------------------------|--------------------------|------------|--------------------------|------------------|
| <input type="checkbox"/> | Communications | <input type="checkbox"/> | Humanities | <input type="checkbox"/> | Mathematics |
| <input type="checkbox"/> | Social and Behavioral Sciences | <input type="checkbox"/> | | <input type="checkbox"/> | Natural Sciences |

SECTION 5 (To be completed for General Education courses only.)

GENERAL EDUCATION LEARNING OUTCOME AREA (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|---------------------------------------|--------------------------|-------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Communication | <input type="checkbox"/> | Critical Thinking | <input type="checkbox"/> | Information Literacy |
| <input type="checkbox"/> | Scientific and Quantitative Reasoning | <input type="checkbox"/> | | <input type="checkbox"/> | Global Sociocultural Responsibility |

SECTION 6

| LEARNING OUTCOMES | TYPE OF OUTCOME (General Education, Course or Program) | METHOD OF ASSESSMENT |
|---|---|--|
| Determine realistic employment goals | Course | Written Product via Individualized Education Plan |
| Demonstrate employability skills appropriate to the workplace | Course | Discussion, Examination, Direct Observation |
| Manage personal relationships | Course | Discussion, Examination, Role Play Exercises |
| Use technology, tools, equipment and supplies safely and correctly. | Course | Discussion, Examination, Instructor Observation |
| Demonstrate acquired skills through on-the-job training. | Course, Program | Direct Observation |
| Demonstrate mastery of selected outcomes from one or more job preparatory programs. | Course, Program | Discussion, Examination, Student Product, Direct Observation |

SECTION 7

| | | | |
|------------------|---------------|-------|------------|
| Faculty name(s): | Rachel Rippey | Date: | 04/03/2015 |
|------------------|---------------|-------|------------|

CS2015061

FLORIDA STATE COLLEGE AT JACKSONVILLE
NON-COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: SLS 0052

COURSE TITLE: Advanced Training Related Occupations

PREREQUISITE(S): None

COREQUISITE(S): None

TOTAL CONTACT HOURS: ~~25~~ 45

(For Office Use Only:
Vocational Credits 1.5)

FACULTY WORKLOAD POINTS: ~~.83~~ 1.5

STANDARDIZED CLASS SIZE
ALLOCATION: 12

COURSE DESCRIPTION:
This course facilitates student development of realistic employment goals, provides opportunities for students to demonstrate employability skills, equips students with interpersonal skills for the workplace, and fosters work experiences that prepare students for gainful employment in their field of choice. Opportunities for on the job training and internships are provided through this course and its accompanying industry lab. Completion of the course occurs only once the student has mastered the determined student performance objectives in the Adult Individualized Education Plan (AIEP). This course will require lab hours, and may be repeated until all objectives are mastered.

SUGGESTED TEXT(S): None

IMPLEMENTATION DATE: Fall Term, 2015 (20161) – Proposal 2015-26

REVIEW OR MODIFICATION DATE: Fall Term, 2015 (20161) – Outline Review 14-15
Fall Term, 2016 (20171) – Proposal 2016-01

| COURSE TOPICS | CONTACT HOURS |
|--|------------------|
| | <u>PER TOPIC</u> |
| I. Acting as a responsible and contributing citizen and employee. | 3 6 |
| II. Appropriate academic and technical skills. (Lab) | 2 |
| III. Attending to personal health and financial well-being. | 4 4 |
| IV. Communicating clearly, effectively and with reason. | 2 4 |
| V. Environmental, social and economic impacts of decisions. | 2 4 |
| VI. Creativity and innovation. | 1 |
| VII. Valid and reliable research strategies. | 1 |
| VIII. Critical thinking to make sense of problems and persevere in solving them. | 2 4 |
| IX. Integrity, ethical leadership and effective management. | 2 |
| X. Planning an education and career path aligned to personal goals. | 4 10 |
| XI. Using technology to enhance productivity. (Lab) | 2 |
| XII. Working productively in teams while using cultural/global competence. | 3 5 |

LAB TOPICS: The 4 contact hours for lab will be utilized by the faculty to enhance specific academic and personal skills in support of the students' vocational search completion (Writing, Reading, Language, Math, Study Skills, Using Vocation Specific Tools/Technical Skills, etc.) as determined by faculty assessment of students.

PROGRAM TITLE: Career Education for Students with Disabilities

COURSE TITLE: Advanced Training Related Occupations

CIP NUMBER: 13990002SN

Program frameworks can be found at the following website:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/>

| | | | |
|---------------------------|---------------------------------------|---------------------------------|-------|
| SECTION 1 | | | |
| Course Prefix and Number: | SLS 0052 | Semester Credit Hours (Credit): | |
| | | Contact Hours (Workforce): | 25-45 |
| Course Title: | Advanced Training Related Occupations | | |

SECTION 2a (To be completed for General Education courses only.)

TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)

| | |
|--------------------------|---|
| <input type="checkbox"/> | General Education Core (If selected, core discipline area will be identified in Section 4.) |
| <input type="checkbox"/> | General Education (If selected, you must also complete Section 4, Section 5, and Section 8) |

SECTION 2b

TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|---------------------------|--------------------------|------------------------------|--|----------------------------|
| <input type="checkbox"/> | A.A. Elective | <input type="checkbox"/> | A.S. Required Course | <input type="checkbox"/> | A.S. Professional Elective |
| <input type="checkbox"/> | A.A.S. Required Course | <input type="checkbox"/> | A.A.S. Professional Elective | <input type="checkbox"/> | Technical Certificate |
| X | PSAV/Clock Hour/Workforce | <input type="checkbox"/> | Development Education | <input type="checkbox"/> | Apprenticeship |
| <input type="checkbox"/> | Upper Division/Bachelors | <input type="checkbox"/> | Other: | If selected, use this space to title "other" option. | |

SECTION 3

INTELLECTUAL COMPETENCIES (Place an "X" in the box next to those that are applicable.)

| | | | | | | | | | |
|---|---------|---|-----------|---|----------------------|--------------------------|--------------------|--------------------------|------------------------------|
| X | Reading | X | Speaking | X | Critical Analysis | <input type="checkbox"/> | Qualitative Skills | <input type="checkbox"/> | Scientific Method of Inquiry |
| X | Writing | X | Listening | X | Information Literacy | X | Ethical Judgement | X | Working Collaboratively |

SECTION 4 (To be completed for General Education courses only.)

GENERAL EDUCATION DISCIPLINE AREA (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|--------------------------------|--------------------------|------------|--------------------------|------------------|
| <input type="checkbox"/> | Communications | <input type="checkbox"/> | Humanities | <input type="checkbox"/> | Mathematics |
| <input type="checkbox"/> | Social and Behavioral Sciences | <input type="checkbox"/> | | <input type="checkbox"/> | Natural Sciences |

SECTION 5 (To be completed for General Education courses only.)

GENERAL EDUCATION LEARNING OUTCOME AREA (Place an "X" in the box next to those that are applicable.)

| | | | | | |
|--------------------------|---------------------------------------|--------------------------|-------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Communication | <input type="checkbox"/> | Critical Thinking | <input type="checkbox"/> | Information Literacy |
| <input type="checkbox"/> | Scientific and Quantitative Reasoning | <input type="checkbox"/> | | <input type="checkbox"/> | Global Sociocultural Responsibility |

SECTION 6

| LEARNING OUTCOMES | TYPE OF OUTCOME (General Education, Course or Program) | METHOD OF ASSESSMENT |
|---|---|--|
| Determine realistic employment goals | Course | Written Product via Individualized Education Plan |
| Demonstrate employability skills appropriate to the workplace | Course | Discussion, Examination, Direct Observation |
| Manage personal relationships | Course | Discussion, Examination, Role Play Exercises |
| Use technology, tools, equipment and supplies safely and correctly. | Course | Discussion, Examination, Instructor Observation |
| Demonstrate acquired skills through on-the-job training. | Course, Program | Direct Observation |
| Demonstrate mastery of selected outcomes from one or more job preparatory programs. | Course, Program | Discussion, Examination, Student Product, Direct Observation |

SECTION 7

| | | | |
|------------------|---------------|-------|------------|
| Faculty name(s): | Rachel Rippey | Date: | 04/03/2015 |
|------------------|---------------|-------|------------|

CS20150615