



SABES PROGRAM SUPPORT PD CENTER

Navigating Career Pathways

Course instructor: Sarah Knight, sarelizknight@gmail.com

Registrar: Ruzica Banovic, ruzica_banovic@worlded.or

Technical Assistance: techsupport@worlded.org

Course Dates: March 2nd –April 10th, 2020

Estimated Completion Time: 3-4 hours per week for 6 weeks (24 hours total)

Prerequisite: Finding True North: Role of the Navigator

Course Objectives

By the end of course, you will be able to:

- List the type of information you need to gather through the process of campus and community outreach;
- Implement a student intake interview protocol;
- Describe the educational requirements, wage and labor information, and occupational profile for the integrated career pathways offered by your program;
- Evaluate and select a variety of career planning resources; and
- Plan a set of Navigator activities and identify resources, partners, and goals associated with each.

Course Completion

To successfully complete this course, the instructor will assess your work based on whether and to what extent you have completed the required assignments and postings in the following modules:

Benefits of Support Networks

- ✓ Activity - Campus and Community Connections (Wiki post): 5%

Clearing the Pathway – Navigator Communication Tools

- ✓ Influences Activity (Forum post): 10%
- ✓ Applying MI Techniques Activity (Forum post): 10%

Laying a Foundation for Success

- ✓ Career Pathway Recruitment Activity (Forum post): 10%
- ✓ Intake Question Interview (Forum post): 10%

Career Pathway Planning

- ✓ Self-Assessment Tools Activity (Forum post): 10%
- ✓ Occupational Profile Activity (Forum post & attachment): 10%

Designing Your Navigator Program

- ✓ Navigator Program Plan Project (Forum post & attachment): 30%
- ✓ Next Steps for Navigators Activity (Forum post): 5%

If you score an 80% or above, you will successfully complete the course and earn a Certificate of Completion.

COURSE SCHEDULE

Week 1

Complete by March 6

Getting Started

- Required Software and Course Features
- Course Overview and Objectives
- Course Requirements
- Planning for Learning
- Forum: Personal Learning Goals Activity
- Summary
- Forum: General Discussion

Benefits of Support Networks

- Benefits of Support Networks
- Objectives
- Why Supports are Vital
- Making College Life Feasible
- Creating Social Relationships
- Developing College Know-How
- Wiki: Campus and Community Connections Activity**
- Activity: Reading
- Beyond Referrals
- Outreach
- Activity: Planning Your Outreach
- Planning Outreach Meetings
- Summary

Week 2

Complete by March 13

Clearing the Pathway – Navigator Communication Tools

- Clearing the Pathway—Navigator Communication Tools
- Objectives
- Cultural Competence
- Defining Cultural Competence
- Mistaken Assumptions
- Listening for Cues
- Forum: Influences Activity**
- Active Listening

- Activity: Active Listening Self-Assessment
- Motivational Interviewing
- Background
- Four Fundamental Principles
- Four MI Techniques
- Forum: Applying MI Techniques Activity**
- Two Common Situations
- Summary

Week 3

Complete by March 20

Laying a Foundation for Success

- Laying a Foundation for Success
- Objectives
- Recruitment
- Program Information
- Targeted Education and Career Pathways
- Career and Educational Pathway Road Maps
- Recruitment Materials
- Forum: Career Pathway Recruitment Activity**
- Intake and Assessment Process
- Application Process
- Setting Expectations for Success

- The Intake Interview
- Assessing Student Readiness
- Identifying Strengths
- Video: Asking Questions Activity
- Forum: Intake Interview Questions Activity**
- Supports and Barriers
- Fostering Commitment
- Navigator Syllabus 1
- Navigator Syllabus 2
- Navigator Program Plan
- Project: Navigator Program Plan
- Summary

Career Pathway Planning

- | | |
|---|--|
| <input type="checkbox"/> Career Pathway Planning | <input type="checkbox"/> Guest Speakers and Job Shadowing |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Career Mentors 1 |
| <input type="checkbox"/> Career Planning Model | <input type="checkbox"/> Career Mentors 2 |
| <input type="checkbox"/> Planning Model Steps | <input type="checkbox"/> Career Mentors 3 |
| <input type="checkbox"/> Self-Exploration | <input type="checkbox"/> Forum: Occupational Profile Activity |
| <input type="checkbox"/> Online Surveys and Inventories | <input type="checkbox"/> Career Planning Skills |
| <input type="checkbox"/> Forum: Self-Assessment Tools Activity | <input type="checkbox"/> Quiz: SMART Goal Framework |
| <input type="checkbox"/> A Word on Transferable Skills | <input type="checkbox"/> Career and Education Plan |
| <input type="checkbox"/> Using the Tools | <input type="checkbox"/> Forum: Project—Navigator Program Plan |
| <input type="checkbox"/> Real-World Occupational Exploration | <input type="checkbox"/> Summary |
| <input type="checkbox"/> Informational Interviews | |

Career Pathway Planning

- | | |
|--|--|
| <input type="checkbox"/> Real-World Occupational Exploration | <input type="checkbox"/> Forum: Occupational Profile Activity |
| <input type="checkbox"/> Informational Interviews | <input type="checkbox"/> Career Planning Skills |
| <input type="checkbox"/> Guest Speakers and Job Shadowing | <input type="checkbox"/> Quiz: SMART Goal Framework |
| <input type="checkbox"/> Career Mentors 1 | <input type="checkbox"/> Career and Education Plan |
| <input type="checkbox"/> Career Mentors 2 | <input type="checkbox"/> Forum: Project—Navigator Program Plan |
| <input type="checkbox"/> Career Mentors 3 | <input type="checkbox"/> Summary |

Designing Your Navigator Program**Course Completion**

- | | |
|---|--|
| <input type="checkbox"/> Designing Your Navigator Program | <input type="checkbox"/> Course Completion |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Course Summary |
| <input type="checkbox"/> College and Career Readiness Activities | <input type="checkbox"/> Challenges and Rewards |
| <input type="checkbox"/> Academic Readiness | <input type="checkbox"/> Forum: Reflections |
| <input type="checkbox"/> Activity: Promoting College and Career Readiness Skills. | <input type="checkbox"/> Course Evaluation |
| <input type="checkbox"/> Fostering a Learning Community | <input type="checkbox"/> Course Completion Certificate |
| <input type="checkbox"/> Program Orientation | |
| <input type="checkbox"/> Individual and Group Meetings | |
| <input type="checkbox"/> Collecting Data for Ongoing Improvement | |
| <input type="checkbox"/> Questions You Might Ask | |
| <input type="checkbox"/> Supporting Student Transitions | |
| <input type="checkbox"/> Exit Checklist | |
| <input type="checkbox"/> Forum: Project—Navigator Program Plan | |
| <input type="checkbox"/> Next Steps for Navigators | |
| <input type="checkbox"/> Forum: Next Steps for Navigators Activity | |
| <input type="checkbox"/> Summary | |

Course materials are available through May 8th 2020.

The National College Transition Network (NCTN) at World Education, Inc. initially offered this course for the Accelerating Opportunity initiative. The course was developed by the NCTN with support from the Joyce Foundation and in collaboration with Jobs for the Future, Washington State Board for Community and Technical Colleges, and Minnesota FastTRAC.

Minimum Technical Requirements

World Education's online courses are offered via the Moodle learning management system (LMS) and WebEx Internet conferencing system. To participate in courses, you must have access to a reliable computer with an Internet connection. We recommend a high speed Internet connection. For courses that include Webinar sessions, you must have the ability to be on an Internet-connected computer and a telephone at the same time. We recommend a screen resolution 800×600 or higher. If you are using a mobile device, we recommend that you review these [FAQs from Moodle](#).

System Requirements

Moodle requires that JavaScript, cookies, and Java be enabled in a recommended browser. (Note: Enabled pop-up blockers may interfere with accessing content.) Recommended browsers consist of any standards-supporting browser. Examples are:

- Mozilla Firefox 3 or later
- Safari 3 or later
- Google Chrome 4 or later
- Opera 9 or later
- Microsoft Internet Explorer 7 or later

Additional Plug-ins

Some courses require additional plug-ins to access media and course resources, such as Flash and Adobe Acrobat. You should have the ability to download and install these plug-ins on your computer, or have access to a technical support staff person who can do this for you.

Course Access

Facilitated courses:

- After registering for a course, participants will receive a confirmation that their registration has been received. If the course has low enrollment, a notification will be sent out a week before the course start date.
- Within five days before the course start date, an email will be sent out to each participant with instructions on logging in and getting started.

Self-paced courses:

- After registering for a course, participants will receive an email directing them to set up their account or add the course to their current account.
- World Education staff will make a reasonable attempt to ensure that the course registrants are able to access the online course system by sending confirmation emails, and through telephone contact if necessary, using the contact information provided upon course registration.

Communications Policies

1. Course communications may include group e-mails, discussion posts, chats, Webinars, Webinar archives, team discussions, and instructor/participant correspondence.
2. Course instructors will use e-mail, either within or outside of the LMS, as the primary source of communication with course participants. Electronic communications will be directed to the e-mail addresses located in the participants' profile within the LMS.
3. Only course participants, instructors, and World Education staff may access and use LMS course communication tools.
4. Upon request of the individual participant, and World Education staff, instructors, and facilitators may provide a course participant's sponsor (i.e., one who purchases the course on behalf of the course participant), with the Course Outline and Schedule and the participant's LMS Grade Book information. World Education staff and instructors will not provide sponsors access to or records of any course communications.

Completion Policies

1. Upon satisfactory completion of all course requirements, course participants may download and print a Certificate of Completion. World Education does not mail hard copies of the course completion certificate.
2. The Certificate of Completion documents the professional development hours associated with the course, as listed in the course description; it does not document the actual hours the course participant spent doing coursework. Participants may take more or less time, depending on their depth of participation and comfort with technology. Completion time is the estimated time participants should expect to spend with a course; however, the actual number of hours each participant spends on coursework may vary greatly.
3. Course completion requirements are published in the Course Outline and Schedule, available as a document within the course. In order to receive a Certificate of Completion, the participant must meet the course completion requirements listed on the Course Outline and Schedule by the final deadline posted. The course instructor has the sole authority to determine if the participant has met the minimum requirements for course completion.
4. Participants may negotiate revision and re-submission of their work with the course instructor; however, the participant must submit revised work by a mutually agreed upon deadline in order to receive the Certificate of Completion.
5. Participants may negotiate a one-time extension for final course completion at the sole discretion of the course instructor. If the participant fails to meet the extended deadline, no further extensions will be allowed.
6. Course content is only available for the duration of the course: After the course has closed, course content and any documents participants have uploaded to the LMS may not be available.