

**Plan of Study**  
**Career and Academic Advising Certificate (15-credit hours)**  
**Higher Education Administration & Student Personnel**  
**Kent State University**

Coursework must be completed within six years of initial certificate enrollment.  
To receive your certificate, you must apply for graduation.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Certificate Advisor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Student's Advisor \_\_\_\_\_ Program \_\_\_\_\_

**Certificate: 15 Credit Hours**

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**Required: 15 Hours**

- \_\_\_\_\_ CES 68182 - Career Counseling (3)
- \_\_\_\_\_ HIED 6/76653 - College Student Development (3)
- \_\_\_\_\_ HIED 6/76679 - Career Advising: Theory and Practice (3)

**Electives (Choose two [6 credits] from the following:**

- \_\_\_\_\_ HIED 6/76681 - Administration of Advising Services (3)
- \_\_\_\_\_ HIED 6/76492 - Internship, Practicum, & Field Experience (3) \*
- \_\_\_\_\_ HIED 6/76677 - Workforce, Economic, & Comm. Devel. in Community Colleges (3)
- \_\_\_\_\_ HIED 86559 - Advanced Student and Adult Development (3) \*\*
- \_\_\_\_\_ HIED 6/76733 - Interpersonal and Group Dynamics (3)
- \_\_\_\_\_ CES 6/76531 - Counseling Skills and Techniques (3)

Any other courses must be approved by advisor.

\*Students must have completed at least six hours in the certificate program before applying for an internship. Internships must be in setting suitable for academic and career advising services.

\*\*This course is only offered every other summer.

Revised February 6, 2024

**CES 68182 - CAREER COUNSELING**

The world of work, theories of career choice, techniques in career counseling. An introductory course in the career area for practitioners in education, helping services, human resources and personnel.

**HIED 6/76653 - COLLEGE STUDENT DEVELOPMENT**

Study of theories concerning the development of college students and other adults, and principles for translating theory into practice.

**HIED 6/76679 - CAREER ADVISING: THEORY AND PRACTICE**

Develop practical skills in providing developmentally appropriate theory based academic and career advising to assist individuals in adding meaningful and purposeful work into their lives.

**HIED 6/76681 - ADMINISTRATION OF ADVISING SERVICES**

Examines contemporary issues in administration of academic advising services. Challenges students to rethink models and methods used to prepare individuals to enter the workforce and navigate their careers. Prerequisite: HIED 6/76653

**HIED 6/76492 - INTERNSHIP, PRACTICUM, & FIELD EXPERIENCE**

Field-based internship of at least 150 clock hours, as approved by the program area faculty. Specific topics are outlined and shared at meetings prior to beginning internship.

**HIED 6/76677 - WORKFORCE, ECONOMIC AND COMMUNITY DEVELOPMENT IN COMMUNITY COLLEGES**

Within the context of social, economic, and technology shifts, this course examines the role of the community college in workforce, economic and community development.

**HIED 86559 - ADVANCED STUDENT AND ADULT DEVELOPMENT**

Students develop an in-depth understanding of one or more current theories of student or adult development. They gain additional knowledge in student development theory and theory creation.

**HIED 6/76733 - INTERPERSONAL AND GROUP DYNAMICS**

Participants work in task groups learning about interpersonal, group and intergroup dynamics in organizations through lectures, discussions and analysis of their in group experiences.

**CES 6/76531 - COUNSELING SKILLS AND TECHNIQUES**

Didactic and experiential training in basic interviewing and counseling techniques prepares the student for practicum through role playing, videotaped feedback and simulation.