

# Module 6 - Education Planning

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# General Notes

## Readings

- [2.4 Goal Setting](#)
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# Module 6.1 - College 101

## 2.4 - Goal Setting

“In every single thing you do, you are choosing a direction. Your life is a product of choices.”

-Dr. Kathleen Hall, CEO of the Stress Institute and Mindful Living Network

### Questions to Consider

- What beliefs help shape your decision-making and goals?
- How do you set manageable goals that will help you stay on track?

### Values

- Values are the basic beliefs that guide our thinking and actions.
  - Values influence both our attitudes and our actions.
- Knowing what you value and making plans accordingly is an important effort to help you stay on track toward your goals.

### Long-Term Goals

- Future goals that often take years to complete.
  - *Bachelors*
  - *Purchasing a home*
  - *Running a marathon*
- Long-term goals should be aligned with your values.

### Short-Term Goals

- It's easier to stay focused, and you'll become less overwhelmed in the process of completing short-term goals.

### Setting Long and Short-term Goals

Long-term and short-term goals are not bound by a time difference.

- Short-term goals are the action steps that take less time to complete than a long-term goal, but help you work towards your long-term goals.

## Planning for Adjustments

1. Am I meeting my short-term goals as planned?
  - If so, celebrate!
  - If not, you may want to additionally consider:
2. Are my short-term goals still planned across time in a way where they will meet my long-term goals?
  - If so, continue on your path.
  - If not, reconsider the steps you need to take to meet your long-term goal.
    - If you've gotten off track or if you've learned that other steps must be taken, set new short-term goals with timelines appropriate to each step.
    - You may also want to seek some additional advice from others who have successfully met long-term goals that are similar to your own.
3. Are my long-term goals still relevant, or have my values changed since I set my goals?
  - If your goals are still relevant to your interests and values, then continue on your path, seeking advice and support as needed to stay on track.
  - If your goals are no longer relevant or aligned with your values, give careful consideration to setting new goals.

Values and goals may change over time as you meet new people, your life circumstances change, and you gain more wisdom or self-awareness.

- In addition to setting goals and tracking your progress, you should also periodically reflect on your goals to ensure their consistency with your values.

## 4.2 - Planning Your Degree Path

- Bureau of Labor Statistics  
online [Occupational Outlook Handbook](#)

# Questions To Consider

- What types of college degrees or certifications can I pursue?
- What is the difference between majors and minors?
- How do preprofessional programs differ from other majors?
- Do some majors have special requirements beyond regular coursework?

## Types of Degrees

Examples of jobs and their degree requirements:

Require Associate's Degrees	Require Bachelor's Degrees	Require Additional Certifications	Require Graduate Degrees
Radiology Technician	Nurse	Public School Teacher	Lawyer
Dental Hygienist	Computer/Information Systems Manager	Accountant	College or University Professor
Web Developer	Airline Pilot	Financial Advisor	Pharmacist
Graphic Designer	Electrical Engineer		Marriage and Family Therapist
Automotive Technician	Construction Manager		Occupational Therapist

- Not every job requires a degree.
- Some jobs require bachelor's degrees and others may require additional degrees.
- **credits** are also called **semester hours**.
- Credits relate to the calculated hours during a course that a student spends interacting with the instructor and/or the course material through:
  - Class time
  - Laboratory time
  - Online discussions
  - Homework
  - Etc.

- Courses have **1 - 6 credits**.

## Self-Assessments For Choosing Careers

- [MyPlan](#)
  - identifies your motivations by having you rank different aspects of work, then creating a ranked list of different possible jobs.
- [MAPP Test](#)
  - Helps you determine what you love to do and what you don't love to do and then creates a list of jobs that might be a good fit for you.
- [The Career Cluster Interest Survey](#)
  - Is a quick tool to let you create career clusters based on personal qualities and school subjects and activities you especially enjoy.

## Associate's Degree

To enter an associate's degree program, students must have a high school diploma or its equivalent.

Associate's degree programs may be intended to help students enter a technical career field and are often **Applied Associates** like **Associate of Applied Arts (AAA)** or **Associate of Applied Science (AAS)**.

- Some example job fields:
  - Automotive technology
  - Graphic design
  - Entry-level nursing in some states.

Other associate's degree programs are intended to prepare a student with the necessary coursework to transfer into a bachelor's degree program upon graduation. These are often **not Applied Associates**, such as **Associate of Arts (AA)** or **Associate of Science (AS)**.

- These transfer-focused programs usually require similar general education and foundational courses that a student would need in the first half of a bachelor's degree program.

An associate's degree is typically awarded when a student has completed a minimum of 60 credits, approximately 20 courses, meeting the requirements of a

specific degree.

- Most associate's degrees are offered by community or junior colleges, or by career and technical colleges.
  - Many colleges and universities do not offer associate's degrees.

## Bachelor's Degree

- bachelor's degree, or baccalaureate degree.
- Require high school diploma or equivalent for entry.
- **Both** bachelor's and associates degrees are referred to as **undergraduate** degrees.
- Takes 4 years to complete.

A bachelor's degree comprises courses from three categories:

- **General education**
- **Major courses**
- **Electives**
- *A fourth category of courses would be those required for a minor.*

A bachelor's degree is usually completed with a minimum of 120 credits, or approximately 40 courses.

## General Education

- Also called *core curriculum*.
- Often set as requirements by your state or by your individual college.
- Provide foundation of knowledge across a breadth of fields and are also intended to help further develop college-level critical-thinking and problem-solving abilities.
- More than half of your bachelor's degree program is likely made up of general education courses.

General Education Categories:

- **English composition**
- **Humanities courses** that study our beliefs and the expression of our beliefs such as literature, philosophy, politics, art, or religious studies \*
- **Social science courses** that study our behavior such as psychology, sociology, anthropology, or economics

- **Laboratory science courses** such as biology, chemistry, physics, and environmental science
- **Mathematics**
- **Technology or computer skills**
- **Foreign language, diversity, or global studies courses** that provide introduction to different cultures or global social issues and promote cultural awareness
- **College success or first-year experience courses** that provide introduction to your specific institution, discuss college-level expectations and skills, and/or provide assistance with academic and career planning

## Major Courses

- *Career studies* courses
- Courses in your field of interest and provide you with the foundational knowledge required for further study in that field or with the skills necessary to enter your career.
- Often have *prerequisites*.
- Major courses usually make up about a fourth or more of a bachelor's degree
  - 30 credits, or approximately 10 courses.

## Electives

- Electives are free-choice courses.
- Some colleges intentionally allow room for electives in a program to ensure that students, particularly those students who are undecided about their major, are able to explore different programs without exceeding the total number of credits required to graduate with a bachelor's degree. - In other cases, students may have taken all of their major courses and fulfilled their general education requirements but still need additional credits to fulfill the minimum to graduate.

## Graduate Degrees

- Require a bachelor's degree for entry.
- Graduate degrees do not include general education or free elective courses, so they are very focused on career-specific knowledge and skills.



- There are three types of graduate degrees:
  - **Master's**
  - **Doctoral**
  - **Professional**
- Some master's degrees require supervised job experience as a component of the degree and therefore require more credits.
- **Doctorate** and **professional** degrees are the highest level of advanced degrees.
  - Doctorates primarily prepare students to become researchers in their field of study.
  - May or may not require a master's degree prior to entry.
  - A master's degree as an entry requirement may reduce the number of credits required to complete the doctoral degree.
- Professional degrees are a specific type of doctorate-level degree that focus on skills to be applied in a practical, or hands-on, career rather than as a researcher.
  - Examples:
    - **Doctor of Medicine (MD)** - Aspiring medical doctors
    - **Juris Doctor (JD)** - Lawyers
    - **Doctor of Pharmacy (PharmD)** - Pharmacists
    - **Doctor of Education (EdD)** - School and college or university administrators.

## Other Post-Baccalaureate Credentials

Post-baccalaureate refers to structured learning experiences pursued after a bachelor's degree is achieved, such as:

- Continuin education credits
- Competency badges
- Additional certifications

These post baccalaureate credentials may be obtained or achieved:

- Prior to entering a career field
- To gain a competitive advantage for hiring
- During the course of an individual's career to stay current
- To maintain qualification
- To be promoted

Speak with a career counselor or a professional in the field to learn more about ones that are relevant or required.

## Majors and Minors

Rather than take elective courses, some students will select courses that meet the requirements for a minor.

- Minors are often optional. You may be able to select a *minor* when working on your major.
- A minor is often 5-8 courses, while a major is 10-12 courses.
- Majors and minors can be complementary.

## Preprofessional Programs

**preprofessional programs, preprofessional majors, or preprofessional tracks** are undergraduate degrees that are specifically designed to prepare students to later pursue professional degrees (such as the MD or PharmD) at the graduate level.

- The most common are:
  - Pre-med
  - Pre-law
  - Pre-pharmacy

Some preprofessional programs are majors and others are a sequence of recommended courses and activities you can follow alongside a related major.

## Special Requirements of Majors

Some undergraduate majors involve special requirements beyond the usual courses and classroom experience to prepare students for entrance to their career.

- Such requirements provide students practical experience or prerequisites for licensure necessary for a particular job.
- When requirements are major-specific, it is often because the requirement is state-mandated for that job.
  - *Education*
  - *Social Work*
  - *Nursing*

- *Etc.*

There are four special requirements that most colleges and universities will have all students participate in:

- **Fieldwork and internships**
- **Clinicals**
- **Student teaching**
- **Service learning**

## Fieldwork and Internships

- Also referred to as *practicums* and *field experience*.
- Provide hands-on work experience in a career or field.
- Your fieldwork instructor will likely ask you to reflect on and report on your experiences.

## Clinicals

- Clinicals are a type of fieldwork specifically required of nursing students.
- Clinicals may take place in hospitals, nursing homes, or mental health facilities.
- They provide nursing students who are nearing the end of their degree programs with the opportunity to practice nursing skills that cannot be learned in a regular classroom.

## Student Teaching

Student teaching is a specific type of fieldwork undertaken by students who plan to teach at the preschool, elementary, or middle and high school levels.

- Education students are often required to complete a student teaching experience in order to obtain a teaching license in their state.
- Students must often complete core education coursework prior to student teaching and must complete a background check prior to placement in a school setting.

## Service Learning

Service learning is very much like volunteering or community service.

- The purpose of service learning is to interact with and meet the needs of your local community.
- Service learning does differ from volunteering in that it is more structured to meet specific learning goals.
- While service learning may not be required of a specific major, you may see this special requirement for a course or as a general graduation requirement for your college or university.

## 4.3 - Making a Plan

There are three primary resources that colleges provide to help you with your planning:

- **Curriculum maps**
- **Academic advisors**
- **Interactive planning technology**

### Questions to Consider:

- What resources are available to help me understand my degree program requirements?
- Who can assist me in making a plan?
- What tools are available to help me develop and track the progress of my plan?
- Is there anything else I can do now to plan for after I graduate?

### Curriculum Maps

Course checklists that illustrate the sequence of courses necessary to follow this timeline.

- These timelines often assume that you are ready to take college-level math and english courses and that you will be attending college as a full-time student.
  - Your timeline will be longer if you need math or english coursework to get up to speed.

# Academic Advisors

- Academic advisors may also be called success coaches, mentors, preceptors, or counselors.
- They may be staff members, or faculty may provide advisement as an additional role to their teaching responsibilities.
- An advisor is an expert on college and major requirements and policies, while you are the expert on your life circumstances and your ability to manage your study time and workload.

## Common Functions of Academic Advisors

- Set educational and career goals
- Select a major and/or minor
- Understand the requirements of your degree
- Navigate the online tools that track the progress of your degree
- Calculate your GPA and understand how certain choices may impact your GPA
- Discuss your academic progress from semester to semester
- Assist with time management strategies
- Connect with other support and resources at the college such as counseling, tutoring, and career services
- Navigate institutional policies such as grade appeals, admission to special programs, and other concerns
- Strategize how to make important contacts with faculty or other college administrators and staff as necessary (such as discussing how to construct professional emails)
- Discuss transfer options, if applicable
- Prepare for graduate school applications

## Interactive Planning Technology

Technological tools that can assist you in your academic planning.

- Degree audit reporting systems, for example, are programmed to align with degree requirements and can track individual student progress toward completion.
  - They function like an interactive checklist of courses and special requirements.

- Student planning systems often allow students to plan multiple semesters online, to register for planned courses, and to track the progress of their plan.

## Academic Planning Readiness Checklist

1. I know the total number of credits required to graduate from my program.
2. I know the difference between general education, major, and elective classes.
3. I know whether I am required to take preparatory or developmental courses in math and English, and whether these courses will count among my total credits toward my degree.
4. I am aware of the special requirements of my major (if any) and the prerequisites I must complete.
5. I am aware of the minimum entry requirements for my desired career field and know whether I should be preparing to plan for a graduate degree as well.

## Planning for After Graduation

Look for available internships when possible at sites

like: [Internships.com](https://www.internships.com).

- Services and offices at college available even after graduation can assist with job searches and resume writing.
- Alumni associations help graduates connect with other former students of all ages so that they can begin to build and strengthen their professional networks, leading to further job opportunities.

Category	Actions
Exploring Options	<ul style="list-style-type: none"><li>• Locate and visit your career services office on campus to discover what services are available.</li><li>• Take a career assessment that matches your values, interests, and skills to career options.</li><li>• Join a student organization.</li><li>• Seek volunteer opportunities to gain additional skills.</li><li>• Research trends and salary expectations for careers of interest.</li></ul>
Gain Experience	<ul style="list-style-type: none"><li>• Develop relationships with faculty by visiting during office hours and speaking to them after class.</li><li>• Network with employers by attending career fairs.</li><li>• Pursue an internship or part-time employment that is relevant to your field of interest.</li><li>• Take a leadership role on campus or in a student organization.</li><li>• Practice for interviews with friends or career counselors.</li></ul>
Document Experiences	<ul style="list-style-type: none"><li>• Begin your resume and continuously update it to include new experiences.</li><li>• Create a LinkedIn profile.</li><li>• Review and monitor your social media accounts through the lens of a potential employer.</li><li>• Solidify relationships with faculty and ask about letters of recommendation.</li><li>• Draft additional job application materials, such as cover letters.</li><li>• Seek assistance from career counselors on campus in reviewing your resumes/cover letters/portfolios.</li></ul>

## 4.4 - Managing Change and the Unexpected

### Questions to Consider

- What happens if things don't go according to plan?
- How can I make adjustments to my plan if things change?
- Is it OK to ask for planning help, and from whom?

### Expecting Change

- Change can be the result of **internal** or **external factors**.
- Internal factors are those that you have control over.

Because external factors are often unexpected, when you encounter them you'll often have to spend more time changing your plans or even revising your goals before you'll feel as though you're back on track.

### Managing Change

- It is important to recognize that change, whether internal or external, is inevitable.
- Decision-making and planning are continuous processes.

You can manage your response to changing circumstances by asking yourself the following questions:

- What can I control in this situation?
- Do I need to reconsider my values?
- Do I need to reconsider my goals?
- Do I need to change my plans as a result of this new information or these new circumstances?
- What resources, tools, or people are available to assist me in revising my plans?



# Asking for Help

“Be strong enough to stand alone, be yourself enough to stand apart, but be wise enough to stand together when the time comes.”

— Mark Amend, American Author

- Some students make the mistake of taking too much advice when planning and making decisions.
- The opposite can occur as well.
- Seeking help is a strength, not a weakness, especially when that help comes from well-informed individuals who have your best interests in mind.
- When you share your goals and include others in your planning, you develop both a support network and a system of personal accountability.

## Mentors

A *mentor* is an experienced individual who helps to guide a *mentee*, the less experienced person seeking advice.

- A good mentor for a student who is engaged in academic and career planning is someone who is knowledgeable about the student’s desired career field and is perhaps more advanced in their career than an entry-level position.
- Your college may be able to connect you to a mentor through the alumni association or an organized mentorship program.
- You can also find your own mentor by searching online for a local professional association or organization related to your field, or by speaking to the professors who teach the courses in your major.

A good practice is to have a *support call list* ready:

Here's the table you requested:

Question	Name of individual(s) or office:
Who knows your interests? Knows what you love or what you hate to do sometimes even before you do? Who can list your strengths and weaknesses without bias? This is the person who can support you when you are deciding on a degree program or major:	Name of individual(s) or office:
Who knows the college or university degree and program details, policies, procedures, and technological systems? This is the person who can support you when you are drafting your plan:	Name of individual(s) or office:
Who knows the career and graduate school opportunities available to someone in your major or program? This is the person who can support you in planning for activities beyond your courses:	Name of individual(s) or office:
Who is your biggest cheerleader who you can contact when you're feeling discouraged or unmotivated? This is the person who can support you when plans need to change:	Name of individual(s) or office:
Who has successfully navigated all of this college planning in the past and is now working in a career that interests you as well? This is the person who can become your mentor:	Name of individual or office:

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## Module 6.2 - College Q & A

- [Google Slides](#)
- **Q&A Worksheet:**



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### College Question and Answer Session Worksheet

Name:

1. What are two questions that you have about college/university life? Write your questions here, you will add them to the College 101 Discussion Board in this module.

1.

2.

2. Name the three transfer programs reviewed in presentation.

1. ASU:

2. NAU:

3. UofA:

3. What is the name of the website that has the course equivalency guide to the state Universities?

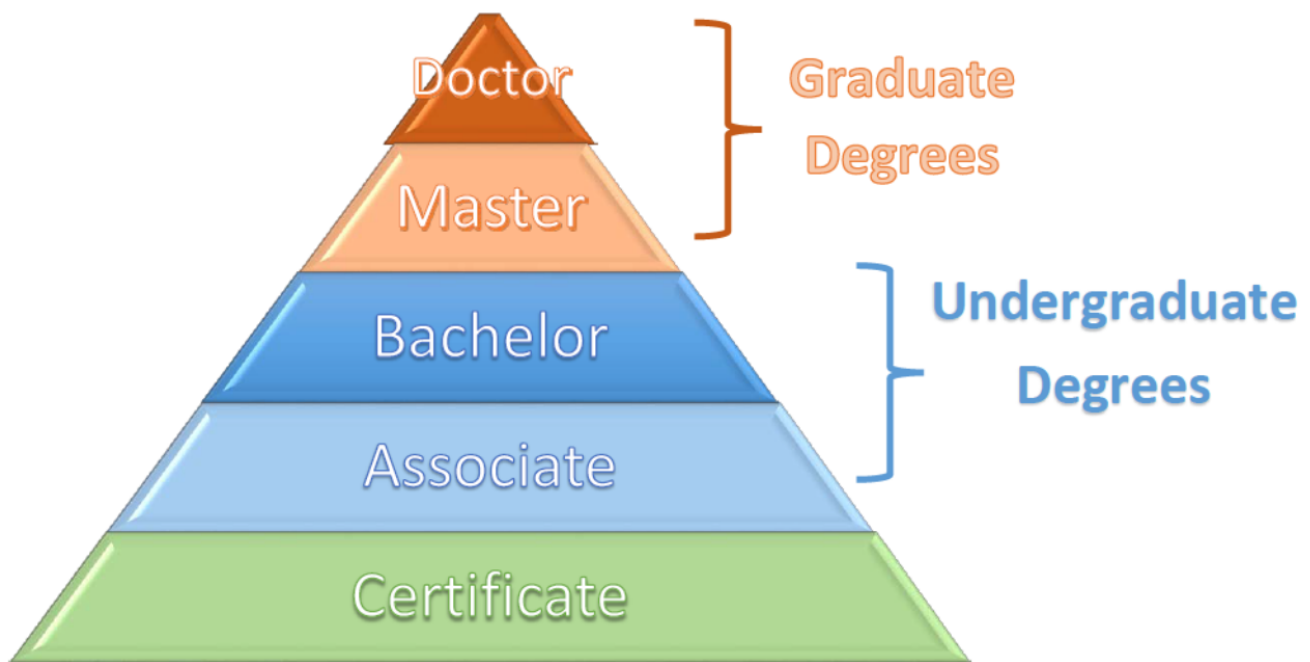
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## Transferring

- [AZ Transfer Website](#)
- **ASU** = MAPP MyPath2ASU
- **NAU** = 2NAU
- **UofA** = UA Bridge

# Education Degrees



## What is a Certificate

- **CCL - Certificate of Completion**
  - Evidence that a student completed education or training in a specified field during college courses.
- Usually less than two years and includes specific courses in a professional/technical field only.

# AGEC: Arizona General Education Curriculum



## AGEC-A

For students who want to study liberal arts when they transfer to the university.

Examples: English, History, Religion, Philosophy, Communications

[Requirements >>](#)



## AGEC-B

For students who want to study business when they transfer to the university.

Examples: Accounting, Economics, Finance, Marketing

[Requirements >>](#)



## AGEC-S

For students who want to study programs that require more rigorous math and science when they transfer to the university.

Examples: Biology, Chemistry, Engineering

[Requirements >>](#)

Successfully completing the AGECE means all AGECE courses will transfer as a block to either ASU, NAU, or UA.

- If you complete it with a 2.5 GPA or better, you will be guaranteed admission to any of these.

The AGECE consists of 35-37 credits in the following subject areas:

- Freshman composition
- Mathematics
- Arts & Humanities
- Social & Behavioral Sciences
- Physical and Biological Sciences

Special requirements - Upon completion of your AGECE, you will have taken courses that meet the following requirements:

- Intensive writing and critical inquiry
- Ethnic/race/gender awareness
- Global/international or Historical awareness

# General Education Designations

Code	Requirement
<b>SB</b>	Social Behavioral
<b>C</b>	Cultural Diversity in the United States
<b>H</b>	Historical Awareness
<b>G</b>	Global Awareness
<b>L</b>	Literacy & Critical Inquiry
<b>MA</b>	Mathematics
<b>CS</b>	Computer/Statistics/Quantitative Applications
<b>HU</b>	Humanities, Fine Arts & Design
<b>SG/SQ</b>	Natural Sciences

## What is an Associate Degree

- **AAS:** Associate of Applied Science
- **AA:** Associate in Arts
- **AS:** Associate in Science
- **ABUS-SR:** Associate in Business, Special Req.

Usually a two plus year degree that includes professional/technical field classes as well as general education classes.

Typically, an associates can transfer as the first two years towards a bachelor's degree.

# What is a Bachelor's Degree

## B.S.

A Bachelor of Science is an undergraduate degree awarded for completed courses towards a particular major with an emphasis in math and science classes, usually 120 credits.

## B.A.

A Bachelor of Arts is an undergraduate degree awarded for completed courses towards a particular major, usually 120 credits.

# Graduate Degrees

## Masters

An academic degree awarded by universities or colleges upon completion of a course of study demonstrating mastery of a specific field of study.

## Ph.D. and MD

- **PhD:** A Doctor of Philosophy is the highest university degree that is conferred after a course of study at a University.
  - A project, thesis or dissertation submission is required.
- **MD:** A Doctor of Medicine is a medical degree, this degree is awarded upon graduation from medical school.
  - This includes classes, rotations, internships, and sometimes more.

# Module 6.3 - Fields of Interest

PDF:  


# Meet our 9 Fields of Interest

Once you choose a Program of Study, you will be assigned a Field of Interest (FOI).



APPLIED  
TECHNOLOGY



BEHAVIORAL SCIENCE  
AND HUMAN SERVICES



BUSINESS,  
ENTREPRENEURIALISM,  
AND MANAGEMENT



COMPUTER AND  
INFORMATION  
TECHNOLOGY



CULTURE  
AND SOCIETY



EDUCATION



HEALTH SCIENCES



STEM



VISUAL AND  
PERFORMING ARTS



CHANDLER-GILBERT  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE

## Module 6 Summary

### References

- [A Different Road to College Success](#)
- [Strategies for First Year College Success](#)

## Academic Advisor Documents

- [Academic Advising FAQ](#)
- [Advisor Ready Questionnaire](#)
- [Academic Planning Sheet](#)
- [Class Sequences by Degree Type](#)
- [Placement Coach](#)