

Individualized Technical Studies Associate Degree Program

A Personal Planning Guide

**Chippewa Valley
Technical College**

www.cvtc.edu
1-800-547-CVTC

Table of Contents

Table of Contents	2
Welcome	3
Individualized Technical Studies Committee	4
Individualized Technical Studies Program Plan Development Process	5
Individualized Technical Studies Portfolio Development Process Checklist	6
Career Outcomes Statements	7
Program Planner	8
Program Requirement Sheet	9

Welcome to Chippewa Valley Technical College's Individualized Technical Studies Associate Degree Program

Welcome to Chippewa Valley Technical College's Individualized Technical Studies Associate Degree program. This packet has been prepared to assist you in the development of your individual program. Since this is an individualized program, time of completion is dependent on course offering options and your particular schedule.

Review this packet thoroughly before beginning to plan your program. Before you are fully accepted to the college, you will need to prepare a portfolio of materials for presentation to the Individualized Technical Studies Committee.

The following numbered list of activities will help you in completing the application process for the Individualized Technical Studies Associate Degree.

Procedures for Program Enrollment:

1. Submit a completed WTCS Application for Admission to the Admissions Office at CVTC, 620 W. Clairemont Avenue, Eau Claire, WI 54701-6162.
2. Pay the \$30 application processing fee.
3. Education requirement: Applicant must be a high school graduate, or have completed the High School Equivalency Diploma (HSED) or the General Education Development Certificate (GED).
4. Complete COMPASS pre-entry assessment. Compass is an un-timed, computerized test of reading, writing and pre-algebra. Scores are used for advisement purposes.
 - To schedule a testing appointment: For more information and to schedule a COMPASS appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> .
Testing Fee: \$20.
 - If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882, Ext. 6346 or 715-833-6346.
5. Meet with the appropriate Program Counselor to begin developing your *Individualized Technical Studies Associate Degree Program Planner*. **Call Jerry Moldenhauer in the Counseling Center at 715-833-6346 or 1-800-547-2882 ext. 6346 to schedule an appointment.**
6. Program Plan and Portfolio submitted to and approved by the Individualized Technical Studies Committee.
7. Documented approval of Individualized Program Plan and Portfolio is submitted to Admissions Office. Approval of the Individualized Program Plan will be forwarded to the Admissions Office by the Individualized Technical Studies Committee.

Individualized Technical Studies Committee

The Individualized Technical Studies Committee will consist of three permanent members with at least two additional members appointed dependent on program area being reviewed.

It is the responsibility of the Individualized Technical Studies Committee to approve the individual program plan and portfolios.

Three permanent members:

Sylvia Bare, Registrar

Claudeen Oebser, Curriculum Specialist

Jerry Moldenhauer, Counselor

Two additional members:

Two or more members will be selected (Instructors, Counselors, or Deans)

Individualized Technical Studies Program Plan Development Process

Identifying your specific career outcomes (see page 7) is the first step of preparing your program plan for review. You will develop a detailed statement of your career outcomes by listing the skills, abilities, and knowledge, which will be required of you. It is vital that you undertake a thorough analysis of your career goals.

In addition, you will need to identify an individual who is able to guide you regarding the type of work in which you are most interested. This person will be your “occupational advisor.” Choose this individual carefully. Look for someone who has current knowledge and expertise and who understands the employment demands of the particular career you are seeking. You need to discuss with this person the competencies to do the job. With your occupational advisor, you will list the career outcomes necessary to achieve your career goals.

Your occupational advisor must sign the career outcome statement. Their signature verifies the occupational advisor’s involvement in the development of and agreement with the stated outcomes. The occupational advisor is to indicate his/her company affiliation and phone number on the Career Outcome Statements for contact purposes.

In some instances, employers may already have established the outcomes they wish you to achieve. It will be permissible for you to file the plans as prescribed by your employer. We caution you to be sure that the career outcomes reflect your own ideas of what you wish to achieve.

You are to prepare a Statement of Need justifying the development of an Individualized Technical Studies Associate Degree Program to meet your career goal. Your Statement of Need should explain why your program goal couldn’t be met within the framework of an existing program.

Individualized Technical Studies Portfolio Development Process Checklist

This checklist will support you in planning your Individualized Technical Studies Associate Degree Program. You will develop a portfolio to be presented to the Individualized Technical Studies Committee. It is important that your portfolio be complete and self-explanatory. You must obtain approval of the Individualized Technical Committee prior to completion of 32 credits.

1. Contact Jerry Moldenhauer (Counselor) at (715) 833-6514 or e-mail at: jmoldenhauer@cvtc.edu to initiate your program plan.
2. In consultation with the counselor, begin the process of selecting your occupational advisor and academic advisor. The occupational advisor should be someone who works in, supervises, or is knowledgeable of the type of occupation you are preparing.
3. In consultation with your occupational advisor, complete your **Career Outcome Statements**. (See sample, page 7)
4. Prepare a **Statement of Need** explaining your need for an individualized program of study.
5. In consultation with your academic advisor, complete a **Program Plan**.
6. Submit your portfolio through the counselor to the Individualized Technical Studies Committee. Your portfolio must contain:
 - a. **Career Outcome Statements**
 - b. **Statement of Need**
 - c. **Program Plan**
7. Present your portfolio to the Individualized Technical Studies Committee.
8. Response from Individualized Technical Studies Committee.
_____Program Approved _____Program Disapproved
9. Unless already enrolled, complete the CVTC application process.
10. Meet with counselor to discuss waiver of courses based on prior work experience, course work, or non-collegiate training. See attached Advance Status form.

Career Outcome Statements

(Skills, abilities, and knowledge required for success in your chosen career.)

Career Goal: _____

After completion of this program, I will be able to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

(use more pages as needed)

Occupational Advisor Approval of Career Outcome Statements:

Signature: _____

Date: _____

Company: _____

Telephone no. _____

Program Planner

Chippewa Valley Technical College
Associate Degree in Technical Studies

I. General Education Core 21 credits

<u>Communications</u>	(Select at least two)	6 credits
801-195	Written Communications	3 credits
801-196	Oral-Interpersonal Communications	3 credits
801-197	Technical Reporting (Prerequisite: Written Communications)	3 credits
801-198	Speech	3 credits

<u>Social Science</u>	(Select one)	3 credits
809-195	Economics	3 credits
809-196	Introduction to Sociology	3 credits
809-197	Contemporary American Society	3 credits
809-122	Introduction to American Government	3 credits
809-128	Marriage and Family	3 credits
809-166	Intro to Ethics: Theory & Applications	3 credits
809-172	Race Ethics and Diversity	3 credits
809-174	Social Problems	3 credits

<u>Behavioral Science</u>	(Select one)	3 credits
809-198	Introduction to Psychology	3 credits
809-199	Psychology of Human Relations	3 credits
809-159	Abnormal Psychology	3 credits
809-188	Developmental Psychology	3 credits

<u>Math & Science</u>	(Select one)	3 credits
804-106	Introduction to College Mathematics	3 credits
804-113	College Technical Mathematics 1A	3 credits
804-118	Intermediate Algebra with Applications	3 credits
804-133	Mathematics and Logic	3 credits
806-114	General Biology	4 credits
806-134	General Chemistry	4 credits

The remaining six General Education credits shall be chosen from any of the remaining courses listed above.

II. Individualized Technical Studies Course minimum 43 credits
A minimum of 20 of these credits must be focused in one discipline.

III. Total Program Credits minimum 64 credits

IV. Advance Status Request
A minimum of 25% of total program requirements must be earned at CVTC.

