

# College Catalog: School of Professional Studies

## Organizational Structure

This is the reorganized order we have created for the college catalog.

1. Accreditation
2. Mission Statement/Overview of Department
3. Program Goals
4. Admission/Progression Requirements
5. Costs
6. Careers

## Business

### Associate in Applied Science in Accounting

This degree has program goals, careers, and mission statement sections.

- ❑ The portion discussing careers is introduced too early.
- ❑ This degree needs admission requirements, costs, and progression information with admission and progression being a single section.

In terms of narrative, this degree is missing information that would be useful for students who are interested in taking accounting.

- ❑ The mission statement should go more in depth on what the degree is about.
- ❑ The second paragraph should be a career section.
- ❑ The paragraph discussing careers is too long and doesn't go into detail about each career. It could be improved by cutting several of the jobs listed and being more specific about certain jobs and/or places.

### Associate in Applied Science in Marketing Management and Sales

This degree has its mission statement, program goals, and career sections.

- ❑ The portion discussing careers is introduced too early.
- ❑ Admission requirements, costs, and progression should be included with admission and progression being a single section.

Similar to accounting, the narrative for marketing management and sales needs more information for new students.

- ❑ The mission statement should go more in depth on what the degree is about. Some information can be taken from the department's official website.
- ❑ The second paragraph should be a career section and go more in depth on the careers listed.

### Associate in Applied Science in Fashion Marketing

This degree has a mission statement, program goals, and career information.

- ❑ Program goals should be placed earlier.
- ❑ Information about admission requirements, costs, and progression must be added with admission and progression being a single section.

# College Catalog: School of Professional Studies

The narrative for this degree is to the point and successfully explains to students what the degree is about. However, the mission statement is rather short. The department's official website has information that could be included.

## Career and Technology Teacher Education

### Bachelor of Science in Career and Technical Teacher Education

This degree has a mission statement, program goals, admission requirements, progression, and careers section.

- ❑ "Occupational Experience Verification and Competency Validation" is not needed.
- ❑ A section about costs needs to be included.
- ❑ Admission and progression should be a single section.

This degree's narrative is helpful and to the point. There is however, information on the department's website that should be included in the mission statement and careers paragraph.

### Bachelor of Science in Education in Technology Teacher Education

This degree has most of the required components, including a mission statement, program goals, admission requirements, progression, and an accreditation.

- ❑ A section on costs is needed.
- ❑ Admission and progression should be a single section.
- ❑ More information on careers must be included.

The narrative of this degree can be improved in several ways.

- ❑ The careers section is short and should be expanded. More information on careers is found in the department's website.
- ❑ The website also has information that can be added to the mission statement.

## Dental Hygiene

### Associate in Applied Science in Dental Hygiene

Although this degree has all the necessary components, it is not in the correct order.

- ❑ Program goals needs to be placed after mission statement.
- ❑ Some information used throughout the document may be placed in program goals.
- ❑ "Criteria for admission into and progression within the dental hygiene curriculum" could be removed and placed in another document.
- ❑ Admission requirements should be after program goals and be in a single section with progression.
- ❑ The costs section needs to be after admission requirements.
- ❑ Careers needs to be placed near the end, not before program goals.

# College Catalog: School of Professional Studies

The narrative for this degree is missing important information that is listed in the department's website.

- ❑ In the department's website, there is an entire section dedicated to careers that can be included in the careers paragraph.
- ❑ There should be a section on accreditation as the department's website states the degree is accredited.

## Health and Human Services

"Health and human services" can be removed.

### Associate in Applied Science in Human Services

This degree has most of the required components, but they are placed incorrectly.

- ❑ The part discussing careers must be placed after admission requirements.
- ❑ A section for costs needs to be included
- ❑ Progression should be introduced after costs and be in a single section as Admission.
- ❑ "Credit by examination" could be removed.

All degrees appear to have the same information as the department's website. The careers and mission statement sections for all degrees except health services administration should have more detail.

### Bachelor of Science in Human Services

This degree includes information on its program goals, admission requirements, progression, and careers.

- ❑ Careers should be placed later on in the document.
- ❑ Admission and progression should be a single section.
- ❑ Mission statement and costs needs to be included.
- ❑ The portion advising students to consult the office of admissions may be removed.

### Bachelor of Science in Health Services Administration

This degree includes a section on the mission statement, program goals, administrative requirements, progression, and careers.

- ❑ Careers should be placed after admission requirements.
- ❑ "A program with the working student in mind" could be placed under the mission statement.
- ❑ Progression needs to be introduced after costs and be a single section with admission.
- ❑ A section describing cost must be included.

# College Catalog: School of Professional Studies

## Hospitality Management

### Associate in Applied Science in Hospitality Management

This degree is missing most of the required components and has unnecessary information.

- ❑ All headings from “The Anna Nurse Culinary Workshop Series” to “The Walt Disney World College Program” are not needed and could be placed in another document.
- ❑ The sections discussing transfers and transfer credits should be removed.
- ❑ A section on admission/progression and careers is needed.

The narrative for this degree is fine, but can be improved.

- ❑ The mission statement should include more details about the degree as it is rather basic at the moment.
- ❑ In the department's website under overview, there is information on the degrees mission that can be included in mission statement or program goals.

### Bachelor of Technology in Hospitality Management

This degree only has a mission statement and careers section.

- ❑ Information about admission/progression and costs needs to be added.

In terms of narrative, this degree has information that should be clarified and expanded. It is also short and more details would be helpful. This can be found in the department's official website.

## Law and Paralegal Studies

### Associate in Applied Science in Legal Assistant Studies

This degree has its mission statement, program goals, admission requirements, progression, accreditation, and career information.

- ❑ Program goals needs to be added after the mission statement and placed before the career information.
- ❑ A section for costs needs to be added.
- ❑ The accreditation paragraph should be placed first instead of within the mission statement/overview.

In terms of narrative, the overview of the program is basically all taken directly from what is on their website. What is said here works as a brief introduction into what the major consists of.

- ❑ The last paragraph, which details where this degree might take them, should be incorporated into a careers section.
- ❑ There is a paragraph on the department's website, on their overview page, which brings up what some graduates of this major have gone on to work at that could be added at the end of this section.

# College Catalog: School of Professional Studies

- ❑ The program goals that is on their website could be fully or partially incorporated into their section as well.

## **Bachelor of Science in Legal Assistant Studies**

This degree only has its mission statement, career information, program goals, and admission requirements.

- ❑ The program goals section needs to be placed before the admission requirements.
- ❑ A section for costs and accreditation needs to be added.
- ❑ Progression information should be added and included with the admission requirements.
- ❑ The Baccalaureate Degree heading should be removed and be added into the overview portion.

For the narrative, it could work well to reiterate some of what was said in the previous degree in case some students skipped the previous section. Compared to the previous section, this degree has a short overview.

- ❑ While it does give students necessary information, it could go into more detail, as the previous degree section did.
- ❑ The previous section even details that bachelorette students can partake in more than one internship but it is not restated here.
- ❑ The program goals that is on their website could be fully or partially incorporated into their section as well.

## **Nursing**

This department has a section that comes before the degree sections and it should be removed entirely.

- ❑ The Admission portion should be placed in the degree sections.
- ❑ The Accreditation section needs to be placed at the very end of the degree sections.
- ❑ The Americans with Disabilities Act portion should be removed from this department as it is not specific to Nursing. It can be added elsewhere in the catalog.

In terms of Narrative, both of the degree sections sum up their respective degrees and give information students may want to know by considering this as their major.

## **Associate in Applied Science in Nursing**

While this degree has all the necessary components, they are not in the order that has been established.

- ❑ The transfer into the Nursing curriculum and readmission portion should be removed.
- ❑ The career information that is within the mission statement section should put into its own section.
- ❑ The graduation, requirements for passing each nursing course, and registered nurse licensure portions should be incorporated into the admission/progression portion of this degree.

# College Catalog: School of Professional Studies

- ❑ Graduation information should be placed at the end of the admission/progression portion followed by the nurse licensure and the requirements in the body of the section.
- ❑ Introductory term requirements should be incorporated into the admission portion.

## **Bachelor of Science in Nursing**

While this degree has all the necessary components, they are not in the order that has been established.

- ❑ The career information that is placed in the mission statement section should be placed into its own section.
- ❑ The required documentation section should be incorporated into the admission section.
- ❑ The transferring, readmission, and CUNY articulation policy portions should be removed.
- ❑ The transportation, uniforms, and equipment section should be incorporated into the costs section.
- ❑ The suggested time for completion section should be removed.
- ❑ The add/drop classes and graduation portions should be incorporated into the admission/progression section.

## **Radiologic Technology and Medical imaging**

This degree has a section before the degree sections and should be removed.

- ❑ Some of the information in this portion can be put into the mission statement portion of the degree sections.
- ❑ Other information could be incorporated into the progression, admission, and careers sections.

In terms of Narrative, this section works as an overview into the two degrees, however, by removing this section the text can be used in the Associate in Applied Science in Radiologic Technology section to introduce it.

## **Associate in Applied Science in Radiologic Technology**

While this degree has all the necessary components, they are not in the order that has been established.

- ❑ Accreditation should be placed first.
- ❑ The radiologic technology, medical imaging, and mission statement portions should be incorporated into one section.
- ❑ The “radiography students functional abilities requirements and technical standards” and prerequisites portions should be added into the admission section.
- ❑ The performance standards and clinical internship portions should be incorporated into the admission/progression section.

# College Catalog: School of Professional Studies

- ❑ The readmission portion should be removed.

For the Narrative, the actual overview was covered in the section before the degree with only two brief paragraphs detailing what radiological technology and medical imaging is.

- ❑ The paragraph that discusses the Associate degree can be better utilized here.

## **Bachelor of Science in Radiologic Science**

This degree is missing career information. The rest of its components are not in the order established.

- ❑ The suggested time for completion, CUNY articulation policy, readmission, and transfer portions of this degree can be removed.
- ❑ The graduation portion can be incorporated into the progression section.
- ❑ A section for careers should be added.
- ❑ Accreditation should be first.
- ❑ For the Narrative, what is here works well, some extra information taken from the section before the degrees can be utilized here however.

For the narrative, the information covered here is useful but could use some improvement.

- ❑ The last paragraph that discusses admission could be better placed in the progression/admission section.
- ❑ The paragraph that discussed the Bachelor degree back in the introductory overview can be better used here.

## **Restorative Dentistry**

### **Associate in Applied Science in Dental Laboratory Technology**

This degree only has a mission statement, program goals, costs, and admission requirements sections.

- ❑ A section for careers should be added.
- ❑ Progression information should be added into a admission/progression section.
- ❑ The readmission and transfer portions can be removed.
- ❑ Placement and admission can be made into a single section.

The narrative for this section seems to be rather long and all the information placed here is also on their website in the degrees section. What could be done is:

- ❑ Take some of this information and place into their respective categories, like career information placed in a career section.
- ❑ Take some of what they state on the overview page on their website and utilizing it here.

# College Catalog: School of Professional Studies

## Vision Care Technology

### **Associate in Applied Science in Ophthalmic Dispensing**

While this degree has all the necessary components, they are not in the order that has been established.

- ❑ The career information within the mission statement should be put into its own section.

The narrative of this section gives a brief overview of the degree and what students can expect to learn by pursuing this major. The information placed here works well and is necessary for any student who may be considering this major. Even most of the information here is different from what they have on their website so the two can work together to fully entail what this degree will provide.