



**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
3536 Butte Campus Drive, Oroville, CA 95965

**COLLEGE AND CAREER ACCESS PATHWAYS  
PARTNERSHIP AGREEMENT**

**APPENDIX**

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between **Butte-Glenn Community College District** ("College") and **Willows Unified School District** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

**1. CCAP AGREEMENT**

1.1. The College and School District entered into this CCAP Agreement on **July 1, 2018**, pursuant to action of the governing boards of the College and School District.

1.1.1. COLLEGE BOARD MEETINGS

Information Board Meeting Date:	4/17/18
Public Comment and Approval Board Meeting Dates:	5/16/18

1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Information Board Meeting Date:	5/3/18
Public Comment and Approval Board Meeting Dates:	6/21/18

**2. POINTS OF CONTACT**

2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

**COLLEGE**

Name:	Tanna Neilsen	Title:	Administrative Secretary
Telephone:	(530)879-6108	Email:	<a href="mailto:neilsenta@butte.edu">neilsenta@butte.edu</a>

**SCHOOL DISTRICT**

Name:	Julie Soeth	Title:	Administrative Assistant
Telephone:	(530)937-6600 x2	Email:	<a href="mailto:jsoeth@willowsunified.org">jsoeth@willowsunified.org</a>

**3. STUDENT SELECTION**

3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

4. **CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2018-19	EDUCATIONAL PROGRAM:	
SCHOOL DISTRICT:	Willows Unified School District	HIGH SCHOOL:	Willows High School

<b>TOTAL NUMBER OF STUDENTS TO BE SERVED:</b>	<b>TOTAL PROJECTED FTES:</b>
<b>120</b>	<b>12</b>

COURSE NAME	COURSE NUMBER	TERM	# OF SECTIONS	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Career, Education & Life Choices		FA2018	1	8 - 3	M-W-F	J. Ovitz	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Career, Education & Life Choices		FA2018	1	8 - 3	M-W-F	J. Ovitz	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Career, Education & Life Choices		FA2018	1	8 - 3	M-W-F	J. Ovitz	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Career, Education & Life Choices		FA2018	1	8 - 3	M-W-F	J. Ovitz	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

**Required:** Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code, § 76004 (c)(1))

SCHOOL DISTRICT counselors and pathway instructors select students based on academic readiness and alignment of course content to students' education and career goals.

5. **BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
N/A				

6. **REIMBURSEMENT.**

- 6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will reimburse the School District **\$400.00 per section.**
- 6.2. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor and the number of students served.

**7. FACILITIES USE.**

- 7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.
- 7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

BUILDING	CLASSROOM	DAYS	HOURS
WHS	304	M-W-F	8-3
WHS	304	M-W-F	8-3
WHS	304	M-W-F	8-3
WHS	304	M-W-F	8-3

**8. APPENDIX APPROVAL**

- 8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, present this Appendix as an information item. The College and School District shall ensure that the governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove this Appendix. (Ed. Code, § 76004, subd. (b))
- 8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor’s Office of the California Community Colleges prior to the start of the course. (Ed. Code, § 76004, subd. (c)(3))

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

**WILLOWS UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
 (Signature of person authorized to execute Appendix on behalf of College.)

By: \_\_\_\_\_  
 (Signature of person authorized to execute Appendix on behalf of School District.)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TO BE COMPLETED BY COLLEGE ONLY</b>					
The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	VPI	Preparer’s Name & ID:	TANNA NEILSEN 3180821	Phone:	6108
Vendor Name:	WILLOWS UNIFIED SCHOOL DISTRICT		Vendor ID:		
PO Description (Max. 25 characters):	DUAL ENROLLMENT CCAP PARTNERSHIP				
Budget Code:	12.205.110.1.601010.55890	PO Amount:			
Contract Monitor Name (Person Who Approves Invoices):	TANNA NEILSEN			Phone:	6108
Dept. Dean/Director Initials:		Dept. Vice President Initials:			
<b>Business Contracts Approval:</b>		<b>Purchase Order Number:</b>			

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**CLP 101 - Career, Education and Life Choices**

**3 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Reading Level II; English Level II

**Transfer Status:** NT

51 hours Lecture

This is an introductory personal development course where students learn the skills for goal setting, budget projection, career and educational research, decision-making, and personal management. The course culminates in a 10-year action plan to fulfill educational and career goals.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify interests, lifestyle preferences and aptitudes that influence career, education and life choices.
- B. Conduct preliminary career research using online and in-person resources such as the Occupational Outlook Handbook and informational interviews.
- C. Use a basic problem-solving techniques to overcome obstacles and refine personal goals.
- D. Create plans and use self-directed strategies for career changes and lifelong learning.
- E. Develop and maintain a 10-year action plan that includes appropriate experiences, skills, training and education required to attain stated career goal.

### III. COURSE CONTENT

#### A. Unit Titles/Suggested Time Schedule

<u>Topics</u>	<u>Lecture</u>	<u>Hours</u>
1. Envisioning your future		2.00
2. Setting goals and creating plans		4.00
3. Career research		6.00
4. Budgeting for your envisioned lifestyle		5.00
5. Rubrics for making informed education, career, and life choices		4.00
6. Transitioning through post-secondary education into the workforce		4.00
7. Long-range plans for educational and training opportunities		8.00
8. Strategies for making career and life changes		3.00
9. Self-mastery skills and resiliency strategies		4.00
10. Connecting your education and career decisions with the planning process		4.00
11. Designing and maintaining your 10-year plan		7.00
Total Hours		51.00

### IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Group Discussions
- C. Guest Speakers
- D. Class Activities

- E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- F. Multimedia Presentations

#### **V. METHODS OF EVALUATION**

- A. Portfolios
- B. Projects
- C. Homework
- D. Class participation
- E. Written Assignments
- F. Final Project

#### **VI. EXAMPLES OF ASSIGNMENTS**

##### **A. Reading Assignments**

1. Read the section in your text on the six E's of excellence, and prepare to share in class a person you know that embodies these traits.
2. Read the chapter in your text on the traits of those who succeed, and prepare to present in class the characteristics of people you would like to hire if you were the manager of a company.

##### **B. Writing Assignments**

1. Complete a one-page personal profile articulating your passions, work values, strengths, skills, aptitudes, and desired roles.
2. Write a budget for the envisioned lifestyle using the template provided by your instructor.

##### **C. Out-of-Class Assignments**

1. Complete an online inventory that details the skills you have and the skills you need to learn for your chosen career path. Submit a one-page summary of your findings.
2. Using your skills inventory chart, develop an education plan for your career path. Prepare to share your plan during a small-group discussion in class.

#### **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

##### **Textbooks:**

- A. Bingham, Mindy. Career Choices and Changes: Workbook and Portfolio. 5th Edition. Academic Innovations, 2013.
- B. Bingham, Mindy & Stryker, Sandy. Career Choices and Changes: Discover Who You Are, What You Want, and How to Get It. 5th Edition. Academic Innovations, 2013.

##### **Materials Other Than Textbooks:**

- A. Online inventories that measure interests, personality, values, skills, learning styles, and lifestyle  
Instructor may decide to assign additional self-measurement tools outside of the course text/materials, as needed.
- B. My10yearPlan.com® Interactive, Academic Innovations, 2012.

**Created/Revised by:** Brian Donnelly

**Date:** 10/31/2016