

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** February 17, 2022

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, February 24, 2022:**

1. Recommend approval of the following items as accepted by the College Senate at its meetings on January 20, and February 3, 2022:
  - a. Revised policies:
    - 1) Policy #5128, Students, Admission, Acceptance and Evaluation of Credits (**Exhibit B-1**)
    - 2) Policy #5140, Students, Registration, Credit for Prior Learning (**Exhibit B-2**)
    - 3) Policy #5160, Students, Academic Standards, Waiver of Courses (**Exhibit B-3**)
  - b. New Program
    - 1) Associate in Science Degree in Accounting (**Exhibit B-4**)
  - c. New Program Option
    - 1) Associate in Science Degree in Social Work, Medical and Behavioral Health Option (**Exhibit B-5**)
  - d. Revised Program Option
    - 1) Associate in Applied Science Degree in Technical Studies, Industrial/Technical Option (**Exhibit B-6**)
  - e. Revised Certificate
    - 1) Certificate of Completion in Business Studies (**Exhibit B-7**)

f. New Courses

- 1) SOWK 170, Trauma and Healing (**Exhibit B-8**)
- 2) SOWK 171, Social Work in Health Care Settings (**Exhibit B-9**)

g. Revised Course

- 1) HRTM 212, Conferences, Conventions, and Special Events Management (**Exhibit B-10**)

h. Revised Courses and Name Changes

- 1) INTR 288, Internship - Introductory to Internship 1 (**Exhibit B-11**)
- 2) INTR 289, Internship - Advanced to Internship 2 (**Exhibit B-12**)
- 3) INTR 290, Internship to Internship 3 (**Exhibit B-13**)

## ***EXHIBIT B-1***

## **POLICY**

Acceptance and evaluation of credits are subject to the provisions listed below:

1. Only courses listed on an official transcript from regionally accredited member institutions of the American Council on Education are accepted for advanced standing subject to the following conditions:
  - a. Credit will be granted for courses completed with grades of "C" or better or the equivalent numerical classification. Grades of "D" may be accepted for transfer to Ocean County College only if the student was in good academic standing (i.e., a 2.00 CUM GPA or equivalent) upon leaving the sending institution. Grades of "D" earned in the first part of a sequential course may be accepted if followed by a grade of "C" or better in the second half of the sequence.
  - b. Course content must be equivalent to a corresponding course offered at Ocean County College when it is accepted for credit in lieu of a course specified as a general degree or a curriculum requirement (e.g., ENGL 151 for all degrees). A maximum of one-half of the number of semester hours required for the Associate degree may be granted for elective courses at the discretion of the Registrar.
  - c. The maximum credits allowable is one-half of the total number of semester hours required for the Associate degree for the curriculum chosen.
2. Credits granted for work done while in the Armed Services:
  - a. Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified by the American Council on Education. All evaluations of credits shall be made on the basis of recommendations issued in its "Guide to the Evaluation of Educational Experiences in the Armed Services." "Request for Military Evaluation" forms will be processed only for matriculated students. For example; Veterans, active duty personnel, reservists, and National Guard members who have completed Basic Military/Recruit Training may apply to receive 3 credits for HEHP 893 in accordance with the American Council on Education guidelines. A copy of DD Form 214, Notice of Basic Eligibility, Commander's Certificate of Eligibility, or any other document that provides proof of completion of recruit training and a request for HEHP credit must be submitted to the Financial Aid Office.
  - b. No credit shall be given for U.S. Armed Forces Institute courses in which the student fails to achieve a score equivalent to "C" or better.

- c. Credit may be granted for courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student matriculates at Ocean County College.
  - d. The Registrar shall not grant more than one-half of the total number of semester hours required for the Associate degree for U.S. Armed Forces Institute courses, service training courses, and Comprehensive Examination or G.E.D. Test - College Level.
  - e. Advance credit for Military (USAF 1) Comprehensive College Tests will be evaluated and accepted according to the following criteria:
    - I. Advanced credit for USAF 1 and/or CLEP tests will be evaluated and accepted on the basis of departmental criteria and approval by the Vice President of Academic Affairs.
    - II. Maximum of one-half of the total number of semester hours required for the Associate degree will be granted.
3. ~~Advanced Placement (AP) examinations approved for credit by Ocean County College will be evaluated and credit awarded on the basis in accordance with Policy 5140, of departmental criteria, pre-determined cut scores, and approval by the Vice President of Academic Affairs. See Attachment A for the current list of OCC AP equivalencies.~~

4. —

ADOPTED: August 26, 1968  
Revised: April 26, 1971  
Revised: June 26, 1972  
Revised: May 21, 1973  
Revised: February 25, 1974  
Revised: August 27, 1979  
Revised: June 27, 1988  
Revised: December 7, 1992  
Revised: December 6, 1993  
Revised: April 22, 1996  
Revised: March 24, 1997  
Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: March 24, 2003  
Revised: December 1, 2008

Revised: March 28, 2011  
Revised: May 29, 2012  
Revised: June 1, 2017

## ***EXHIBIT B-2***

STUDENTS  
REGISTRATION  
Credit for Prior Learning #5140

## **POLICY**

Students may earn credit for prior learning gained through non-traditional or non-college-credit educational experiences, employment, volunteer work, etc., or classroom work at unaccredited institutions through:

### **1. Credit By Examination**

This policy applies only to fully matriculated students, either full-time or part-time. Credit by examination is considered "transfer credit."

Fully matriculated students can earn credit for what they already know by earning qualifying scores on CLEP-standardized tests or through training and educational program evaluations conducted by the National College Credit Recommendation Service (NCCRS), as assessed by recognized college-credit recommending services and/or evaluations by other accredited institutions, for which OCC has current course equivalencies as recommended by the Deans and approved by the Academic Standards Committee. See Attachment A for the current list of OCC CLEP equivalencies and Attachment B for NCCRS equivalencies. (See policy attachment.)

Credit for learning from unaccredited\* institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate Department Administrator as follows: In-house Credit By Examination – Dean or designee of the appropriate school; Standardized Tests – Registrar; Non-Credit to Credit – Executive Director of Workforce and Professional Education or designee. Examinations will be standardized when possible, including both oral and written portions as well as practical performance where applicable. Students will be permitted to take an in-course credit by exam one time only. Students who have previously taken the course for credit at Ocean County College will not be permitted to subsequently take in-house Credit By Examination. A fee shall be assessed for each examination of this type as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison State University Credit by Exam Program and transfer these to Ocean County College according to College policy #5128.

### **2. Challenge Examination**

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Only students enrolled in the course may request a challenge examination. Students who successfully complete the challenge examination will be awarded a grade and credit for the course at the end of the semester.

### **3.2. Portfolio Assessment**

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison State University, Office of Prior Learning Assessment/Portfolio Credit by Exam statewide Testing and Assessment Centers, and a maximum of 48-30 semester hours may be transferred back to Ocean County College in accordance with College policy #5128. Ocean County College, on a case-by-case basis,



may conduct Prior Learning Assessment through portfolio evaluation for classes that readily lend themselves to such assessments, as approved by the Vice President of Academic Affairs and the School Dean or their designees.

Portfolio assessment credit is considered "transfer credit." Students will be permitted to submit an in-house Portfolio Assessment one time only. Students who have previously taken the course for credit at Ocean County College will not be permitted to subsequently submit an in-house Portfolio Assessment. A fee shall be assessed for each assessment of this type as indicated in Policy #5300: Tuition/Fee Schedule.

\*Accredited institutions are those that have been accredited by one of the regional institutional accrediting bodies recognized by the American Council on Education. All other institutions are considered unaccredited.

ADOPTED: July 26, 1971  
Revised: May 21, 1973  
Revised: February 25, 1974  
Revised: October 22, 1979  
Revised: December 14, 1981  
Revised: March 24, 1986

Revised: June 27, 1988  
Revised: January 25, 1993  
Revised: March 28, 1994  
Revised: June 27, 1994  
Revised: April 22, 1996  
Revised: February 28, 2000

Revised: November 20, 2000  
Revised: April 25, 2005  
Revised: May 29, 2012  
Revised: February 23, 2017  
Revised: May 28, 2020

## ***EXHIBIT B-3***

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Waiver of Courses #5160

**POLICY**

1. A required course in a given curriculum may be substituted by another course or may be waived when deemed appropriate by the Dean/Assistant Dean. (See stipulations and exceptions below.)
2. There are three distinct waiver forms:
  - a. The Substitution of Degree Requirements must be signed by a Dean/Assistant Dean and by the student. The Dean/Assistant Dean must send the completed form to the Office of Registration and Records.
  - b. The Waiver of Developmental Course Requirement is completed by a faculty member to waive a student from the second-level of remediation (i.e., ENGL 095). After completing his/her section of the form, the faculty member must send the form to the designated Dean/Assistant Dean, who signs the form and sends it to the Office of Registration and Records.

— The Prerequisite Course Exemption is used to waive a prerequisite for registration purposes only (e.g., to allow a student to take a prerequisite as a co-requisite). No refunds for tuition will be granted.

- 5.3. Only developmental courses and prerequisites can be waived; otherwise, the college grants course substitutions.
- 6.4. General education courses cannot be waived and are ineligible for substitution.
- 7.5. When a course is waived, an equal number of credits must be earned to meet graduation requirements.
- 8.6. No more than three courses may be substituted for an academic program without the additional approval of the Vice President of Academic Affairs.
- 9.7. All waiver and course substitution forms are available in the academic school offices.

ADOPTED: August 26, 1968  
 Revised: February 25, 1974  
 Revised: August 25, 1980  
 Revised: March 28, 1988  
 Revised: April 22, 1996  
 Revised: February 28, 2000  
 Revised: November 20, 2000  
 Revised: September 27, 2010  
 Revised: January 24, 2019

REVIEWED: April 23, 1991

## ***EXHIBIT B-4***



## **BOARD OF TRUSTEES**

### **RESOLUTION**

**WHEREAS**, Ocean County College desires to offer a new **Associate in Science degree program in Accounting**; and

**WHEREAS**, the Board of Trustees declares that this new program is within the institution's mission; and

**WHEREAS**, this new program is not unduly duplicative of other programs offered by New Jersey community colleges; and

**WHEREAS**, the operation of this new program is not unduly expensive;

**NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on February 24, 2022, approves the Associate in Science degree program in Accounting.

*Adopted: February 24, 2022*

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Stephan R. Leone  
Secretary

# AS.ACCT: ACCOUNTING, ASSOCIATE IN SCIENCE

## Program Type

Associate of Science (AS)

## Program Title

Accounting, Associate in Science

## Academic School

Business and Social Sciences

## Effective Catalog Year

2022-2023

## Program Code

AS.ACCT

## CIP Code

52.0301 - 52.0301

## Objectives

### Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

The Accounting Degree Program is a business curriculum with an emphasis in accounting studies. This program is designed to transfer to four-year institutions and to prepare students for entry-level positions in the accounting profession. Students will be able to analyze and journalize transactions, prepare financial statements, and learn the managerial aspects involved in accounting. They will be taught the basic roles of sole proprietorships, corporations, and partnerships.

### Program Objectives

#### Program Goals

	Program goals
PG1	Students will acquire basic accounting and business skills and apply these skills to entry-level accounting positions.
PG2	To facilitate transfer to a four-year institution, this degree program encompasses the first two years of an accounting bachelor's degree.
PG3	Students will gain basic business and financial skills that can be applied to non-accounting professions, such as entrepreneurship, management, hospitality, and finance.

#### Program Learning Outcomes

	Students who successfully complete this program will be able to:
PL01	Prepare and analyze financial statements of companies.
PL02	Prepare financial transactions and consider their impact on businesses.
PL03	Solve mathematical ratios to analyze company performance.
PL04	Recognize and explain ethical issues related to businesses.
PL05	Define the needs of users of accounting data and demonstrate the ability to communicate such data effectively.
PL06	Recognize situations where fraud risk exists and define preventative internal control measures to protect companies.
PL07	Apply cost accounting methods to evaluate and project business performance.

### Learning Outcomes Display (show only)

Course Code	PL0 1	PL0 2	PL0 3	PL0 4	PL0 5	PL0 6	PL0 7
FirstSemester							
ENGL 151							

MATH 156							
ACCT 161							
STSC 170							
SecondSemester							
ENGL 152							
ACCT 162							
ECON 151							
CSIT 123							
ThirdSemester							
BUSN 210							
BUSN 271							
ECON 152							
FourthSemester							
BUSN 134							
BUSN 251							
FirstSemester							
ENGL 151							
MATH 156							
ACCT 161							
STSC 170							
SecondSemester							
ENGL 152							
ACCT 162							
ECON 151							
CSIT 123							
ThirdSemester							
BUSN 210							
BUSN 271							
ECON 152							
FourthSemester							
BUSN 134							
BUSN 251							

**Required Qualifications**

First Semester

ENGL 151

MATH 156  
or MATH 191

English I

Introduction to Statistics  
or Precalculus I

Credit Hours

3

3



or MATH course higher than MATH 191		
ACCT 161	Principles of Accounting I	3
Lab Science Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#lab">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#lab</a> )		4
STSC 170	Student Success Seminar for Business Majors	2
<b>Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
ENGL 152	English II	3
ACCT 162	Principles of Accounting II	3
ECON 151	Macroeconomic Principles	3
CSIT 123	Integrated Office Software	3
Any Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#general education">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#general education</a> )		3
<b>Credit Hours</b>		<b>15</b>
<b>Third Semester</b>		
BUSN 210	Business Communications	3
BUSN 271	Principles of Management	3
ECON 152	Microeconomics Principles	3
Accounting Program Electives ( <a href="https://catalog.ocean.edu/#programming-computer">https://catalog.ocean.edu/#programming-computer</a> ) <sup>1</sup>		3
Any Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#general education">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#general education</a> )		3
<b>Credit Hours</b>		<b>15</b>
<b>Fourth Semester</b>		
BUSN 134	Principles of Marketing	3
BUSN 251	Business Law I	3
Accounting Program Electives ( <a href="https://catalog.ocean.edu/#programming-computer">https://catalog.ocean.edu/#programming-computer</a> ) <sup>1</sup>		3
Humanities Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities</a> )		3
Elective credits to total 60 credits		3
<b>Credit Hours</b>		<b>15</b>
<b>Total Credit Hours</b>		<b>60</b>
<b>Accounting Program Electives</b>		
<b>Code</b>	<b>Title</b>	<b>Credit Hours</b>
Any ACCT course(s) except ACCT 121		3-6
Any INTR course (s) with a 3 credit maximum <sup>1</sup>		0-3

<sup>1</sup> A maximum of 3 credits in INTR (internship) can be used towards the required 6 credits in Accounting Program Electives. The INTR (internship) credits for this program must be in the field of accounting.

## Degree Requirements Breakdown

### GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3

### GHUM

Course Code & Title	Credits
Humanities General Education Requirement	3

### GSOC

Course Code & Title	Credits
ECON 151	3

### GSOC/ GHUM

Course Code & Title	Credits
ECON 152	3

**GMAT/ GSCI/ GTEC**

<b>Course Code &amp; Title</b>	<b>Credits</b>
Lab Science General Education Requirement	4
CSIT 123	3
MATH 156 OR MATH 191 OR HIGHER	3

**General Education**

<b>Course Code &amp; Title</b>	<b>Credits</b>
Any General Education Requirement	6

**Concentration Courses**

<b>Course Code &amp; Title</b>	<b>Credits</b>
ACCT 161	3
ACCT 162	3
BUSN 134	3
BUSN 210	3
BUSN 251	3
BUSN 271	3

**Elective Courses**

<b>Course Code &amp; Title</b>	<b>Credits</b>
ACCOUNTING ELECTIVE (S)	6
STSC 170	2
ELECTIVE	3

**Reviewer Comments**

Riemen Johanna (jriemen) (Wed, 22 Dec 2021 18:51:37 GMT): Updated format for MATH 191 or higher. JR 12/22/21

Key: 90

## ***EXHIBIT B-5***



## BOARD OF TRUSTEES

### RESOLUTION

- WHEREAS,** Ocean County College desires to offer a new **Medical and Behavioral Health Option** in its **Associate in Science degree in Social Work**; and
- WHEREAS,** the Associate in Science degree in Social Work is designed to provide students with a comprehensive understanding of the discipline, applied concepts, and theories necessary for a future in the field of social work and other helping professions; and
- WHEREAS,** the Medical and Behavioral Health Option will prepare students to work in the field of medical social work, with foundational knowledge provided in areas related to medical and behavioral health being emphasized in the curriculum; and
- WHEREAS,** the practicum portion of this option will take place in a medical setting; and
- WHEREAS,** students who complete the Medical and Behavioral Health Option will have the ability to apply skills, values, and ethics in social work practice, demonstrate the knowledge of biopsychosocial variables that affect developmental behavior, articulate the interdependence of social systems, and utilize a generalist problem-solving framework with critical thinking to inform and communicate professional judgments;
- NOW, THEREFORE, BE IT RESOLVED** that the Ocean County College Board of Trustees, at its meeting on February 24, 2022, approves the Medical and Behavioral Health Option in the Associate in Science degree in Social Work.

*February 24, 2022*

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Stephan R. Leone  
Secretary

# AS.SW.MEDI: SOCIAL WORK, ASSOCIATE IN SCIENCE - OPTION IN MEDICAL AND BEHAVIORAL HEALTH

## Program Type

Associate of Science (AS)

## Program Title

Social Work, Associate in Science - Option in Medical and Behavioral Health

## Academic School

Business and Social Sciences

## Effective Catalog Year

2022-2023

## Program Code

AS.SW.MEDI

## CIP Code

440701 - Social Work.

## Objectives

### Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

The Associate in Science (A.S.) Degree in Social Work will provide students with a comprehensive understanding of the discipline, applied concepts, and theories necessary for a future in the field of social work and other helping professions. The A.S. in Social Work is also designed for students who intend to transfer to an accredited four-year baccalaureate program in the field of Social Work (B.S.W.) or another human services degree program.

This option will begin to prepare students to work in the field of medical social work. Foundational knowledge in areas related to medical and behavioral health will be emphasized in the curriculum. The practicum portion of this option will take place in a medical setting. Additional prerequisites such as a background check may be involved.

### Program Objectives

#### Program Goals

	Program goals
PG1	Provide students with a foundational knowledge of social work with a concentration in the field of medical social worker
PG2	Provide students with foundational knowledge of behavioral and medical health practice and theory
PG3	Apply current knowledge in the field of social worker to the study of medical social work practice and theory

#### Program Learning Outcomes

	Students who successfully complete this program will be able to:
PLO1	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical practice frameworks.
PLO2	Apply knowledge, skills, values, and ethics in social work practice and demonstrate professional behaviors.
PLO3	Recognize the history of social welfare, the development of the social work profession, and the commitment to social and economic justice.
PLO4	Demonstrate knowledge of biopsychosocial variables that affect developmental behavior and articulate the interdependence of social systems.
PLO5	Demonstrate the importance of diversity, cultural curiosity, and difference in shaping life experiences in social work practice.
PLO6	Demonstrate ability to locate and adapt basic research-informed practice and practice-informed research.

2 AS.SW.MEDI: Social Work, Associate in Science - Option in Medical and Behavioral Health

- PLO7 Use a generalist problem-solving framework, and apply critical thinking to inform and communicate professional judgments.
- PLO8 Identify practice interventions and review their effectiveness at the micro, mezzo, and macro levels.
- PLO9 Apply and utilize social work knowledge, values, skills, and principles within medical settings.

**Learning Outcomes Display (show only)**

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9
<b>FirstSemester</b>									
ENGL 151									
MATH 156									
SOWK 101									
PSYC 172									
STSC 171									
<b>SecondSemester</b>									
ENGL 152									
SOCI 181									
SOWK 207									
<b>ThirdSemester</b>									
SOWK 194									
SOCI 282									
ANTH 134									
BIOL 114									
<b>FourthSemester</b>									
SOWK 201									
SOWK 202									
PHIL 190									
HIST 230									
POLI 161									
POLI 183									
PSYC 271									

**Required Qualifications**

First Semester		Credit Hours
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
SOWK 101	Introduction to Social Work	3
PSYC 172	General Psychology	3
STSC 171	Student Success Seminar for the Helping Professions	2
		<b>Credit Hours</b>
		<b>14</b>
Second Semester		Credit Hours
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
SOWK 207	Group Dynamics	3
Technology Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#tech">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#tech</a> ) <sup>1</sup>		3

SOWK TBD-1	Course SOWK TBD-1 Not Found ( Trauma and Healing)	3
	<b>Credit Hours</b>	<b>15</b>
<b>Third Semester</b>		
SOWK 194	Interviewing and Communication Techniques	3
SOCI 282	Sociology of the Family	3
ANTH 134	Cultural Anthropology <sup>2</sup>	3
or SOCI 238	or Race and Ethnicity	
BIOL 114	Principles of Biological Science <sup>2</sup>	4
or BIOL 119	or Science and the Human Body	
SOWK TBD-2	Course SOWK TBD-2 Not Found ( Social Work in Health Care Settings)	3
	<b>Credit Hours</b>	<b>16</b>
<b>Fourth Semester</b>		
SOWK 201	Human Behavior and the Social Environment <sup>2</sup>	3
or PSYC 278	or Life Span Development	
SOWK 202	Social Work Seminar and Practicum <sup>3</sup>	3
PHIL 190	Introduction to Critical Thinking	3
Select from the following <sup>2</sup>		3
HIST 230	America and the West After World War II	
POLI 161	American Federal Government	
POLI 183	Introduction to Political Science	
PSYC 271	Abnormal Psychology	3
	<b>Credit Hours</b>	<b>15</b>
	<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.

<sup>2</sup> Course selections should be based on the requirements of the intended transfer to a four-year institution. Students should speak to their advisor for clarification.

<sup>3</sup> Practicum must take place at an articulated partner where the student can specialize in medical social work. The practicum may itself have specific pre-requisites, please see above in Program Description.

## Degree Requirements Breakdown

### GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3

### GHUM

Course Code & Title	Credits
PHIL 190	3

### GSOC

Course Code & Title	Credits
PSYC 172	3

### GSOC/ GHUM

Course Code & Title	Credits
SOCI 181	3

### GMAT/ GSCI/ GTEC

Course Code & Title	Credits
MATH 156	3
BIOL 114 or BIOL 119	4
Technology general education requirement	3

4 AS.SW.MED: Social Work, Associate in Science - Option in Medical and Behavioral Health

**General Education**

<b>Course Code &amp; Title</b>	<b>Credits</b>
ANTH 134 or SOCI 238	3
HIST 230 or POLI 161 or POLI 183	3

**Concentration Courses**

<b>Course Code &amp; Title</b>	<b>Credits</b>
SOWK 101	3
SOWK 207	3
SOWK TBD-1	3
SOWK 194	3
SOWK TBD-2	3
SOWK 202	3

**Elective Courses**

<b>Course Code &amp; Title</b>	<b>Credits</b>
STSC 171	2
SOCI 282	3
SOWK 201 or PSYC 278	3
PSYC 271	3

**Board Approval**

History of Board approval dates

Proposed new program option for catalog 2022/2023

Key: 91



## ***EXHIBIT B-6***

# AAS.TS.TECH: TECHNICAL STUDIES WITH INDUSTRIAL/TECHNICAL OPTION, ASSOCIATE IN APPLIED SCIENCE

## Program Type

Associate of Applied Science (AAS)

## Program Title

Technical Studies with Industrial/Technical Option, Associate in Applied Science

## Academic School

Science, Technology, Engineering, Mathematics

## Effective Catalog Year

2022-2023

## Program Code

AAS.TS.TECH

## CIP Code

159999 - Engineering Technologies and Engineering-Related Fields, Other.

## Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

The AAS in Technical Studies - Industrial/Technical Option degree program is a flex degree designed to provide students the opportunity to apply their work experience to earning an associate degree in applied science. Students looking to achieve a career change into a technical industry can earn credit for their work experience while they prepare for career advancement. Up to 17 credits may be awarded for work experience, including military experience, trade/proprietary school preparation, apprenticeship programs, and on-the-job-training. This program also provides students with the following stackable credential opportunities, that can be earned along the way to completing this degree: Certificate of Completion - Industrial Hygiene/Hazardous Materials Management, Certificate of Completion - Advanced Manufacturing and Mechatronics, Certificate of Completion - Environmental Sustainability, and Certificate of Completion - Technology Leadership.

## Program Objectives

Speak about what skills will be taught in this program and what methods would be used by an instructor to deliver the product to the students. A good way to think about this is "The professor will do the following in order to teach this content..." It is the actual and necessary components that lead to positive student learning outcomes

N/A

## Program Goals

	Program goals
PG1	N/A

## Program Learning Outcomes

	Students who successfully complete this program will be able to:
PL01	Understand and use important terms specific to the workforce.
PL02	Use computer tools to enhance their efficiency in the workplace.
PL03	Apply basic concepts of professional practice to the workplace.
PL04	Diagnose and solve real world problems.
PL05	Demonstrate both creativity and critical thinking in connection with real world problems and applications.
PL06	Through reading, listening, speaking, and writing, develop the ability to communicate effectively, especially in using scientific terminology.
PL07	Solve problems by collecting, organizing and evaluating information and by utilizing objective and subjective scientific tools.
PL08	Demonstrate an understanding of science and technology and their impact on society and the environment

**Learning Outcomes Display (show only)**

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
<b>FirstSemester</b>								
ENGL 151								
<b>SecondSemester</b>								
ENGL 152								
BUSN 273								
CSIT 110								
CSIT 123								
CSIT 160								
ECON 151								
ECON 152								
PHYS 172								
PHYS 171								
SOCI 232								
BUSN 273								
CSIT 110								
CSIT 123								
CSIT 160								
ECON 151								
ECON 152								
PHYS 172								
PHYS 171								
SOCI 232								
<b>FirstSemester</b>								
ENGL 151								
<b>SecondSemester</b>								
ENGL 152								

**Required Qualifications****Program Requirements**

First Semester	Credit Hours
ENGL 151	3
English I	
Technology Gen. Ed. Requirement (excludes INFO 110) ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#tech">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#tech</a> )	3
MATH 156 or Higher (excludes MATH 157, MATH 171, and MATH 181)	3
Industrial/Technical Studies Program Electives ( <a href="https://catalog.ocean.edu/#electives">https://catalog.ocean.edu/#electives</a> )	6
<b>Credit Hours</b>	<b>15</b>
Second Semester	
ENGL 152	3
English II	

AAS.TS.TECH: Technical Studies with Industrial/Technical Option, Associate in Applied Science 3

Humanities Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities</a> )	3
Social Science Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#social">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#social</a> )	3
Industrial/Technical Studies Program Electives ( <a href="https://catalog.ocean.edu/#electives">https://catalog.ocean.edu/#electives</a> )	6
<b>Credit Hours</b>	<b>15</b>
<b>Third Semester</b>	
Humanities or Social Science Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#humanities</a> )	3
Lab Science Gen. Ed. Requirement ( <a href="https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#lab">https://catalog.ocean.edu/graduation-requirements-degree/approved-general-education-courses/#lab</a> )	4
Industrial/Technical Studies Program Electives ( <a href="https://catalog.ocean.edu/#electives">https://catalog.ocean.edu/#electives</a> )	6
<b>Credit Hours</b>	<b>13</b>
<b>Fourth Semester</b>	
Select from the following:	17
Professional Core Transfer Credits Awarded for Work Experience and/or Industrial/Technical Studies Program Electives ( <a href="https://catalog.ocean.edu/#electives">https://catalog.ocean.edu/#electives</a> )	
<b>Credit Hours</b>	<b>17</b>
<b>Total Credit Hours</b>	<b>60</b>

### Industrial/Technical Studies Program Electives

Students may select courses from the following list or equivalent courses per appropriate approval.

Code	Title	Credit Hours
Any ENGT, ENGR, ENVI, and/or MECH course(s)		
Any CHEM (choose one Chemistry course)		4
BUSN 273	Corporate Social Responsibility	3
CSIT 110	Introduction to Computers and Computer Applications	3
CSIT 123	Integrated Office Software	3
CSIT 160	Introduction to Visual BASIC	3
ECON 151	Macroeconomic Principles	3
ECON 152	Microeconomics Principles	3
PHYS 172	Physics II	4
PHYS 171	Physics I	4
SOCI 232	Social Justice	3

### Degree Requirements Breakdown

#### GCOM

Course Code & Title	Credits
ENGL 151	3
ENGL 152	3

#### GSOC/ GHUM

Course Code & Title	Credits
HUMN GEN. ED. REQ.	3

#### GMAT/ GSCI/ GTEC

Course Code & Title	Credits
Math 156 or Math 158 or higher (not Math 171 or Math 181)	3

#### General Education

Course Code & Title	Credits
SOCIAL SCIENCE GEN ED REQ	3
HUMN GEN. ED. REQ. or SOCIAL SCIENCE GEN ED REQ	3
LAB SCIENCE GEN ED REQ	4

4 AAS.TS.TECH: Technical Studies with Industrial/Technical Option, Associate in Applied Science

### Concentration Courses

Course Code & Title	Credits
TECH PROGRAM ELECTIVE	6
TECH PROGRAM ELECTIVE	6
TECH PROGRAM ELECTIVE	6
TECH General Education Course (not INFO 110)	3
WORK BASED LEARNING EXP. OR TECH PROGRAM ELECTIVES	17

### Board Approval

#### History of Board approval dates

Board of Trustees Approval Date: November 7, 2005  
 NJ Presidents Council Approval: April 17, 2006  
 Board of Trustees Approval Date: December 1, 2008  
 Board of Trustees Approval Date: December 1, 2008  
 Board of Trustees Approval Date: December 6, 2010  
 Board of Trustees Approval Date: January 28, 2013  
 Board of Trustees Approval Date: May 28, 2013  
 Board of Trustees Approval Date: February 28, 2019

#### Reviewer Comments

Konopka Joseph (jkonopka) (Tue, 01 Feb 2022 19:59:06 GMT): Rollback: Please edit.

Key: 62

***EXHIBIT B-7***

# CC.BS: BUSINESS STUDIES, CERTIFICATE OF COMPLETION

## Program Type

Certificate of Completion

## Program Title

Business Studies, Certificate of Completion

## Academic School

Business and Social Sciences

## Effective Catalog Year

2022-2023

## Program Code

CC.BS

## CIP Code

520201 - Business Administration and Management, General.

## Program Description

The program description should be developed with the program goals in mind. Also, consider that it will be what goes into the college catalog and will represent the program publicly in the future. Try to make it readable for students and informative but not too busy. This should give a brief synopsis of what the program offers in terms of content, transfer, and career.

This is a broad program of study that provides students with specific business skills as well as a general overview of business. Students will be prepared for first-line supervision jobs in various fields such as retail and non-retail sales. Additionally, the courses in this certificate map to the A.S. in Business Administration, providing opportunity for transfer to a four-year business program. Enrolled students are also offered certification in financial information software on the main campus.

## Program Learning Outcomes

Students who successfully complete this program will be able to:

PL01	Define business fundamentals.
PL02	Apply fundamental business concepts and theories to growing a company.
PL03	Explain legal business issues and governmental requirements.
PL04	Prepare the basic financial statements for a business.

## Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
CSIT 123				
ACCT 161				
ECON 151				
BUSN 271				
BUSN 251				
BUSN 134				

## Required Qualifications

Code	Title	Credit Hours
CSIT 123	Integrated Office Software	3
ACCT 161	Principles of Accounting I	3
ECON 151	Macroeconomic Principles	3
BUSN 271	Principles of Management	3

BUSN 251	Business Law I	3
BUSN 134	Principles of Marketing	3
<b>Total Credit Hours</b>		<b>18</b>

### Degree Requirements Breakdown

#### GCOM

Course Code & Title	Credits
n/a	n/a

#### GHUM

Course Code & Title	Credits
n/a	n/a

#### GSOC

Course Code & Title	Credits
n/a	n/a

#### GSOC/ GHUM

Course Code & Title	Credits
n/a	n/a

#### GMAT/ GSCI/ GTEC

Course Code & Title	Credits
n/a	n/a

#### General Education

Course Code & Title	Credits
n/a	n/a

#### Concentration Courses

Course Code & Title	Credits
CSIT 123	3
ACCT 161	3
ECON 151	3
BUSN 271	3
BUSN 251	3
BUSN 134	3

#### Elective Courses

Course Code & Title	Credits
n/a	n/a

### Board Approval

#### History of Board approval dates

Board of Trustees Approval Date: December 6, 2018

Board of Trustees Approval Date: March 28, 2019

#### Reviewer Comments

O'Connor Susan (soconnor) (Wed, 10 Nov 2021 20:27:26 GMT): Rollback: Hi! Based on a convo I had with Rosann today, I am returning this with the suggestion of adding some kind of work based learning option or industry credential. As a CTE certificate, these types of additions make students with certificates more employable. Also, can you share what job the edited version will lead to for students upon completion?



Key: 68

## ***EXHIBIT B-8***

# SOWK 170: TRAUMA AND HEALING

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## 1. Course Information

**Subject**

SOWK - Social Work

**School**

Business and Social Sciences

**Course Title**

Trauma and Healing

## 2. Hours

**Semester Hours**

3

**Lecture**

3

**Lab**

0

**Practicum**

0

## 3. Catalog Description

**For display in the online catalog**

This course is designed to explore the areas of grief and loss in social work practice with exploration of how complicated grief lends to diminished functioning and quality of life for individuals, families, and communities. Additionally, the class will evaluate the impact of trauma over the life span and will look at the intersection of culture, race, gender, and religion with disproportionate exposure to trauma. Trauma informed protocol, resiliency, and post traumatic growth will also be emphasized.

## 4. Requisites

**Prerequisites**

None

**Corequisites**

None

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

This course was developed as part of a collaborative community partnership with the RWJ Barnabas Health system to prepare social workers.

## 7. General Education

**Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?**

No

**If the course does not satisfy a general education requirement, which of the following does it satisfy:**

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Creatively and engagingly presents the most current and relevant training (Vision Statement).
2	Provides high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from experts on the field (Mission statement).
3	Prepares students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeks to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	Challenges students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

Institution

None

Comments

The Social Work in Healthcare Settings program is innovative and the first of its kind in New Jersey. Currently, there is not a comparable program at the NJ Community College level.

## Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Unable to determine status

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:

CLO1	Describe grief reaction, stages of grief, complicated/complex grief, and how grief impacts functioning.
CLO2	Define resources and interventions to support loss and foster healing.
CLO3	Articulate ACES data/tool, and the varied impact of trauma across the lifespan and on disparate populations.
CLO4	Identify the neurobiological underpinnings of stress and trauma with emphasis on connection to long-term medical/health implications.
CLO5	Clarify resiliency and post traumatic growth.
CLO6	Identify the function of self-care in relation to compassion fatigue and secondary trauma risk to social workers.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	Grief a. "Normal" grief reaction b. Stages of grief c. Complicated grief d. Grief vs. depression e. Grief vs. trauma	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1
T02	Loss and Reconnection a. Recurrent emotions experienced b. Mindfulness, spiritual connections, etc. c. Explore local resources for support	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1, CLO2
T03	Developmental perspective of trauma a. Review of symptoms b. Review of disorders c. Impact across the lifespan d. ACES e. Protective factors vs. risk factors and vulnerabilities f. Frequency of exposure g. Unreconciled trauma and future vulnerability	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1-CLO3
T04	Trauma and disparate populations a. Review of the lifecycle b. Exploration of how culture, race, gender, religion shapes disproportionate exposure to trauma c. Protective and risk factors in context of culture, race, poverty, etc.	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO1-CLO3

T05	Neurobiological underpinnings and long-term medical implications a. Human stress reaction b. Neuro- amygdala, hippocampus involvement c. Sympathetic/ parasympathetic nervous system d. Hypervigilance e. Medical complications	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO3, CLO4
T06	Resiliency a. Post traumatic growth b. Healing c. Resources	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO2, CLO5
T07	Secondary Impact of Trauma a. Psychological first aid b. Compassion fatigue c. Secondary trauma d. Burnout e. Self-care	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper	CLO4- CLO6

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

Class sessions will be devoted to lecture, discussion, group activities, demonstration, and video. Lectures will clarify difficult readings and introduce critical and supplementary material to provide a more in-depth analysis of key concepts and theories.

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

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Society and Human Behavior

Yes

Related Course Learning Outcome

CLO2-CLO5

Related Outline Component

T02-T07

Assessment of General Education Goal (Recommended but not limited to)

Quiz, exam, activity, assignment, project, paper, or presentation

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**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO1-CLO5

**Related Outline Component**

TO2-TO7

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, activity, assignment, project, paper, or presentation

**14. Needs****Instructional Materials (text etc.):**

Department approved textbook

**Technology Needs:**

N/A

**Human Resource Needs (Presently Employed vs. New Faculty):**

Existing staff

**Facility Needs:**

N/A

**Library needs:**

N/A

**15. Grade Determinants**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

## ***EXHIBIT B-9***



# SOWK 171: SOCIAL WORK IN HEALTH CARE SETTINGS

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## 1. Course Information

**Subject**

SOWK - Social Work

**School**

Business and Social Sciences

**Course Title**

Social Work in Health Care Settings

## 2. Hours

**Semester Hours**

3

**Lecture**

3

**Lab**

0

**Practicum**

0

## 3. Catalog Description

**For display in the online catalog**

This course is designed to increase general knowledge and develop advanced skills for students interested in the practice of social work in healthcare environments such as hospitals, long-term care facilities, and community-based integrated care agencies. Utilizing the framework of a biopsychosocial perspective, the course will focus on enrichment of case management skills including assessment of basic needs and discharge planning, examine social determinants of health and its impact throughout the lifespan, as well as address social work participation on a multidisciplinary team. Students will receive instruction regarding medical terms and proper documentation, and become familiar with electronic health record keeping systems.

## 4. Requisites

**Prerequisites**

None

**Corequisites**

None

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

This course was developed as part of a collaborative community partnership with the RWJ Barnabas Health system to prepare medical social workers.

## 7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

## 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Creatively and engagingly presents the most current and relevant training (Vision Statement).
2	Provides high quality academic instruction, advisement, and enrichment activities that inspire success in students through instruction from experts on the field (Mission statement).
3	Prepares students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeks to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	Challenges students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

## 9. Related Courses at Other Institutions

### Comparable Courses at NJ Community Colleges

Institution

None

Comments

The Social Work in Healthcare Settings program is innovative and the first of its kind in New Jersey. Currently, there is not a comparable program at the NJ Community College level.

## Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Monmouth University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Unable to determine status

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:

CLO1	Apply case management skills to assess patient's basic needs, identify resources, and design a successful discharge plan.
CLO2	Identify social determinants of health and communicate how they contribute to barriers and disparity in healthcare.
CLO3	Explain the meaning of basic medical terms.
CLO4	Define the lifecycle and aging process along with associated levels of care.
CLO5	Demonstrate knowledge of pertinent documentation and use of electronic medical records.
CLO6	Identify the functions of various medical departments/divisions and the role of the social worker on an interdisciplinary team.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	Case Management Skills a. Affordable Care Act b. Benefits, entitlements c. County/community resources d. Utilization review e. Discharge planning f. Privacy, HIPPA, patient rights	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper.	CLO1
T02	Social Determinants of Health a. Review social determinants with regard to various populations b. Discuss health equity c. Identify disparities and barriers d. Bio-ethics	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper.	CLO1, CLO2
T03	Medical Terms and Documentation a. Review of basic medical terms b. Review of common chronic medical conditions, metabolic diseases c. Proper documentation d. Introduction to electronic medical records and how to document appropriately within the record	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper.	CLO1, CLO3, CLO5

TO4	<b>Lifecycle and Aging</b> a. Review of the lifecycle b. Review of how aging lends to development of specific pathology and challenges c. Explore various level of care including nursing home, rehab, adult day care, assisted living d. Caregiver burn-out e. Elder abuse f. End of life issues g. Palliative care h. Hospice	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper.	CLO1-CLO4
TO5	<b>Healthcare Institution Infrastructure and Participation on Multidisciplinary teams</b> a. System hierarchy b. Function of various departments such as ED, Med/Surg, ICU/CCU etc. c. Interdisciplinary teams and social work role d. Effective communication in a team environment e. Decision-making styles	Included but not limited to reading assignments, class discussions, videos, group activities or writing component	Included but not limited to quizzes on readings, class discussions, graded oral presentations, written essay or research paper.	CLO6

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

Class sessions will be devoted to lecture, discussion, group activities, demonstration, and video. Lectures will clarify difficult readings and introduce critical and supplementary material to provide a more in-depth analysis of key concepts and theories.

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

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**Society and Human Behavior**

Yes

**Related Course Learning Outcome**

CLO2, CLO4, CLO6

**Related Outline Component**

TO4, TO5

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, activity, assignment, project, paper, or presentation

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**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO2-CLO6

**Related Outline Component**

TO2, TO3, TO4

**Assessment of General Education Goal (Recommended but not limited to)**

Quiz, exam, activity, assignment, project, paper, or presentation

**14. Needs****Instructional Materials (text etc.):**

Department approved textbook

**Technology Needs:**

Related software will be needed within department

**Human Resource Needs (Presently Employed vs. New Faculty):**

Existing staff

**Facility Needs:**

N/A

**Library needs:**

N/A

**15. Grade Determinants**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

## ***EXHIBIT B-10***

# HRTM 212: CONFERENCES, CONVENTIONS, AND SPECIAL EVENTS MANAGEMENT

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## 1. Course Information

**Subject**

HRTM - Hospitality, Recreation, and Tourism Management

**School**

Business and Social Sciences

**Course Title**

Conferences, Conventions, and Special Events Management

## 2. Hours

**Semester Hours**

3

**Lecture**

3

**Lab**

0

## 3. Catalog Description

**For display in the online catalog**

This course is a study of how to plan, design, produce and evaluate conferences, teleconferences, conventions, special events, seminars and symposia events. The course examines practical advice on every aspect of organizing and managing special events, such as choosing the best venue; preparing and managing the budget; scheduling; coordinating food and beverages; selecting decor, themes, and entertainment; media; and staffing. Emphasis is on the interaction between the staff, the customer, guests, contractors, and others necessary to implement and manage a successful event. Additional focus on catering through hotels, restaurants or private companies, as well as examining the costs involved in building and sustaining a successful business.

## 4. Requisites

**Prerequisites**

NONE

**Corequisites**

NONE

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

Conferences, conventions, expositions, meetings and other types of events, are a rapidly growing segment of the hospitality, recreation and tourism industries, offering a broad range of employment opportunities. Students in AS program in Hospitality, Recreation and Tourism Management will enroll in this course to gain a comprehensive overview of what it take to plan, develop, market and execute special events for agencies and corporation, as well as to attract domestic and international tourist. Students in business and other programs may enroll in this course to develop the skills necessary to plan events at the workplace.

## 7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

### 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Demonstrating the college's commitment to offer innovative and comprehensive educational programs that develop intentional learners and promote critical thinking about the world of Hospitality, Recreation and Tourism Management. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world, by providing global insight into the field of hospitality. (Vision Statement)
3	Preparing students for entrance into the Hospitality and Tourism workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and practical skills with an emphasis on marketing strategies, customer service and financial management skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action that will benefit the Hospitality, Recreation and Tourism industry locally, nationally and internationally. (Academic Master Plan)

### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

##### Institution

Atlantic Cape CC

##### Course Title

Catering and Events Planning

##### Course Number

HOSP250

##### Number of Credits

3

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##### Institution

Bergen CC

##### Course Title

Event Planning and Management

##### Course Number

HRM-129

##### Number of Credits

3

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##### Institution

Camden County College

##### Course Title

Meeting and Special Event Planning

##### Course Number

HTS 205

##### Number of Credits

3



## Transferability of Course

### Georgian Court University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC 3-credits Elective	Elective	

### Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
COMM 4208, Event Planning and Management, 3 credits	Major	

### Monmouth University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

### Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
EC 3-credits Elective	Elective	

### Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

### Stockton University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
HTMSEC, Hospitality and Tourism Management Elective Credit, 3 credits	Elective (major)	

## 10. Course Learning Outcomes

### Learning Outcomes

Students who successfully complete this course will be able to:

CLO1	Explain the five stages of event management: research, design, planning, coordination, and evaluation.
CLO2	Explain how to effectively manage time, human resources, and volunteers.
CLO3	Describe the process of hiring vendors, caterers, sound and light technicians, entertainment, and other resources.
CLO4	Demonstrate how to conduct an event site inspection.
CLO5	Identify risk-management procedures and tactics.
CLO6	Identify the requirements for contracts, permits, and licenses, and how to meet these requirements.
CLO7	Explain budgeting, pricing, and accounting as they relate to event design.
CLO8	Demonstrate the principles of design in event decoration.

## 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction to the various segments of the industry	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8

TO2	Controlling the Planning, Organization and Directing of Events	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO3	Event Administration in dealing with Convention & Visitors' Bureaus	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO4	Event Marketing for Trade Shows and Expositions	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO5	Legal, Ethical, and Risk Management Challenges	Case Studies, Assignments	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO6	Selling the Events, Negotiations and Contracts	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO7	Coordination with Hotels, Restaurants, Entertainment and other Venues	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO8	Directing the Future of Events and Meetings with Technology	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO9	Function Rooms and Meeting Setups	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8
TO10	Meeting with Planning Groups for Theme & Project Review	Project, Groupwork	A minimum of two examinations and one project, or the equivalent will be required.	CLO1-CLO8

## 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

Lecture, group discussion research project and other classroom activities will be employed.

## 13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

CLO1-CLO8

Related Outline Component

TO1-TO10

Assessment of General Education Goal (Recommended but not limited to)

A minimum of two examinations and one project, or the equivalent will be required.

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**Technological Competency**

Yes

**Related Course Learning Outcome**

CLO1-CLO8

**Related Outline Component**

TO1-TO10

**Assessment of General Education Goal (Recommended but not limited to)**

A minimum of two examinations and one project, or the equivalent will be required.

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**Global and Cultural Awareness**

Yes

**Related Course Learning Outcome**

CLO1-6, CLO8

**Related Outline Component**

TO1, TO3-5, TO7-TO10

**Assessment of General Education Goal (Recommended but not limited to)**

A minimum of two examinations and one project, or the equivalent will be required.

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**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

CLO1-CLO8

**Related Outline Component**

TO1-TO10

**Assessment of General Education Goal (Recommended but not limited to)**

A minimum of two examinations and one project, or the equivalent will be required.

**14. Needs****Instructional Materials (text etc.):**

An appropriate textbook will be selected. Please contact the department for current adoptions.

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed faculty

**Facility Needs:**

Present classroom

## 15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

## 16. Board Approval

History of Board approval dates

Board of Trustees Approval Date: May 27, 2014

Board of Trustees Approval Date: November 3, 2014

PLT Approval of Form: October 28, 2014

## ***EXHIBIT B-11***

# INTR 288: INTERNSHIP 1

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## 1. Course Information

**Subject**

INTR - Internship

**School**

Business and Social Sciences

**Course Title**

Internship 1

## 2. Hours

**Semester Hours**

1

**Lecture**

0

**Lab**

0

**Practicum**

3

## 3. Catalog Description

**For display in the online catalog**

This course offers students an introductory experience in a work setting. The 45-hour internship will allow students to explore career goals in a field related to an academic area of interest. Application of classroom knowledge to the on-site experience is encouraged. Applicants must comply with Ocean County College Experiential Learning Policy #7180 and complete all required application/approval paperwork, which is available through the Career Services Office. Applicants must have an overall GPA of at least 2.5 and have completed 30 credits toward their degree program or 50 percent of their certificate program.

## 4. Requisites

**Prerequisites**

Applicants must comply with Ocean County College Experiential Learning Policy #7180 and complete all required application/approval paperwork, which is available through the Career Services Office. Applicants must have an overall GPA of at least 2.5 and have completed 30 credits toward their degree program or 50 percent of their certificate program.

**Corequisites**

None

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

Students need to learn how to apply lecture-based knowledge to practical career settings. Employees are seeking graduates who can demonstrate career readiness in addition to knowledge of a specific field. This course establishes a clear link between the classroom and the work environment.

## 7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Elective

### 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	iii. Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	iv. Seeking to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

Institution

Atlantic Cape CC

Course Title

Practicum in Business Administration; Internship in Criminal Justice

Course Number

BUSN 290;CRIM 250

Number of Credits

1;3

Comments

Internships available in select areas of study.

#### Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
		Will not transfer

**Rutgers - New Brunswick, Mason Gross School of the Arts**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

**Stockton University**

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

If not transferable to any institution, explain:

This is generally a non-transferable experiential learning course (except as elective credit on occasion).

**10. Course Learning Outcomes****Learning Outcomes**

Students who successfully complete this course will be able to:

CLO1	Relate classroom learning to a workplace experience.
CLO2	Demonstrate professionalism that aligns with workplace expectations.
CLO3	Explore career options related to areas of academic interest.
CLO4	Develop specific learning objectives that apply classroom learning to an introductory workplace experience.

**11. Topical Outline**

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	Specific learning objectives that meet CLO1-CLO4 will be developed and communicated through the internship approval process.	A journal or writing component	A journal, project, paper, or presentation; site supervisor assessment	CLO1-CLO4

**12. Methods of Instruction**

In the structuring of this course, what major methods of instruction will be utilized?

o Internship students will be given supervised on-the-job training.

**13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)**

Information

Communication-Written and Oral

Yes

Related Course Learning Outcome

CLO1-CLO4

Related Outline Component

T01

Assessment of General Education Goal (Recommended but not limited to)

A journal, project, paper, or presentation;  
site supervisor assessment

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4 INTR 288: Internship 1

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#### **Independent/Critical Thinking**

Yes

#### **Related Course Learning Outcome**

CLO1-4

#### **Related Outline Component**

TO1

#### **Assessment of General Education Goal (Recommended but not limited to)**

A journal, project, paper, or presentation;  
site supervisor assessment

### **14. Needs**

#### **Instructional Materials (text etc.):**

An appropriate textbook, OER resource, or set of readings will be selected by the academic internship supervisor.

#### **Technology Needs:**

N/A

#### **Human Resource Needs (Presently Employed vs. New Faculty):**

Presently Employed

#### **Facility Needs:**

N/A

#### **Library needs:**

N/A

### **15. Grade Determinants**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

## 16. Board Approval

### History of Board approval dates

New course board approved: March 25, 2021

## ***EXHIBIT B-12***

# INTR 289: INTERNSHIP 2

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## 1. Course Information

**Subject**

INTR - Internship

**School**

Business and Social Sciences

**Course Title**

Internship 2

## 2. Hours

**Semester Hours**

2

**Lecture**

0

**Lab**

0

**Practicum**

6

## 3. Catalog Description

**For display in the online catalog**

This course offers students an advanced experience in a work setting. The 90-hour internship will allow students to explore career goals in a field related to an academic area of interest. Application of classroom knowledge to the on-site experience is encouraged. Applicants must comply with Ocean County College Experiential Learning Policy #7180 and complete all required application/approval paperwork, which is available through the Career Services Office. Applicants must have an overall GPA of at least 2.5 and have completed 30 credits toward their degree program or 50 percent of their certificate program.

## 4. Requisites

**Prerequisites**

Applicants must comply with Ocean County College Experiential Learning Policy #7180 and complete all required application/approval paperwork, which is available through the Career Services Office. Applicants must have an overall GPA of at least 2.5 and have completed 30 credits toward their degree program or 50 percent of their certificate program.

**Corequisites**

None

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

Students need to learn how to apply lecture-based knowledge to practical career settings. Employees are seeking graduates who can demonstrate career readiness in addition to knowledge of a specific field. This course establishes a clear link between the classroom and the work environment.

## 7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Elective

### 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and practical skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

Institution

Atlantic Cape CC

Course Title

Practicum in Business Administration; Internship in Criminal Justice

Course Number

BUSN 290;CRIM 250

Number of Credits

1; 3

Comments

Internships available in select areas of study.

#### Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

Kean University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

Monmouth University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

Rowan University

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

Course Code, Title, and Credits	Transfer Category	If non-transferable, select status
		Will not transfer

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
		Will not transfer

This is generally a non-transferable experiential learning course.

**Students who successfully complete this course will be able to:**

CLO1	Relate classroom learning to a workplace experience.
CLO2	Demonstrate professionalism that aligns with workplace expectations.
CLO3	Explore career options related to areas of academic interest.
CLO4	Develop specific learning objectives that apply classroom learning to an advanced workplace experience.

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	Specific learning objectives that meet CLO 1-4 will be developed and communicated through the internship approval process.	A journal or writing component	A journal, project, paper, or presentation; site supervisor assessment	CLO 1-4

Internship students will be given supervised on-the-job training.

## Information

[illegible]

Yes

**Related Course Learning Outcome**

CLO 1-4

**Related Outline Component**

TO 1

**Assessment of General Education Goal (Recommended but not limited to)**

A journal, project, paper, or presentation;  
site supervisor assessment

**14. Needs****Instructional Materials (text etc.):**

An appropriate textbook, open education resource, or set of readings will be selected by the academic internship supervisor.

**Technology Needs:**

N/A

**Human Resource Needs (Presently Employed vs. New Faculty):**

Presently employed

**Facility Needs:**

N/A

**Library needs:**

N/A

**15. Grade Determinants**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**16. Board Approval****History of Board approval dates**

New course board approved: March 25, 2021

## ***EXHIBIT B-13***



# INTR 290: INTERNSHIP 3

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## 1. Course Information

**Subject**

INTR - Internship

**School**

Business and Social Sciences

**Course Title**

Internship 3

## 2. Hours

**Semester Hours**

3.00000

**Lecture**

0.00

**Lab**

0.00

**Practicum**

9.00

## 3. Catalog Description

**For display in the online catalog**

This course offers students the opportunity to apply the academic knowledge gained from the classroom to a work environment. The internship will be directly related to students' career goals in their areas of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisites: Applicants must also comply with the Ocean County College Internship Guidelines and complete an Internship Application, which are available in the Academic Affairs Office. Applicants must also have an overall GPA of 2.5.

## 4. Requisites

**Prerequisites**

Applicants must also comply with the Ocean County College Internship Guidelines and complete an Internship Application (see attachments), which are available in the Academic Affairs Office. Applicants must also have an overall GPA of 2.5.

**Corequisites**

None

## 5. Course Type

**Course Type for Perkins Reporting**

vocational (approved for Perkins funding)

## 6. Justification

**Describe the need for this course**

Students need to learn how to apply lecture-based knowledge to practical career settings. Employers are seeking graduates who can demonstrate career readiness in addition to knowledge of a specific field. This course establishes a clear link between the classroom and the work environment.

## 7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Elective

### 8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	This course is part of a comprehensive program that contributes to the development of an empowered and informed lifelong learner who will be prepared well for either the successful transfer to a four-year institution of higher education or entrance onto the career ladder of choice.

### 9. Related Courses at Other Institutions

#### Comparable Courses at NJ Community Colleges

Institution

None

### Transferability of Course

If not transferable to any institution, explain:

none listed

### 10. Course Learning Outcomes

#### Learning Outcomes

Students who successfully complete this course will be able to:

CLO1	Combine academic training with practical work experience.
CLO2	Gain valuable employment experience prior to program completion and graduation.
CLO3	Clarify career options while the student is still in a formative academic setting.
CLO4	Achieve the objectives identified in the Internship Agreement (see attachment).

### 11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
T01	A specific outline of objectives, study tasks, and responsibilities for the student, the faculty mentor, and the site administrator will be developed and stated in the Ocean County College Internship Agreement (see attachment).	N/A	N/A	N/A

### 12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?

The instructor, student, and work site supervisor develop job-related learning objectives. The student must be engaged for 9 or more hours per week for 15 weeks (or a total of 135 hours) in an internship that relates directly to the student's academic program. The instructor meets a minimum of three times with the student to monitor progress in the learning objectives and to review the daily log. The instructor makes a minimum of two visits to the work site where the instructor, work site supervisor, and student review the student's work readiness, on-the-job interpersonal relationships, and job performance.

**13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)**

Information

**Communication-Written and Oral**

Yes

**Related Course Learning Outcome**

n/A

**Related Outline Component**

n/A

**Assessment of General Education Goal (Recommended but not limited to)**

n/A

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**Society and Human Behavior**

Yes

**Related Course Learning Outcome**

n/A

**Related Outline Component**

n/A

**Assessment of General Education Goal (Recommended but not limited to)**

n/A

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**Ethical Reasoning and Action**

Yes

**Related Course Learning Outcome**

n/A

**Related Outline Component**

n/A

**Assessment of General Education Goal (Recommended but not limited to)**

n/A

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**Independent/Critical Thinking**

Yes

**Related Course Learning Outcome**

n/A

**Related Outline Component**

n/A

**Assessment of General Education Goal (Recommended but not limited to)**

n/A

**14. Needs****Instructional Materials (text etc.):**

A variety of print materials, including a textbook and the written policies and procedures of the work site itself, will be chosen by the internship supervisor as these relate to the specific career path.

**15. Grade Determinants**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

**16. Board Approval****History of Board approval dates**

Prepared/Reviewed: May, 2003; September 21, 2006

Board of Trustees Approval Date: May 24, 2010

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

Board of Trustees Approval Date: May 29, 2012