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

Date:_________________________  Student Name:________________________________

Student ID #:__________________  Student E-Mail:________________________________

Student Signature:_____________________________________________________________

Certificate Advisor Signature:____________________________________________________

Name of the Student’s Advisor:____________________________________________________

Required:

______ CES 68182  Career Counseling (3 credit hours)
______ HIED 6/76653  College Student Development (3 credit hours)
______ HIED 6/76679  Career Advising: Theory and Practice (3 credit hours)

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

______ HIED 6/76681  Administration of Advising Services (3 credit hours)
______ HIED 6/76492  Internship, Practicum, & Field Experience (3 credit hours) *
______ HIED 6/76677  Workforce, Economic, & Community Development in Community Colleges (3 credit hours)
______ HIED 6/76733  Interpersonal and Group Dynamics (3 credit hours)
______ CES 6/76531  Counseling Skills and Techniques (3 credit hours)

Or other course approved by advisor:

______ Approved Elective: ______________________________________________________

*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.
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 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.