

Arizona Sun Corridor - Get Into Energy Consortium  
 TAACCCT Round 2 Grant (TC-23759-12-60-A-4)  
 Third Party Review of Curriculum and Related Educational Resources

College	Pima
Course Number	CPD104
Course Title	Career and Personal Development
Item Description	Syllabus, course calendar, portfolio guide, worksheets, PowerPoint
Reviewed by	BP
Review Date(s)	February 2016

Course Number	Yes	
Course Title	Yes	
Course Description	Yes	Need to fix the fourth line "resources for career resources for..."
Pre-requisites	No	None are noted. However this course is quite independent of other program content.
Co Requisites	NA	None are noted. However this course is quite independent of other program content.

Student learning outcomes and competencies are clearly identified    yes

Required and recommended texts and other materials are clearly identified    Yes

Description of strategies for student success or available assistance	No	Syllabus only speaks to in-class requirements. Reviewer encourages writer to include student support services available to support student success. Also appears to lack college standard policies as found in others from Pima College.
Description of how course prepares student for a certificate or degree	Yes	Good design that clearly demonstrates what will be done and accomplished through the activities in the course.
Description of how course/item is relevant or applicable to occupation or industry	Yes	While generic in many ways to describe the content, the content here is clearly focused on preparing students to be successful in their future career pursuits.
Description of assessments, evaluation, exams and grading process	Yes	Definition includes descriptions for assignments, tests, interview, etc., all working towards the final calculation of the grade.
Evidence of industry input, review and approval process	Yes	Some reference to TEP, while it is not mentioned the course is aligned to CEWD recommended standards.
Evidence of college review and approval process	No	Not provide in submitted materials
For items not directly related to a course, any evidence of quality control process	NA	

The overall quality is a sufficient representation of college and industry standards

Yes

Good structure, recommend corrections above.

Other notes

Reviewer was unable to find credit designation for the course. This should be a foundation piece in every syllabus.