



Navigating Pathways to Opportunity: Comprehensive Student Supports

Course Overview and Schedule

This course helps coaches, advisors, and navigators provide the comprehensive supports that enable adults to succeed in an integrated career pathway program. Topics include strategies for identifying and engaging adult learners' aspirations, addressing barriers, and building a comprehensive network of support to promote persistence. Participants identify the key components of a navigator program and explore the skills needed to implement it effectively.

Format: Scheduled, facilitated

Estimated Completion Time: 3-4 hours per week for 6 weeks (24 hours total)

Contact: literacy@worlded.org

Prerequisite: Finding True North – Role of the Navigator

Course Objectives

By the end of course, you will be able to:

- List the type of information you need to gather through the process of campus and community outreach;
- Implement a student intake interview protocol;
- Describe the educational requirements, wage and labor information, and occupational profile for the integrated career pathways offered by your program;
- Evaluate and select a variety of career planning resources; and
- Plan a set of Navigator activities and identify resources, partners, and goals associated with each.

Course Completion

To successfully complete this course, the instructor will assess your work based on whether and to what extent you have completed the required assignments and postings in the following modules:

Benefits of Support Networks

- ✓ Activity - Campus and Community Connections (Wiki post): 5%

Clearing the Pathway – Navigator Communication Tools

- ✓ Influences Activity (Forum post): 10%
- ✓ Applying MI Techniques Activity (Forum post): 10%

Laying a Foundation for Success

- ✓ Self-Assessment Tools Activity (Forum post): 10%
- ✓ Occupational Profile Activity (Forum post & attachment): 10%

Career Pathway Planning

- ✓ Self-Assessment Tools Activity (Forum post): 10%
- ✓ Occupational Profile Activity (Forum post & attachment): 10%

<http://edtech.worlded.org/professional-development/online-courses/>

Designing Your Navigator Program

- ✓ Navigator Program Plan Project (Forum post & attachment): 30%
- ✓ Next Steps for Navigators Activity (Forum post): 5%

If you score an 80% or above, you will successfully complete the course and earn a Certificate of Completion.

COURSE SCHEDULE

Week 1

Getting Started

- Required Software and Course Features
- Course Overview and Objectives
- Course Requirements
- Planning for Learning
- Forum: Personal Learning Goals Activity
- Summary
- Forum: General Discussion

Benefits of Support Networks

- Benefits of Support Networks
- Objectives
- Why Supports are Vital
- Making College Life Feasible
- Creating Social Relationships
- Developing College Know-How
- Activity: Campus and Community Connections Activity
- Activity: Reading
- Beyond Referrals
- Outreach
- Activity: Planning Your Outreach
- Planning Outreach Meetings
- Summary

Week 2

Clearing the Pathway – Navigator Communication Tools

- Clearing the Pathway—Navigator Communication Tools
- Objectives
- Cultural Competence
- Defining Cultural Competence
- Mistaken Assumptions
- Listening for Cues
- Activity: Influences
- Activity: Active Listening of Self-Assessment

- Motivational Interviewing
- Background
- Four Fundamental Principles
- Four MI Techniques
- Two Common Situations
- Forum: Applying MI Techniques Activity**
- Summary

Week 3

Laying a Foundation for Success

- Laying a Foundation for Success
- Objectives
- Recruitment
- Program Information
- Targeted Education and Career Pathways
- Career and Educational Pathway Road

- Setting Expectations for Success
- The Intake Interview
- Assessing Student Readiness
- Identifying Strengths
- Video: Asking Questions Activity
- Forum: Intake Interview Questions Activity**
- Supports and Barriers
- Fostering Commitment

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- | | |
|--|--|
| <input type="checkbox"/> Maps | <input type="checkbox"/> Navigator Syllabus 1 |
| <input type="checkbox"/> Recruitment Materials | <input type="checkbox"/> Navigator Syllabus 2 |
| <input type="checkbox"/> Forum: Career Pathway Recruitment Activity | <input type="checkbox"/> Navigator Program Plan |
| <input type="checkbox"/> Intake and Assessment Process | <input type="checkbox"/> Project: Navigator Program Plan |
| <input type="checkbox"/> Application Process | <input type="checkbox"/> Summary |

Weeks 4 & 5

Career Pathway Planning

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|---|--|
| <input type="checkbox"/> Career Pathway Planning | <input type="checkbox"/> Guest Speakers and Job Shadowing |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Career Mentors 1 |
| <input type="checkbox"/> Career Planning Model | <input type="checkbox"/> Career Mentors 2 |
| <input type="checkbox"/> Planning Model Steps | <input type="checkbox"/> Career Mentors 3 |
| <input type="checkbox"/> Self-Exploration | <input type="checkbox"/> Forum: Occupational Profile Activity |
| <input type="checkbox"/> Online Surveys and Inventories | <input type="checkbox"/> Career Planning Skills |
| <input type="checkbox"/> Forum: Self-Assessment Tools Activity | <input type="checkbox"/> Quiz: SMART Goal Framework |
| <input type="checkbox"/> A Word on Transferable Skills | <input type="checkbox"/> Career and Education Plan |
| <input type="checkbox"/> Using the Tools | <input type="checkbox"/> Forum: Project—Navigator Program Plan |
| <input type="checkbox"/> Real-World Occupational Exploration | <input type="checkbox"/> Summary |
| <input type="checkbox"/> Informational Interviews | |

Week 6

Designing Your Navigator Program

Course Completion

- | | |
|---|--|
| <input type="checkbox"/> Designing Your Navigator Program | <input type="checkbox"/> Course Completion |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Course Summary |
| <input type="checkbox"/> College and Career Readiness Activities | <input type="checkbox"/> Challenges and Rewards |
| <input type="checkbox"/> Academic Readiness | <input type="checkbox"/> Forum: Reflections |
| <input type="checkbox"/> Activity: Promoting College and Career Readiness Skills. | <input type="checkbox"/> Course Evaluation |
| <input type="checkbox"/> Fostering a Learning Community | <input type="checkbox"/> Course Completion Certificate |
| <input type="checkbox"/> Program Orientation | |
| <input type="checkbox"/> Individual and Group Meetings | |
| <input type="checkbox"/> Collecting Data for Ongoing Improvement | |
| <input type="checkbox"/> Questions You Might Ask | |
| <input type="checkbox"/> Supporting Student Transitions | |
| <input type="checkbox"/> Exit Checklist | |
| <input type="checkbox"/> Forum: Project—Navigator Program Plan | |
| <input type="checkbox"/> Next Steps for Navigators | |
| <input type="checkbox"/> Forum: Next Steps for Navigators Activity | |
| <input type="checkbox"/> Summary | |

Course materials are available for one month from the course end date.

This course was developed by the National College Transition Network (NCTN) in partnership with MNFastTRAC and Washington State Board for Community and Technical Colleges and funded by the Joyce Foundation. Sandy Goodman, Director of Career Pathways at NCTN, developed and wrote the course.

<http://edtech.worlded.org/professional-development/online-courses/>

Minimum Technical Requirements

World Education's online courses are offered via the Moodle learning management system (LMS) and WebEx Internet conferencing system. To participate in courses, you must have access to a reliable computer with an Internet connection. We recommend a high speed Internet connection. For courses that include Webinar sessions, you must have the ability to be on an Internet-connected computer and a telephone at the same time. We recommend a screen resolution 800×600 or higher. If you are using a mobile device, we recommend that you review these [FAQs from Moodle](#).

System Requirements

Moodle requires that JavaScript, cookies, and Java be enabled in a recommended browser. (Note: Enabled pop-up blockers may interfere with accessing content.) Recommended browsers consist of any standards-supporting browser. Examples are:

- Mozilla Firefox 3 or later
- Safari 3 or later
- Google Chrome 4 or later
- Opera 9 or later
- Microsoft Internet Explorer 7 or later

Additional Plug-ins

Some courses require additional plug-ins to access media and course resources, such as Flash and Adobe Acrobat. You should have the ability to download and install these plug-ins on your computer, or have access to a technical support staff person who can do this for you.