



Southwest Wisconsin Technical College

**Individualized  
Technical Studies  
Associate Degree  
Guide**



Southwest Wisconsin Technical College

[www.swtc.edu](http://www.swtc.edu)

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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](mailto: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:	YES	NO
1. I have three to five years of employment experience.	_____	_____
2. I can list my employment strengths.	_____	_____
3. I know the areas in which I need to improve or acquire new skills.	_____	_____
4. I know what kind of work gives me personal satisfaction.	_____	_____
5. I know what kind of work I would like to be doing five years from now.	_____	_____
6. I have a plan for preparing for the work I want to be doing in five years.	_____	_____
7. I have thoroughly explored existing Southwest Tech programs and found none that meet my specific career goals.	_____	_____
8. I am willing to budget my time and prioritize activities in order to be a successful student.	_____	_____
9. I meet the reading, math, and language writing requirements for college entrance.	_____	_____
10. I have a good relationship with an employer who may serve as an occupational mentor for my Individualized Technical Studies Associate Degree.	_____	_____

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

## 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

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Last) (First) (MI)

**Total credits required for this program= 60-70**

### A. GENERAL EDUCATION – 21-30 Credits

Title	Course #	Credits
Communications – 6 credits		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Social Science – 3 credits		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Behavioral Science – 3 credits		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Mathematics or Science – 3 credits		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Additional Gen Ed – 6-15 credits (from any General Education category)		
_____	_____	_____
_____	_____	_____
	Total Credits	_____



# 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:

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Submitted to Student Services on \_\_\_\_\_ to be recorded.