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| **COMMUNITY COLLEGE OF PHILADELPHIA****Degree Program Revision Template** |
| Name of Degree Program | Individualized Studies (was Technical Studies) |
| Faculty Developer | Richard Saxton |
| Academic Pathway | Business, Entrepreneurship, and Law |
| Department  | Transportation Technologies |
| Facilitator | Amy Birge-Caracappa |
| Recommended Starting Semester | Fall 2021 |
| **Today’s Date** | 12/21/2020 |

1. **Description of and Rationale for Revision**

In a typical degree program, students begin with introductory and general education courses and progress to more advanced and specialized courses. However, in this select program, students enter having mastered a specialized skill (e.g., certified aviation mechanic or contract management) and then develop a complementary set of skills through an individualized set of courses, as well as their “general education” skills, at the College.

To recognize students’ mastery of a specialized skill, the current Technical Studies program provides 12-30 prior learning assessment (PLA) credits for students who have relevant training/certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies that can apply toward an associate degree. In addition, students currently develop a Personal Education Plan (PEP) of 6-24 credits to complement their specialized skill in the areas of technology or business.

Students who have taken advantage of this opportunity primarily seek a degree that will help them move into a different career path. We have seen students from various labor unions, and we have created various articulations to simplify this path. The revision is necessary to provide an updated set of program learning outcomes and a more focused, individualized path.

The revision also broadens the scope of the degree beyond “technical” education, allowing potential students with prior learning (including training/certifications, work experience, non-credit to credit program articulations, and other demonstrated competencies) in non-technical areas to take advantage of the degree program and necessitating a change in the program’s title. The technology and business concentrations in the Personal Education Plan (PEP) are eliminated, expanding the program’s focus beyond technical fields and allowing students to apply substantive PLA credit in any field and choose courses that directly relate to their career or educational goals. In order to make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop a PEP that focuses on the student’s anticipated career path, and the PEP will be approved by the department head within the student’s first semester as an Individualized Studies major.

In addition, this revision updates the catalog page to reflect more current information about general education, which is revised effective Fall 2021. Changes to the course sequence to update the general education requirements allow for the addition of a general elective in the second semester, which provides greater flexibility for incoming students who may have already done coursework or allows students to add depth in their specialized skill area.

There are no changes to credits or other requirements.

1. **Program Learning Outcomes**

The current program only has three PLOs, all of which address the skills that students learn in their general education courses. These PLOs have been updated to reflect the revised general education requirements that take effect Fall 2021. The addition of the fourth PLO covers the PLA credits as well as any courses included in the Personnel Education Plan.

Upon completion of this program graduates will be able to:

Use oral, written, and non-verbal methods of communication to examine and discuss problems and issues.

Analyze primary and secondary sources in different academic disciplines to discern and respect diverse perspectives and experiences.

* Use critical thinking to solve problems within and across disciplines.
* Demonstrate proficiency in a Technical/Occupational Core.

The new PLO provides a more coherent set of program learning outcomes. Students will demonstrate the outcome by providing documentation of a specific concentration area that they completed before entering the program. This experience will have to be documented and evaluated by the department head to provide PLA credits.

The evaluation process will begin with the student providing their PLA documents, certificates, industry certifications, documented training hours – courses, licenses, etc. Once the PLA has been completed, the student will meet with the department head to create their PEP. Currently, this is where many students have trouble understanding the various parts of the program. When approved, this revised PEP will give them a specific direction and will be preapproved for graduation, provided the student doesn’t make any changes without amending the plan through the department head. We hope to design a dynamic form to help with the process of tracking their path. This is similar to a design that was recently completed for the Business Leadership program which a new dynamic form that the student as well as the College can use to track progress to graduation.

1. **Supporting Data**

Available enrollment data from Spring 2018 to Fall 2020 indicates persistent low enrollment in the program. Please see the Appendix for more information.

1. **Effect on Other Programs**

This program revision will have no effect on other programs.

1. **Space or Technology Requirements**

There are no space or technology requirements.

1. **Current/Proposed Catalog Page**

# **Technical Studies (current)**

The Technical Studies program recognizes valuable training and/or work experience by giving students in technical fields the opportunity to receive college credits for their experiences and to apply that experience and knowledge to an associate's degree. It assists individuals in their preparation for career advancement or change. The student will develop an personal education plan directly related to career or educational goals.

This select program has four components:

1. Prior learning assessment:12-30 credits in the Technical/Occupational core from industry certifications and other demonstrated competencies
2. 21 credits of General Education
3. 3 credits in communication
4. 6-24 credits taken as part of a Personal Education Plan that has either a technical or a business-related focus

**Student Learning Outcomes:**

Upon completion of this program, graduates will:

* Demonstrate competence in oral and written communication.
* Demonstrate an understanding of cultural diversity
* Demonstrate the ability to think critically in many disciplines

**Program Entry Requirements:** This is a select program. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement tests at their time of entry into the College. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the program. Students are accepted into the program upon assessment of their prior learning and the application of credits to the Technical Core.

**Program of Study and Graduation Requirements:** A minimum of 60 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Technical Studies.

### Technical Studies Course Sequence

### The sequence shown below is for illustration purposes. The length of time it takes for a student to complete the Program will vary depending on many factors including how many credits he or she transfers into the Program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number and Name** | **Prerequisites and Corequisites** | **Credits** | **Gen Ed Req.** |
|  |
| **Technical/Occupational Core** Students submit industry certifications and/or other documentation for consideration for prior learning assessment. |  | 12-30  |  |
|  |
| **First Semester** |
| [ENGL 101](http://ccp.edu/node/49#engl101) - English Composition I |  | 3 | ENGL 101 |
| [FNMT 118](http://ccp.edu/node/65#math118) - Intermediate Algebra (or higher) |  | 3 | Mathematics |
| [CIS 103](http://ccp.edu/node/35#cis103) - Applied Computer Technology |  | 3 | Tech Comp |
| Science Elective  |  | 3 or 4 | Natural Science |
|  |
| **Second Semester** |
| [ENGL 102](http://ccp.edu/node/49#engl102) - The Research Paper  | [ENGL 101](http://ccp.edu/node/49#engl101) with a grade of “C” or better | 3 | ENGL 102, Info Lit |
| Communications Elective (choose one)[ENGL 115](http://ccp.edu/college-catalog/course-offerings/english-courses#engl115) - Public Speaking or[ENGL 116](http://ccp.edu/college-catalog/course-offerings/english-courses#engl116) - Interpersonal Communication or[ENGL 117](http://ccp.edu/college-catalog/course-offerings/english-courses#engl117) - Group and Team Communication or[ENGL 118](http://ccp.edu/college-catalog/course-offerings/english-courses#engl118) - Intercultural Communication | For ENGL 115 and 117: [ENGL 101](file:///%5C%5Cad.ccp.edu%5Cdata%5CSHARED%5CCurrDevelop%5CCurric%20Development%20Office%5CApplied%20Studies%5CENGL%20101), which may be taken concurrentlyFor ENGL 116: [ENGL 101](file:///%5C%5Cad.ccp.edu%5Cdata%5CSHARED%5CCurrDevelop%5CCurric%20Development%20Office%5CApplied%20Studies%5CENGL%20101) or [ENGL 114](http://ccp.edu/college-catalog/course-offerings/english-courses#engl114)For ENGL 118: No prerequisite | 3 |  |
| Humanities Elective |  | 3 | Humanities |
| Social Science Elective |  | 3 | Social Sciences |
|  |
| **Third and Fourth Semesters** |
| **Personal Education Plan (PEP)**In order to ensure that the PEP has a unifying focus and relates to the Technical/Occupational Core, students should select individual courses within one of the two concentrations listed below. **Technology Concentration:** This concentration is appropriate for students who wish to enhance their technological skills in order to advance within their chosen profession. Applied Science and Engineering Technology ([ASET](http://ccp.edu/college-catalog/course-offerings/applied-science-and-engineering-technology-courses)) Architecture, Design and Construction ([ADC](http://ccp.edu/college-catalog/course-offerings/architecture-design-and-construction-courses))Automotive Technology ([AT](http://ccp.edu/college-catalog/course-offerings/automotive-technology-courses)—excluding AT 289: Internship)Computer Information Systems ([CIS](http://ccp.edu/college-catalog/course-offerings/computer-information-systems-courses))Computer Science ([CSCI](http://ccp.edu/college-catalog/course-offerings/computer-science-courses))Geographic Information Systems ([GIS](http://ccp.edu/college-catalog/course-offerings/geographic-information-systems-courses))Process Technology ([PTEC](http://ccp.edu/college-catalog/course-offerings/process-technology-courses))**Business Concentration:** This concentration is appropriate for students who have a solid foundation in business-related fields and are looking to increase their business knowledge and skills in order to advance in their chosen field or to open their own business. Accounting ([ACCT](http://ccp.edu/college-catalog/course-offerings/accounting-courses))Computer Information Systems ([CIS](http://ccp.edu/college-catalog/course-offerings/computer-information-systems-courses))Economics ([ECON](http://ccp.edu/college-catalog/course-offerings/economics-courses))Entrepreneurship ([ENTR](http://ccp.edu/college-catalog/course-offerings/entrepreneurship-courses))Finance ([FIN](http://ccp.edu/college-catalog/course-offerings/finance-courses))Management ([MNGT](http://ccp.edu/college-catalog/course-offerings/management-courses))Marketing ([MKTG](http://ccp.edu/college-catalog/course-offerings/marketing-courses))Real Estate ([RE](http://ccp.edu/college-catalog/course-offerings/real-estate-courses)) |  | 6-24 |  |
| **Minimum Credits Needed to Graduate: 60** |

**General Education Requirements** All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all [degree requirements](http://ccp.edu/node/217) and receive a more detailed explanation of the College's general education requirements to help in your selection.

**For More Information Contact:**
The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

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**Individualized Studies (proposed)**

The Individualized Studies program recognizes valuable training and/or work experience by giving students the opportunity to receive college credits for their experiences and to apply that experience and knowledge to an associate degree. It assists individuals in their preparation for career advancement or change. In the first semester, the student will develop a Personal Education Plan (PEP) directly related to career or educational goals. The PEP requires the approval of the department head.

This select program has three components:

1. Prior learning assessment:12-30 credits in the Technical/Occupational core from industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies
2. 21 credits of General Education
3. 6-24 credits taken as part of a Personal Education Plan

**Student Learning Outcomes:**

Upon completion of this program, graduates will:

Use oral, written, and non-verbal methods of communication to examine and discuss problems and issues.

Analyze primary and secondary sources in different academic disciplines to discern and respect diverse perspectives and experiences.

Use critical thinking to solve problems within and across disciplines.

Demonstrate proficiency in a Technical/Occupational Core.

**Program Entry Requirements:** This is a select program. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement tests at their time of entry into the College. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the program. Students are accepted into the program upon assessment of their prior learning and the application of credits to the Technical/Occupational Core.

**Program of Study and Graduation Requirements:** A minimum of 60 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Individualized Studies.

### Course Sequence

### The sequence shown below is for illustration purposes. The length of time it takes for a student to complete the Program will vary depending on many factors, including how many credits the student transfers into the Program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number and Name** | **Prerequisites and Corequisites** | **Credits** | **Gen Ed Req.** |
|  |
| **Technical/Occupational Core** Students submit industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies for consideration for prior learning assessment. |  | 12-30 |  |
|  |
| **First Semester** |
| [ENGL 101](http://ccp.edu/node/49#engl101) - English Composition I |  | 3 | Writing, Research, and Info Lit 1 |
| [FNMT 118](http://ccp.edu/node/65#math118) - Intermediate Algebra (or higher) | FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement | 3 | Quantitative Reasoning |
| [CIS 103](http://ccp.edu/node/35#cis103) - Computer Applications & Concepts |  | 3 | Technological Competency |
| Scientific Reasoning Elective  |  | 3 or 4 | Scientific Reasoning |
|  |
| **Second Semester** |
| [ENGL 102](http://ccp.edu/node/49#engl102) - The Research Paper  | [ENGL 101](http://ccp.edu/node/49#engl101) with a grade of “C” or better | 3 | Writing, Research, and Info Lit 2 |
| Oral Communication Elective (choose one)[ENGL 115](http://ccp.edu/college-catalog/course-offerings/english-courses#engl115) - Public Speaking [ENGL 116](http://ccp.edu/college-catalog/course-offerings/english-courses#engl116) - Interpersonal Communication [ENGL 117](http://ccp.edu/college-catalog/course-offerings/english-courses#engl117) - Group and Team Communication [ENGL 118](http://ccp.edu/college-catalog/course-offerings/english-courses#engl118) - Intercultural Communication | [ENGL 101](file:///%5C%5Cad.ccp.edu%5Cdata%5CSHARED%5CCurrDevelop%5CCurric%20Development%20Office%5CApplied%20Studies%5CENGL%20101), which may be taken concurrently | 3 | Oral Communication/Creative Expression. |
| [HIST 101 - United States History: Colonial America through the Revolutionary Period](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-101-united-states-history-colonial-america-through-revolutionary-era) or[HIST 102 - United States History: The 19th Century](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-102-united-states-history-19th-century) or[HIST 103 - United States History: The 19th Century](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-103-united-states-history-20th-century) or[SOC 101- Introduction to Sociology](https://www.ccp.edu/college-catalog/course-offerings/all-courses/soc-101-introduction-sociology) or any Cultural Analysis & Interpretation Elective |  | 3 | Cultural Analysis & Interpretation |
| General Elective |  | 3 or 4 credits |  |
|  |
| **Third and Fourth Semesters** |
| **Personal Education Plan (PEP)**To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student’s anticipated career path. The PEP will be approved by the department head within the student’s first semester. |  | 6-24 |  |
| **Minimum Credits Needed to Graduate: 60** |

**General Education Requirements:** All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](https://login.ccp.edu/cas/login?service=https%3A%2F%2Fmyccp.ccp.edu%2Fc%2Fportal%2Flogin), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](http://ccp.edu/college-catalog/degree-requirements) of the College’s general education requirements is also available.

**For More Information, Contact:** The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

1. [**Courses and Completion Sequence**](https://www.ccp.edu/academic-offerings/all-offerings/)

**Note:** There is currently no Courses and Completion Sequence for Technical Studies; therefore, this revision includes only the proposed Courses and Completion Sequence.

**Courses and Completion Sequence (proposed)**

The following courses and sequence of courses is designed for the optimal success and completion of the Individualized Studies degree/certificate. Any alterations should be discussed with your academic advisor.

Semester 1

| **Course Number and Name** | **Credits** | **Advisory Notes** |
| --- | --- | --- |
| **Technical/Occupational Core**  | 12-30 | Students submit industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies for consideration for prior learning assessment.In the first semester, students should also consult with the department chair to develop the Personal Education Plan for semesters 3 and 4) |
| [ENGL 101](http://ccp.edu/node/49#engl101) - English Composition I | 3 | Writing, Research, and Info Lit 1 ENGL 101 is the prerequisite for the Oral Communication course, but it may be taken at the same time. |
| [FNMT 118](http://ccp.edu/node/65#math118) - Intermediate Algebra (or higher) | 3 | Quantitative Reasoning  |
| [CIS 103](http://ccp.edu/node/35#cis103) - Computer Applications & Concepts. | 3 | Technological Competency  |
| Scientific Reasoning Elective  | 3 or 4 | Scientific Reasoning  |

Semester 2

| **Course Number and Name** | **Credits** | **Advisory Notes** |
| --- | --- | --- |
| [ENGL 102](http://ccp.edu/node/49#engl102) - The Research Paper  | 3 | Writing, Research, and Info Lit 2  |
| Oral Communication Elective (choose one)[ENGL 115](http://ccp.edu/college-catalog/course-offerings/english-courses#engl115) - Public Speaking[ENGL 116](http://ccp.edu/college-catalog/course-offerings/english-courses#engl116) - Interpersonal Communication [ENGL 117](http://ccp.edu/college-catalog/course-offerings/english-courses#engl117) - Group and Team Communication [ENGL 118](http://ccp.edu/college-catalog/course-offerings/english-courses#engl118) - Intercultural Communication | 3 | Oral Communication/Creative ExpressionStudents may take ENGL 101 at the same time. |
| [HIST 101 - United States History: Colonial America through the Revolutionary Period](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-101-united-states-history-colonial-america-through-revolutionary-era) or[HIST 102 - United States History: The 19th Century](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-102-united-states-history-19th-century) or[HIST 103 - United States History: The 19th Century](https://www.ccp.edu/college-catalog/course-offerings/all-courses/hist-103-united-states-history-20th-century) or[SOC 101- Introduction to Sociology](https://www.ccp.edu/college-catalog/course-offerings/all-courses/soc-101-introduction-sociology) or Any Cultural Analysis & Interpretation Elective | 3 | Cultural Analysis & Interpretation |
| General Elective | 3 or 4 |  |

Semesters 3 and 4

| **Course Number and Name** | **Credits** | **Advisory Notes** |
| --- | --- | --- |
| **Personal Education Plan (PEP)** | 6-24 | To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student’s anticipated career path. The PEP will be approved by the department head within the student’s first semester. |

1. **Current/Proposed Curriculum Map**

**Technical Studies Curriculum Map (current)**

**Key:** **I** = Introduced **R** = Reinforced and opportunity to practice

**M** = Mastery at exit level **A** = Assessment evidence collected

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Learning Outcomes** | Demonstrate competence in oral and written communication | Demonstrate an understanding of cultural diversity  | Demonstrate the ability to think critically in many disciplines |
| Technical andOccupational Core |  |  |  |
| ENGL 101 | I |  | I |
| ENGL 102 | R, A |  | R |
| Social Science Elective |  | I | I |
| Humanities Elective |  | I, R | I |
| Natural Science Elective |  |  | I |
| Communications Requirement | R, A |  |  |
| Courses in the Personal Educational Plan |  |  |  |

**Individualized Studies Curriculum Map (proposed)**

**Key:** **I** = Introduced **R** = Reinforced and opportunity to practice

**M** = Mastery at exit level **A** = Assessment evidence collected

| **Required Courses** | **Program Learning Outcomes** |
| --- | --- |
| Use oral, written, and non-verbal methods of communication to examine and discuss problems and issues. | Analyze primary and secondary sources in different academic disciplines to discern and respect diverse perspectives and experiences. | Use critical thinking to solve problems within and across disciplines | Demonstrate proficiency in a Technical/Occupational Core. |
| Technical and Occupational Core |  |  |  | I, R, A  |
| ENGL 101 | I |   | I |   |
| ENGL 102 | R, A |   | R |   |
| HIST 101HIST 102HIST 103SOC 101 orCultural Analysis & Interpretation Elective |   | I | I |   |
| Scientific Reasoning Elective |   |   | I |   |
| Oral Communication Course  | R, A |   |   |    |
| Courses in the Personal Educational Plan |  |   |  | R |

1. **Appendix**

This table shows distinct numbers of students in the Technical Studies program as their primary major, by term. These were also students actively enrolled in courses.

|  |
| --- |
| **Technical Studies Enrollment** **2018-2020** |
| **Semester and Year** | **Enrollment** |
| Spring 2018 | 2 |
| Summer 2018 | 2 |
| Fall 2018 | 3 |
| Spring 2019 | 2 |
| Summer 2019 | 2 |
| Fall 2019 | 3 |
| Spring 2020 | 1 |
| Fall 2020 | 1 |