Individualized
Technical Studies
Associate Degree
Guide
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Individualized Technical Studies
Associate Degree Program Checklist

1. **Schedule an appointment**: Contact the Career Services Manager at (608) 822-2333 to begin discussing the areas in which you are interested and to determine if an existing program will meet your needs.

2. **Complete the Self-Assessment**: Utilize the assessment in this Guide to see if this program is right for you.

3. **Complete your Program Plan**: Meet with an Advisor and Instructor to determine the courses needed for your Individualized Technical Studies Associate Degree. This is an associate degree program that can be completed over two years or more, depending on course offerings and how fast an individual wants to complete it (full-time vs. part-time). Discuss with an Advisor any opportunity to obtain Credit for Prior Learning.

4. **Select an Occupational Mentor**: You may work with Instructors from your emphasis area and the Career Services Manager to find an occupational mentor.

5. **Complete your Career Outcomes Statement and Statement of Need**: Work with your occupational mentor and program area Instructor to complete these.

6. **Submit your application packet**: Submit the following completed documents for final review to Southwest Tech Career Services Manager:
   a. Self-assessment
   b. Statement of Need
   c. Career Outcomes Statement signed by mentor and program Instructor
   d. Program Plan
   e. A list of courses for which you wish to request Credit for Prior Learning based on prior work experience or documentation of courses for which you wish to request advanced standing. Include:
      a) Transcripts/diplomas/certificates/licenses/degrees
      b) Military experience and/or training verification
      c) Samples of work/projects/pictures of products, etc., if applicable

7. **Complete Southwest Tech’s admissions process**: Complete this process if your program is approved.

8. **Meet with your advisor**: Meet at least once per semester to review your progression toward degree completion.

9. **Complete a Graduation Completion Form**: Submit the completed form to Student Records during your last semester.
Welcome
Welcome to Southwest Wisconsin Technical College’s Individualized Technical Studies Associate Degree Program! We are pleased that you are interested in pursuing your degree under this exciting program. Please review the materials in this packet to help you develop your individual program.

Introduction
The Individualized Technical Studies Program offers students the opportunity to obtain skills and knowledge offered at Southwest Tech, meet the needs of their career goals, and meet the needs of business and industry. With the growth of employment opportunities in small to mid-sized firms, employees are taking on multiple tasks and roles that cut across traditional occupational categories. As jobs change and new occupations emerge, workers need skills and knowledge drawn from a variety of disciplines to be productive and successful in today’s workplace.

This specialized program of study combines the skills taught in two or more existing Southwest Tech programs and is designed in cooperation with an occupational mentor from the target industry. Students achieve their career goals by acquiring skills and knowledge in an associate degree program tailored to their specific employment needs.

Review this packet thoroughly before beginning to plan your program. You will then need to make an appointment to meet with the Career Services Manager by calling (608) 822-2333 or emailing careerconnections@swtc.edu.

Core Abilities
Southwest Tech’s Core Abilities are an assessment of skills that employers universally desire. Understanding and utilizing these skills is crucial to your success.

Act Professionally
Individual recognizes an obligation to conform to the technical and ethical standards of their chosen career.

Communicate Clearly
Individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Value Learning
Individual maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Work Productivity
Individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Solve Problems
Individual is able to use all elements of problem-solving strategies to generate realistic, practical, and workable solutions.
Role of the Committee Members

Career Services Manager
The Career Services Manager will guide you through the process of enrolling in and completing the Individualized Technical Studies program.

Program Advisor
The advisor from the program of emphasis will assist with the course selection to ensure all degree requirements are met. The advisor will also assist with the semi-annual program reviews to be sure the student is on track for completion.

Instructor
The faculty member from the program of emphasis will provide instructional input on the course selection and viability of the program. You are able to reach out to the faculty for assistance in selecting your occupational mentor or for other program needs during your time at Southwest Tech.

Dean of General Education
The Dean of General Education will provide input regarding course selection to ensure the general education degree requirements are being met.

Division Dean
The Division Dean will provide input on the course selection and viability of the program.

Occupational Mentor
The occupational mentor must be someone from a business or industry that works in or supervises people in the type of position for which you are preparing. Your occupational mentor may be your employer or even someone with whom you are acquainted who is familiar with the career you are selecting. This person needs to be aware of the employment demands of that career. The occupational mentor performs the following tasks in developing your degree:

- Helps you prepare your Career Outcomes Statement.
- Approves and signs your Career Outcomes Statement.
- Assists you in preparing your Statement of Need for the Individualized Program of Study that makes up your Individualized Technical Studies Associate Degree.
- May be called upon by your program advisor to provide program planning advice.

Vice President for Student and Academic Affairs
The Vice President for Student and Academic Affairs will review program appeals.
Individualized Technical Studies Associate Degree Plan
Self-Assessment

Fill out this checklist to determine if an Individualized Technical Studies Associate Degree Program is the best learning option for you.

Check yes or no for each of the following statements:  

<table>
<thead>
<tr>
<th>Statement</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1. I have three to five years of employment experience.</td>
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<td>2. I can list my employment strengths.</td>
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<td>3. I know the areas in which I need to improve or acquire new skills.</td>
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<td>4. I know what kind of work gives me personal satisfaction.</td>
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<td>5. I know what kind of work I would like to be doing five years from now.</td>
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<td>6. I have a plan for preparing for the work I want to be doing in five years.</td>
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<td>7. I have thoroughly explored existing Southwest Tech programs and found none that meet my specific career goals.</td>
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<td>8. I am willing to budget my time and prioritize activities in order to be a successful student.</td>
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<td>9. I meet the reading, math, and language writing requirements for college entrance.</td>
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<td>10. I have a good relationship with an employer who may serve as an occupational mentor for my Individualized Technical Studies Associate Degree.</td>
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If you were able to check the “YES” column for all or most of the above statements, you are an excellent candidate for the Individualized Technical Studies Associate Degree. Proceed to prepare your portfolio for consideration by the Southwest Tech Individualized Technical Studies Committee.
Individualized Technical Studies Associate Degree
Statement of Need

Name _______________________________________

Address _______________________________________________________________________________

Phone Number _______________________ Email Address ________________________________

Educational Background (list any post-secondary education):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Employment Experience:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Career Goal:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Targeted Job(s) and Labor Market Statistics:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Check Any That Apply:

____ Current programs at Southwest Wisconsin Technical College do not match my career goal.
____ My employer has recommended I take specific courses.
____ The courses I need to take come from more than one area of study.
Individualized Technical Studies Associate Degree
Statement of Need

Explain your need for the Individualized Technical Studies program. Include any information that will help the committee understand your educational needs.
Individualized Technical Studies Associate Degree
Program Outcome Statements
(Competencies required for success in your chosen career)

Applicant’s Name: ___________________________________________________________

Career Goal: __________________________________________________________________

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

1. ________________________________________________________________________

2. ________________________________________________________________________

3. ________________________________________________________________________

4. ________________________________________________________________________

5. ________________________________________________________________________

6. ________________________________________________________________________

7. ________________________________________________________________________

8. ________________________________________________________________________

9. ________________________________________________________________________

10. ________________________________________________________________________

(use more pages as needed)

Occupational Mentor Approval of Career Outcome Statements:

Mentor Signature: ___________________________________________  Date: ______________

Title: ________________________________________________________________________

Company: ________________________________  Phone: _____________________________
SAMPLE Program Outcomes Statement

Students Name: Jim Sample    Date: September 23, 20XX

Career Goal: CROP PRODUCTION SPECIALIST

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

1. Understand principles of soil fertility.
2. Utilize information about nutrient management to assist customers in product decisions.
3. Utilize information about vegetable crops in Wisconsin and the total production process of those crops (seeds, fertilizers, herbicides) to assist customers with product decisions.
4. Qualify for a Commercial Applicators Certificate.
5. Be employed as a certified crop advisor.
6. Interpret financial reports and other financial information, such as taxes and borrowing discounts.
7. Understand the language of business, and be able to communicate appropriately in the business community.
8. Possess computer skills for developing and using spreadsheets, word processing, and working with databases.
9. Understand the financial aspects of small business, such as loans, investments, etc.

Occupational Advisor Approval

Advisor Signature: ___________________________ Date: __________________

Title: ___Certified Crop Advisor____________________________________________

Company: ________________________________

Program Instructor from Emphasis Area Signature: _________________________ Date: ______________
Individualized Technical Studies

Associate Degree Program Plan

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<tr>
<th>Name</th>
<th>Student ID#</th>
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Total credits required for this program = 60-70

A. GENERAL EDUCATION – 21-30 Credits

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<tr>
<th>Title</th>
<th>Course #</th>
<th>Credits</th>
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<td>Communications – 6 credits</td>
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<td>Social Science – 3 credits</td>
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<td>Behavioral Science – 3 credits</td>
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<td>Mathematics or Science – 3 credits</td>
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<tr>
<td>Additional Gen Ed – 6-15 credits (from any General Education category)</td>
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Total Credits _______
## Individualized Technical Studies

### Associate Degree Program Plan

#### B. INDIVIDUALIZED TECHNICAL STUDIES CORE

Program Emphasis (minimum of 20 credits from one area)

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**Total Credits**

**Total Credits (A & B)**
Individualized Technical Studies Associate Degree

Program Review

Approval by Individualized Technical Studies Committee:

Career Services Manager: _______________________________________________________

Program Advisor from Emphasis Area: ____________________________________________

Faculty Member (Program Instructor(s) from Emphasis Area): ______________________

Dean of General Education: ____________________________________________________

Division Dean: _________________________________________________________________

Mentor: _____________________________________________________________________

Others (As needed per appointment by Vice President): _____________________________

Date: _________________

_______ Approved

_______ Denied

Rationale for decision:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Submitted to Student Services on ______________________ to be recorded.