INDIVIDUALIZED TECHNICAL STUDIES

Madison Area Technical College

Associate Degree Program
Individualized Technical Studies as Social Degree Program
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Welcome to Madison Area Technical College’s Individualized Technical Studies Associate Degree Program

Welcome to Madison Area Technical College’s Individualized Technical Studies (ITS) Associate Degree Program. This packet has been prepared to assist you in the development of your individual program. Since this is an individualized program, time of completion is dependent on course selection, course availability and your individual schedule.

Review this packet thoroughly before beginning to plan your program. You will need to prepare a portfolio of materials for presentation to the Individualized Technical Studies Committee. You will need to apply to the program prior to the completion of your first 32 credits. You are required to complete a minimum of 36 credit hours relevant to your career goals. At least 20 of which must be focused in one discipline.

Your first step is to contact the Associate Dean of College Preparedness & Academic Advancement at:

Downtown Education Center
College Preparedness and Academic Advancement Center
211 North Carroll Street, Rm D209
Madison, WI 53703
(608) 258-2448

The information found in this program planner is accurate at the time of publication. Madison Area Technical College reserves the right to make changes without obligation or further notice.
**Individualized Technical Studies Committee**

The Individualized Technical Studies Committee has the responsibility to approve your individual program plans.

The Individualized Technical Studies Committee will consist of three permanent members with at least two additional members appointed dependent on program area being reviewed.

Three permanent members:

- Associate Dean-College Preparedness and Academic Advancement Center
- Labor Liaison Representative
- Enrollment Center Representative

Additional members - represent area(s) of specialization:

- One or more Instructors
- One or more Dean/Supervisor/Counselor
Individualized Technical Studies Associate Degree Program

SELF-ASSESSMENT

Fill out this checklist to determine if an individualized technical studies program is the best learning option for you. Check yes or no for each of the following statements.

1. My present employer is very satisfied with my work performance. ____ ____
2. I can list my employment strengths. ____ ____
3. I know what kind of work gives me personal satisfaction. ____ ____
4. I know what kind of work I would like to be doing five years from now. ____ ____
5. I know the skills, abilities, and knowledge I need to improve or acquire in order to advance my career. ____ ____
6. I have a plan for preparing for the work I want to be doing in five years. ____ ____
7. I have thoroughly explored existing MATC programs and find 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 work well with minimum direction. ____ ____
10. I meet the reading, math, and language prerequisites for college courses. ____ ____
11. I have an employment history that will be enhanced by this degree. ____ ____
12. I have a good relationship with an employer who may serve as an occupational advisor for my individualized technical degree studies. ____ ____

If you were able to check the yes column for all or almost all of the above statements, you are an excellent candidate for the Individualized Technical Studies Degree Plan. Proceed to prepare your portfolio for consideration by the MATC Individualized Technical Studies Committee.
List the necessary career outcomes (see page 9) involved in the job for which you are preparing. In essence, you are developing a detailed statement as to your career outcomes by listing the skills, abilities, and knowledge which will be required of you.

This is the most important step of the entire process in planning your program. It is vital, that you undertake a thorough study of your career goal.

Identify an individual who is able to guide you as to the type of work that you are most interested in. This person will be your Occupational Advisor. Choose this individual carefully. Look for someone who has current knowledge and expertise and who understands the employment demands of the particular career you are seeking. Discuss with this person the competencies needed to do the job. With your Occupational Advisor, you will list the career outcomes necessary to achieve your career goals.

Your Occupational Advisor must sign the career outcome statements, recognizing the advisor involvement in development and agreement with the stated outcomes. The Occupational Advisor is to indicate his/her company affiliation and phone number on the Career Outcome Statements for contact purposes.

In some instances, employers may already have established the outcomes they wish you to achieve. It will be permissible for you to file the plans as prescribed by your employer. We caution you to be sure that the career outcomes reflect your own ideas of what you wish to achieve.

Prepare a Statement of Need justifying the development of an Individualized Technical Studies Associate Degree Program to meet your career goal. Your Statement of Need should explain why your program goal cannot be met within the framework of an existing MATC program plan.

The Associate Dean for the Individualized Technical Studies Associate Degree Program will provide you with a referral to the appropriate center. The center will assign you an Academic Advisor with current knowledge and expertise in the technical area you have identified. The Academic Advisor will assist you with the development of your program plan.

Now, you are ready to prepare your portfolio (see page 14) for submission to the Individualized Technical Studies Committee for review.
**Individualized Technical Studies Associate Degree Program**

**PROCESS CHECKLIST**

This process checklist will support you in planning your Individualized Technical Studies Associate Degree Program. You will develop a portfolio to be presented to the Individualized Technical Studies Committee.

<table>
<thead>
<tr>
<th>Date to be Completed</th>
<th>Completed</th>
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<tbody>
<tr>
<td>1. Contact the Associate Dean at (608) 258-2448</td>
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<td>2. In consultation with the Associate Dean begin the process of selecting your Occupational Advisor and Academic Advisor. The Occupational Advisor should be someone who works in, supervises, or is knowledgeable about the type of occupation for which you are preparing.</td>
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<td>3. In consultation with your Occupational Advisor, complete your Statement of Need and Career Outcome Statements. (See sample, page 8.)</td>
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<td>4. Prepare a Statement of Need explaining your need for an individualized program of study.</td>
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<td>5. In consultation with your Academic Advisor, complete a program plan.</td>
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<td>6. Prepare a Portfolio (see page 14) for submission to the Individualized Technical Studies Committee.</td>
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<td>7. Submit your portfolio to the Associate Dean of the College Preparedness &amp; Academic Advancement Center (CPAAC). Be prepared to present your portfolio at the review meeting with the Individualized Technical Studies Committee. Your Occupational and Academic Advisors should attend this meeting.</td>
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<td>8. a. Response from Individualized Technical Studies Committee.</td>
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<td>_______ Program approved Date __________.</td>
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<tr>
<td>_______ Program disapproved Date __________.</td>
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<td>b. Complete the MATC application process.</td>
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<td>9. Meet with the Associate Dean to discuss waiver of courses based on prior work experience, coursework, or noncollegiate training. Attach appropriate Advanced Standing Form(s).</td>
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</table>
Role of the Occupational Advisor

The Occupational Advisor plays a critical role in helping students develop a reasonable and coherent plan for earning an Associate Degree in Individualized Technical Studies. Essential attributes for the Occupation Advisor are current knowledge of the employment demands and expertise in the career the student is pursuing. A current employer, supervisor or other career related professional with whom the student is acquainted may serve as the Individualized Technical Studies student’s Occupational Advisor.

The Occupational Advisor works cooperatively with the student to develop the degree plan. Major responsibilities for the Occupational Advisor include:

- assist the student with preparation of their Career Outcomes Statement.
- provide written approval of the student’s Career Outcome Statement.
- assist the student in the preparation of the Statement of Need section of the Individualized Technical Studies Degree.
- collaborate with the Individualized Technical Studies Degree student’s Academic Advisor for program planning as needed.
- should attend the Individualized Technical Studies Committee meeting to assist in the review of the student’s portfolio.
- meet with students(s) as needed to monitor program progress and provide academic guidance.

I understand my role and responsibilities as an Occupational Advisor:

Name (printed): _______________________________ Signature: ___________________________ Date: __________
Company: ___________________________________ Telephone No: ______________________
Address: _____________________________________

Student’s Name: __________________________________________
Sample
Career Outcome Statements

(Skills, abilities, and knowledge required for success in your chosen career.)

Student’s Name: ____________________________________________________________
Career Goal: ______________________________________________________________

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

1. Evaluate soils and apply appropriate levels of manure and soil amendments.
2. Develop balanced animal diets and feed rations using computer software.
3. Establish crop production and rotations.
4. Evaluate and select replacement breeding stock.
5. Establish a veterinary/client relationship; diagnose and treat common livestock illness and seek professional help as necessary.
6. Develop a small business plan.
7. Perform financial analysis using financial software, spreadsheets, and databases.
8. Determine borrowing needs and repayment schedules working with a lender.
9. Buy and sell commodities using cash and futures markets where appropriate.
10. Supervise employees.
11.____________________________________________________
12.____________________________________________________
13.____________________________________________________

(Use more pages as needed)

Occupational Advisor Approval of Career Outcome Statements:

Name (printed): Jane Doe Signature: Jane Doe Date: 9/8/08
Company: Dairy Heaven Telephone No: 1 (800) Try Milk
Address: 123 Somewhere Ln, Madison, WI 53704
Career Outcome Statements

(Skills, abilities, and knowledge required for success in your chosen career.)

Student’s Name: ________________________________________________________________

Career Goal: ________________________________________________________________

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

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
6. ____________________________________________________________
7. ____________________________________________________________
8. ____________________________________________________________
9. ____________________________________________________________
10. ____________________________________________________________
11. ____________________________________________________________
12. ____________________________________________________________
13. ____________________________________________________________
   (use more pages as needed)

Occupational Advisor Approval of Career Outcome Statements:

Name (printed): __________________________ Signature: __________________________ Date: __________
Company: __________________________________ Telephone No: _______________________
Address: ________________________________________________________________
____________________________________________________________________________
Role of the Academic Advisor

The Academic Advisor plays a critical role in helping students develop a reasonable and coherent plan for earning an Associate Degree in Individualized Technical Studies. Essential attributes for the Academic Advisor are current knowledge and expertise in the technical area that you have identified.

The Academic Advisor works collaboratively with the student to develop the program plan.

Major responsibilities for the Academic Advisor include:

- assist the student with preparation of their Program Plan
- align course selection with statement of need and career outcome statements
- initial student’s Program Plan before submission to the Individualized Technical Studies Committee
- collaborate with the Individualized Technical Studies Degree student’s Occupational Advisor for program planning as needed
- shall attend the Individualized Technical Studies Committee meeting to assist in the review of the student’s portfolio
- assist student with the registration process
- meet with student(s) as needed to monitor program progress and provide academic guidance

I understand my role and responsibilities as an Occupational Advisor:

Name (printed): ___________________________ Telephone No: ___________________________
Signature: ___________________________ Date: ___________________________
E-mail: ___________________________
MATC Center/Department: ___________________________
Student’s Name: ___________________________

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Individualized Technical Studies Associate Degree Program
Use this guide to prepare your program plan. Align course selection with statement of need and career outcome statements. Include course numbers, titles and credits.

Student’s Name: _________________________________________________________________________________
Career Goal: __________________________________________________________________________________

I. General Studies (Select one from each numbered group) 21-30 credits

**Associate Degree**

**Communications**
1. 801-151 Communication Skills I or 801-201 English Composition I 6 credits Total
2. 801-152 Communications Skills II or 801-202 English Composition II
3. 801-197 Technical Reporting or 810-201 Fundamentals of Speech (Prerequisite: Written Communication)

**Social Science**
3. 809-195 Economics or 809-211 Macroeconomics 3 credits Total
4. 809-197 Contemp Amer Society or 809-203 Introduction to Sociology

**Behavioral Science**
5. 809-199 Psych of Human Rel or 809-231 Intro to Psychology 3 credits Total
6. 809-233 Developmental Psychology

**Math/Science**
7. *Associate Degree or College Transfer Approved Courses. 3 credits*

II. Individualized Technical Studies Courses 36-49 credits

You are required to complete a minimum of 36 credit hours relevant to your career goals. A minimum of 20 of these credits must be focused in one discipline.

III. Electives 6 credits

You may complete up to 6 credit hours of electives towards your program that are relevant to your career goals. You may utilize your electives to take additional technical courses.

IV. Total Program Credits 60-70 credits

V. Advanced Standing Request

A minimum of 50% of the total program credits required must be earned at MATC.
# Program Planner

Use this guide to prepare your program plan. Align course selection with statement of need and career outcome statements. Include course numbers, titles and credits.

**Student’s Name:**

**Career Goal:**

## I. General Studies

- Consult your Academic Advisor for additional college transfer level selections.

### Communications

1. 

2. 

### Social Science

3. 

4. 

### Behavioral Science

5. 

6. 

### Math/Science

7. 

**Total General Education Studies**

21 credits

## II. Individualized Technical Studies Courses

You are required to complete a minimum of 36 credit hours relevant to your career goals. A minimum of 20 of these credits must be focused in one discipline.

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36-49 credits

## III. Electives

You may complete up to 6 credit hours of electives toward your program that are relevant to your career goals. You may utilize your electives to take additional technical courses.

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6 credits

## IV. Total Program Credits

60-70 credits

## V. Advanced Standing Request

A minimum of 50% of the total program credits required must be earned at MATC.

**Academic Advisor Initials:** _____  **Date:** __/___/______
ADVCANCED STANDING GUIDELINES

Madison Area Technical College is responsible for ensuring all students have an opportunity to meet their educational goals to the extent of their ability and experience. To make this experience as meaningful as possible, advanced standing is available through credit transfer, proficiency testing, and work experience credit. Guidelines on requesting Advanced Standing can be found online at matcmadison.edu → A-Z → Advanced Standing.

CHANGES TO APPROVED PROGRAM PLANS

Under special circumstances changes may be allowed.
Contact the Associate Dean, for information. at 608-258-2448
Portfolio Preparation

Prepare the following materials to be included in your portfolio for submission to the Individualized Technical Studies Committee for review. It is important that your portfolio be complete and self-explanatory. The portfolio shall include:

- **Statement of Need**
  In consultation with your Occupational Advisor prepare a Statement of Need justifying the development of an Individualized Technical Studies Associate Degree Program to meet your career goal. Your Statement of Need should explain why your program goal couldn’t be met within the framework of an existing MATC program plan. You must sign your statement of need.

- **Role of the Occupational Advisor**
  Your Occupational Advisor must sign the Role of the Occupational Advisor page, recognizing his/her roles and responsibilities.

- **Career Outcomes Statements**
  In consultation with your Occupational Advisor list the necessary career outcomes involved in the job for which you are preparing. List the skills, abilities, and knowledge, which will be required of you. This is the most important step of the entire process in planning your program. It is vital, that you undertake a thorough study of your career goal. Your Occupational Advisor must sign the Career Outcome Statements, recognizing his/her involvement in development and agreement with the stated outcomes.

- **Role of the Academic Advisor**
  Your Academic Advisor must sign the role of the Academic Advisor page, recognizing his/her roles and responsibilities.

- **Program Planner**
  In consultation with your Academic Advisor list the courses necessary to meet your career goals. You are required to complete a minimum of 36 credit hours relevant to your career goals. At least 20 of which must be focused in one discipline. Your Academic Advisor must initial the program planner.

- **Resume/Transcripts/Materials**
  A record of work and academic history along with your transcripts and materials are required for possible waiver of courses based on prior work experience, coursework, or non-collegiate training. Guidelines on requesting Advanced Standing can be found on the MATC web site (matcmadison.edu).

  **NOTE:** A minimum of 50% of your program credits must be earned at MATC.