

**Academy for Inclusive Learning and Social Growth Curriculum Standards  
2023/2024**

**Curriculum Standards ALCD**

The Kennesaw State University Academy for Inclusive Learning and the Advanced Leadership and Career Development program offers a fully inclusive college experience to students with different intellectual or developmental abilities who do not meet the university requirements for admission as degree-seeking students. The ALCD program is designed for students who have been successful in completing an introductory inclusive post-secondary program with a focus on four key areas: Academic, Social, Career, and Leadership.

**ALCD Certificate Pathway**

Fall 1	Sem. Hours	Spring 1	Sem. Hours
AIAE 0301 Advanced Professional Communication I	3	AIAE 0302 Advanced Professional Communication II	3
AIAE 0303 Leadership Seminar I	3	AIAE 0304 Leadership Seminar II	3
AIAE 0305 Career Preparation and Internship V	3	AIAE 0306 Career Preparation and Internship VI	3
Audit course	3	Audit course	3
Continuing Education Certificate	0	Continuing Education Certificate	0
Fall 2	Sem. Hours	Spring 2	Sem. Hours
AIAE 0401 Advanced Professional Communication III	3	AIAE 0402 Advanced Professional Communication IV	3
AIAE 0403 Leadership Seminar III	3	AIAE 0404 Leadership Seminar IV	3
AIAE 0405 Career Preparation and Internship VII	3	AIAE 0406 Career Preparation and Internship VIII	3
Audit course	3	Audit course	3
Continuing Education Certificate	0	Continuing Education Certificate	0

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### Admissions

#### ALCD Invitation: Decision Checklist

In addition to the general minimum requirements students must meet to be admitted into the Academic, Social and Career Enrichment program (ASCE), students who are considered for the ALCD program are expected to have successfully completed the ASCE program. Students interested in the ALCD program must meet all the following criteria:

Meets Expectations	Does NOT Meet Expectations	<b>Mandatory Criteria – Students must meet ALL the following criteria to be considered for admission into the program.</b>
		Attendance at 70% of program meetings during the student’s enrollment in the ASCE program. Such meetings shall include, but are not limited to, study hall, social hours, and internship participation.
		Demonstrate, through the evaluation of Academy staff and the submission of evaluation and documentation from qualified mental health care professionals, that they do not suffer from a mental health or behavioral condition that would impact their ability to function or participate fully in the ALCD Program.
		Successful academic performance in ASCE, which may be demonstrated by a C average in their courses.
		Students must not be on probation.
		Ability to function independently for sustained periods of time, as demonstrated by the student’s performance measures and advisor observations.
		No reports of disruptive behaviors. For purposes of this criterion, such reports include, but are not limited to, reports or complaints from case managers, Residence Life, Student Conduct, the Office of Institutional Equity, or Public Safety.

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Meets Expectations	Does NOT Meet Expectations	Students must meet a minimum of 3 or more of the following criteria to be considered for admission into the program.
		Demonstrates effective communication skills, which shall be evaluated using successful completion of the professional communication courses with a grade of B or better. Additional measures may include a formalized assessment in reading and positive evaluations by internship supervisors and academic advisors.
		The student must have marketable skills that will allow them to work in a professional environment Measures in this area may include successful completion of the customer service certificates and positive evaluations by internship supervisors and academic advisors.
		Reduced reliance on peer and social mentors, as demonstrated through evaluations of academic advisors, peer mentors, and program assessments.
		The student must demonstrate an interest in continuing his or her education as evidenced by previous course assignments and discussions with their academic advisors.
		The student must demonstrate self-awareness and the ability to self-advocate. Measures in this area may include yearly participation in self-advocacy day, successful completion of groups, and a positive evaluation by academic advisors.

### Academy Coursework

**ALCD 1 – Academic Enrichment:** Access to a variety of college course types that are attended by students without disabilities, professional education certification courses as well as Academy non-inclusive courses that promote academic success. Students will:

ALCD 1.1 – Enroll in one non-credited (audited) course per semester attended by students without disabilities. Students may choose courses that align with career goals and personal interests offered through Kennesaw State University’s course catalog of classes. Students must meet prerequisites for all audited courses. (Course offerings are available in this document).

ALCD 1.2 – Follow the ALCD Certificate Pathway completing the following non-inclusive academy taught support classes: Advanced Professional Communications I - IV, Leadership Seminars I – IV, and Career Preparation and Internship V – VIII.

ALCD 1.3 – Complete a certificate program through Professional Education in Kennesaw State University’s College of Continuing Education in two areas.

ALCD 1.4 – Access courses that are not limited to a pre-determined list and aligned with post-secondary career goals.

ALCD 1.5 – Complete assessments to monitor reading comprehension and growth.

ALCD 1.6 – Participate in courses that relate to personal, academic, and career goals as established through person-centered planning.

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ALCD 1.7 – Maintain a 70% in all audited and inclusive work as calculated by the Academy Academic Unit.

ALCD 1.8 – Maintain a 70% participation rate in all program activities each semester. (See attached chart).

ALCD 1.9 – Receive access to peer mentors, academic advisors, and campus student disability services.

ALCD 1.10 – Attend study sessions with a prescribed number of hours (self and group format) to aid in completion of program requirements.

**ALCD 2 – Career Development:** facilitation of vocational progression by providing students with support and experiences necessary to acquire and sustain competitive employment. Students will:

ALCD 2.1 – Use a person-centered plan to identify career goals.

ALCD 2.2 – Complete career interest inventory to identify areas of strength and possible programs of study.

ALCD 2.3 – Participate in internships and career-based training (based on student interest) in settings with people without disabilities.

ALCD 2.4 – Meet with Program Advisors to establish a work plan related to personal choice and career goals.

ALCD 2.5 – Complete 15 internship hours per semester.

ALCD 2.6 – Build a career portfolio including a resume, cover letter, and professional recommendations.

ALCD 2.7 – Take courses that align with career goals.

**ALCD 3 - Social Development:** Participation in social enrichment opportunities, personal growth and social skills development. Students will:

ALCD 3.1 – Engage in social enrichment opportunities provided both on campus and through the Academy program.

ALCD 3.2 – Join one on-campus club or organization.

ALCD 3.3 – Participate in social development training each week as part of hours earned towards certificate completion.

ALCD 3.4 – Participate in peer group meetings two hours per month.

ALCD 3.5 – Have access to residence life facilities and activities, including, when desired, on-campus housing options.

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ALCD 3.6 – Completion of the self-reliance assessments at the beginning of year 1 and year 2 to measure person-centered growth and independence.

ALCD 3.7 – Monitor progress towards personal goals.

ALCD 3.8 – Adhere to all policies and procedures in the Kennesaw State University's student handbook/code of conduct for students and the Academy for Inclusive Learning and Social Growth's Program Handbook.

**ALCD 4 – Program Specific:** To facilitate alignment with college systems and practices for students with intellectual disabilities, the comprehensive postsecondary education program will:

ALCD 4.1 - Facilitate the development and promotion of self-determination skills.

ALCD 4.2 – Ensure student involvement in person-centered planning and creating personal goals that reflect student interest.

ALCD 4.3 – Provide access to academic advising and campus resources.

ASCE 4.4 – Provide Peer Mentor's to assist students with academic, social, and career supports.

ALCD 4.5 – Evaluate student progress and maintain data collection to monitor student achievement.

ALCD 4.6 – Maintain confidentiality of student information through FERPA.

ALCD 4.7 – Address accommodation and technology needs of students.

ALCD 4.8 – Reflect institutional and instructional practices that support a Universal Design for Learning framework

ALCD 4.9 – Offer a certificate of completion at the end of the second year in ALCD program for students that meet established program outcomes.

## Academy for Inclusive Learning and Social Growth Curriculum Standards 2023 - 24

Semester = 16 weeks	Semester One Year 3	Semester Two	Semester Three Year 4	Semester Four
Inclusive Academics	3 hours/week	3 hours/week	3 hours/week	3 hours/week
Professional Education	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Study Sessions	2 hours/week	2 hours/week	2 hours/week	2 hours/week
Employment Skills Training (Internships)	10 hours/week internship	10 hours/week internship	15 hours/week internship	15 hours/week internship
Academy Support Courses	9 hours/week	9 hours/week	9 hours/week	9 hours/week
Social Development Training	3 hours/week	3 hour/week	3 hours per week	3 hours per week
<i>Mandatory Group Meetings (not calculated in totals)</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>	<i>4 hours/semester</i>
Weekly Totals	29	29	34	34
Semester Totals	464	464	544	544

## ALCD Audit Class Coursework to Complete Certificate Pathway

ALCD General Education Requirements for Audited Courses. ALCD students may enroll in 1000 or 2000 level courses. 3000 and 4000 level courses need advisor recommendation. Courses must be equivalent to three credit hours.

Year 3 and 4 Options: Students will enroll in two audited classes (one fall semester and one spring semester). Choose from the options below not completed in years 1 – 2 (ASCE).

\*Course options are listed below. Descriptions can be found in the Kennesaw State University Undergraduate Catalog: <http://catalog.kennesaw.edu/>

\*\*Course options may vary based on scheduling conflicts, prerequisites, course availability, and student PCP requirements:

### Humanities and Fine Arts:

AMST 1102: American Identities  
ART 1107: Art in Society  
COM 1100: Human Communication  
DANC 1107: Dance in Society  
ENGL 1101: Composition 1 (4.5 GLE required)  
LDT 1100: Making Learning Fun  
MUSI 1107: Music in Society  
PAX 1102: Understanding Peace and Conflict (4.5 GLE required)  
PERS 2700: Perspectives on the World of Work (4.5 GLE required)  
RELS 1102: Introduction to Religion  
TPS 1107: Theater in Society  
TPS 2202: Introduction to Acting

### Social Sciences:

ANTH 1102: Introduction to Anthropology  
ASIA 1102: Introduction to Asian Studies  
CRJU 1101: Foundations of Criminal Justice  
CRJU 2201 Crimes and Defenses (CRJU 1101 prerequisite)  
GEOG 1101: Introduction to Human Geography  
GEOG 1110: The Digital Earth  
GEOG 1102: Earth from Above (GEOG 1101 or GEOG 1130 prerequisite)  
GEOG 1130: World Regional Geography  
GEOG 1125: Resources, Society, and the Environment  
GWST 1102: Love and Sex  
GWST 2000: Introduction to Gender and Women's Studies  
HIST 2111: United States History to 1877  
HIST 2112: United States History Since 1877  
HIST 1100: Introduction to World History  
LALS 1102: Understanding Latin America

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POLS 1101: American Government  
PSYC 1101: Introduction to General Psychology  
PSYC 2103: Introduction to Human Development (4.5 GLE reading level required)  
SOC1 1101: Introduction to Sociology  
SOC1 2251: Social Problems (prerequisite SOC1 1101)  
WELL 2000: Foundations of Health and Wellness

### **Business and Technology:**

COM 1100: Human Communication  
COM 2230: Introduction to Mass Communication (COM 1100 prerequisite)  
CSE 1300: Introduction to Computing Principles (advisor recommendation needed)  
ES 2100: Physical Activity in Health and Disease  
HPE 2000: Contemporary and Historical Perspectives of Health and Physical Education  
HPAL 3050: Coaching Principles  
HPE 2050: Fundamentals of Teaching Health and Physical Education  
HS 2300: Cultural Competence  
HS 2100: Overview of Human Services  
IAD 2100: Prototyping I  
IHS 2100: Introduction to Health Sciences and Professions  
IT 1113: Programming Principles (advisor recommendation needed)  
PERS 2700: Perspectives on the World of Work  
SM 2100: Introduction to Sports Management  
SM 2200: History and Contemporary Aspects of Sport  
STS 1101: Science, Technology, and Society (advisor recommendation needed)  
TCID 2002: Productivity Tools and Technologies (advisor recommendation needed)  
TCID 2170: Introduction to Digital Media and Culture (advisor recommendation needed)

### **Education:**

EDUC 2110: Critical Issues and Contemporary Education (advisor recommendation needed)  
EDUC 2120: Teaching and Schools in a Changing Society (advisor recommendation needed)  
EDUC 2130: Exploring Teaching and Learning (EDUC 2110 prerequisite)

\*Course substitutions require approval from Academic Advisor and Academic Program Specialist.

\*\* Course scheduling is based on the Person-Centered Planning for each individual student. Functionality, skill level, adaptability, developmental/reading level, and career goals may determine course eligibility.



## **ALCD Academy Support Coursework to Complete Certificate Pathway**

### **AIAE 0301 Advanced Professional Communications I**

This course is designed to understand theories and practice of speech and written communication as applied to business and professional situations. Students will learn to demonstrate an understanding of professional language, written principles, and multimodal communication, including verbal, written, and digital/visual modes. Grading Scheme: A-F

### **AIAE 0302 Advanced Professional Communications II**

This course will expand on the skills presented in Advanced Professional Communications I and is designed to improve communication skills with peers, family, teachers, and large groups of people. Students will explore the role of rapidly expanding technologies in verbal and nonverbal messages, listening skills and critical thinking. Grading Scheme: A-F

### **AIAE 0303 Leadership Seminar I**

This course provides a framework for developing leadership skills as they relate to career and academic success. Seminars are designed to promote the leveraging of leadership skills as a basis for career success, as well as individual and group impact within the global community. This course will focus on the development of leadership skills through lectures, group work, and experiential learning opportunities. Grading Scheme: A-F

### **AIAE 0304 Leadership Seminar II**

This course will build on skills developed in Leadership Seminar I and identify abilities that help develop leaders in the workplace. Students will identify and evaluate their communication style, leadership style, complete peer reviews, and practice constructive feedback. Students will participate dedicated leadership hours and training in the larger campus community. Grading Scheme: A-F

### **AIAE 0305 Career Preparation and Internship V**

This course will focus on the development of job skills including interviewing techniques, resume preparation, career exploration, and career preparation. Students will investigate the job search process and recognize the qualities, skills, and abilities that employers are seeking in job candidates. Internship hours are required. Grading Scheme: Pass/Fail

### **AIAE 0306 Career Preparation and Internship VI**

This course will build on skills learned in Career Preparation and Internship V and identify key career development theories and learn how to integrate self-knowledge into occupational/life decisions, set goals, and devise strategies to attain these goals. Internship hours are required. Grading Scheme: Pass/Fail.

### **AIAE 0401 Advanced Professional Communications III**

This course will explore communication in the global economy that requires individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Location: Kennesaw Campus

### **AIAE 0402 Advanced Professional Communications IV**

This course will expand on the skills learned in Advanced Professional Communications III and enable students to expand their ability to write, read, edit, speak, listen, and conduct Internet research in professional settings. Grading Scheme: A-F

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### **AIAE 0403 Leadership Seminar III**

This course will focus on the development of leadership skills through lecture, group work, and experiential learning opportunities and is designed to prepare students in their final year of the ALCD program to present their skills and value to potential coworkers, employers, and other stakeholders. Grading Scheme: A-F

### **AIAE 0404 Leadership Seminar IV**

This course builds on the skills learned in Leadership Seminar III and provides students a framework for developing leadership skills as they relate to career success. Students will create an ePortfolio designed to help them promote themselves through a comparison of their skills and abilities and the artifacts that demonstrate their abilities. Grading Scheme: A-F

### **AIAE 0405 Career Preparation and Internship VII**

This course is designed to prepare students in the ALCD program for the transition to the workforce. Students will investigate how their skills, interests, values and personality influence career decisions. Students will begin to organize and prepare professional documents that includes resumes, cover letters, letters of recommendation, and other essential items needed for a customized employment portfolio. Internship hours are required. Grading Scheme: Pass/Fail

### **AIAE 0406 Career Preparation and Internship VIII**

Students will work with transition and career specialists to focus on job opportunities and establishing strategic career and professional goals. Students will complete professional documents that include a resume, cover letters, letters of recommendation, and other essential items needed for a customized employment portfolio. Internship hours are required. Grading Scheme Pass/Fail