

DOCUMENT RESUME

ED 171 951

CE 021 477.

**AUTHOR** Winkfi, Patricia Worthy; And Others.  
**TITLE** Career Planning Programs for Women Employees: Annotated Bibliography. Research and Development Series, No. 136.  
**INSTITUTION** Ohio State Univ., Columbus. National Center for Research in Vocational Education.  
**SPONS AGENCY** Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.  
**PUB DATE** 77  
**GRANT** G007604056  
**NOTE** 41p.; For related documents see CE 021 475-478  
**EDRS PRICE** MF01/PC02 Plus Postage.  
**DESCRIPTORS** \*Career Development; \*Career Planning; \*College Programs; \*Employer Employee Relationship; \*Program Design; Womens Education; \*Working Women

**ABSTRACT**

This forty-page annotated bibliography includes specific information on career planning programs for women employees (or activities of such programs). Program listings appear alphabetically by community and junior college and alphabetically by employer. An index by state is also provided. Listings include name of college or employer, contact person, address, unit offering the program or activities (e.g., personnel division), type of programs or activities offered (e.g., assertiveness training workshops, counseling), program goals and objectives, and planning methods (e.g., post-workshop critiques and evaluations). (The bibliography is one of a series of four publications for the project "Career Planning Programs for Women Employees." The other three publications are a review of the literature [CE 021 475]; the results of a national survey [CE 021 476]; and a prototype program [CE 021 478].) (CT)

\*\*\*\*\*  
\* Reproductions supplied by EDRS are the best that can be made \*  
\* from the original document. \*  
\*\*\*\*\*

ED171951

Research and Development Series No. 136

**CAREER PLANNING PROGRAMS  
FOR WOMEN EMPLOYEES:  
Annotated Bibliography**

Patricia Worthy Winkfield  
Cheryl Meredith Lowry  
Louise Vetter, Project Director

The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

1977

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

CE 021 477

## **THE CENTER MISSION STATEMENT**

**The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The Center fulfills its mission by:**

- **Generating knowledge through research**
- **Developing educational programs and products**
- **Evaluating individual program needs and outcomes**
- **Installing educational programs and products**
- **Operating information systems and services**
- **Conducting leadership development and training programs**

This publication was prepared pursuant to a grant (No. G007604056) from the Bureau of Occupational and Adult Education, U.S. Department of Health, Education, and Welfare. Grant recipients undertaking such projects under government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official U.S. Office of Education position or policy.

## Foreword

The Center is currently engaged in a number of activities designed to aid in achieving sex fairness in education and in career development. Adult women are in need of programs that can help them plan, prepare for, and progress through their careers. This annotated bibliography is one of a series of four publications for the project *Career Planning Programs for Women Employees*. The other three publications provide a review of the literature, the results of a national survey, and a prototype program.

We would like to acknowledge the sponsor of the project, the Bureau of Occupational and Adult Education of the U.S. Office of Education. Special thanks are due the people from the community and junior colleges, universities, and business and industry who provided the information for the annotated bibliography, and the authors, Patricia Worthy Winkfield, Cheryl Meredith Lowry, and Louise Vetter, Project Director.

Robert E. Taylor  
Director  
The Center for Vocational Education

# Table of Contents

	Page
FOREWORD . . . . .	iii
INTRODUCTION . . . . .	3
EMPLOYER PROGRAMS . . . . .	5
COMMUNITY AND JUNIOR COLLEGE PROGRAMS . . . . .	11
INDEX BY STATE . . . . .	39

**CAREER PLANNING PROGRAMS  
FOR WOMEN EMPLOYEES:  
Annotated Bibliography**

## Introduction

This annotated bibliography of career planning programs was prepared as a part of the project entitled "Career Planning Programs for Women Employees" conducted by The Center for Vocational Education and sponsored by the Bureau of Occupational and Adult Education (BOAE). The project was designed to determine what career planning programs for employed women currently exist in business, industry, and community and junior colleges. Two separate survey instruments were used to obtain this information.

The institutional survey instrument was mailed to a total of 1,197 public institutional members of the American Association of Community and Junior Colleges. The employer survey instrument was mailed to 450 companies on the *Fortune* 500 listing published in 1976. In addition, 152 higher education institutions with a student population of more than 15,000 received the employer survey instrument. A total of 164 employers and 367 institutions responded, for a response rate of 27 percent and 31 percent, respectively. (Results of the surveys are reported in another document, *Career Planning Programs for Women: National Survey*.)

In addition to responding to specific questions, the respondents were asked to provide additional information about their programs if they wished to be listed in the annotated bibliography of programs. A total of 71 respondents provided such information.

This annotated bibliography includes specific information on career planning programs for women employees (or activities of such programs) in operation at the time of the survey. The information was compiled through a review of the survey instruments returned and any literature provided by the respondents.

It is hoped that this annotated bibliography will help inform persons working with adult women in business and industry and in educational institutions of the programs and activities provided across the country to enhance the careers of women employees. Perhaps the document will be most useful as a source for greater communication/cooperation between directors of existing programs and those interested in providing similar activities or redesigning a program that is already in existence.

Program listings appear alphabetically by community and junior college (educational institution survey respondents) and alphabetically by employer. An index by state is provided for readers who are interested in programs in a specific area of the country.

# Employer Programs /

**ARIZONA STATE UNIVERSITY**

Contact Person

Joyce M. Foster  
Assistant Academic Vice President

Address

Arizona State University  
Tempe, Arizona 85281

Unit Offering Program or Activities

"Women in Management Series"  
conducted through The Center for  
Executive Development, Dr. Suzanne  
Cook, management professor

Arizona Women's Commission and  
Arizona State University

Individual departments

Types of Programs or Activities Offered

Workshops on assertiveness training  
Career design  
AWARE programs  
Student Women's Affairs board  
programs, etc.  
"Women in Management" series  
All-day women's programs  
Time management  
Leadership training  
Management and motivation  
Decision-making and information  
processing  
Workshops (departmentally sponsored  
or cosponsored)

Sex of Participants

Female

Program Goals and Objectives

To help bring people together as a first  
step toward a coordinated effort in re-  
commending new and effective ap-  
proaches for improving the status of  
women

**INTERNATIONAL  
TELEPHONE & TELEGRAPH**

Contact Person

Robert D. Dryan

Address

International Telephone & Telegraph  
320 Park Avenue  
New York, New York 10022

Types of Programs or Activities Offered

Counseling (personal, individual, career  
planning)

**IOWA BEEF PROCESSORS**

Contact Person

Judy Mullens  
Personnel Division

Address

Personnel Division  
Iowa Beef Processors  
Dakota City, Nebraska 68731

Unit Offering Program or Activities

Personnel Division

Types of Programs or Activities Offered

Counseling (individual, personal, career  
planning/development)

**KELLOGG COMPANY**

Contact Person

Dave Walbridge  
Manager, Salaried Personnel

Address

Salaried Personnel  
Kellogg Company  
235 Porter Street  
Battle Creek, Michigan 49016

Types of Programs or Activities Offered

Counseling (individual, career planning)

**THE UNIVERSITY OF OKLAHOMA**

Address

Personnel Services  
The University of Oklahoma  
905 Asp Avenue  
Norman, Oklahoma 73019

Unit Offering Program or Activities

Personnel Services

Types of Programs or Activities Offered

Management training activities

**SAN DIEGO  
STATE UNIVERSITY**

Contact Person

Mary Lou Walden-Beach  
Assistant Director, Personnel

Address

Personnel  
San Diego State University  
San Diego, California 92182

Unit Offering Program or Activities

Employee Training and Development

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Time management activities  
Activities related to multiple roles  
Role-playing  
Counseling (personal, individual,  
and group)  
Occupational career planning

**UNIVERSITY OF OREGON**

Contact Person

Dorothy L. Goode  
Staff Development/Benefits Officer  
Personnel Department

Address

Personnel Department  
University of Oregon  
463 Oregon Hall  
Eugene, Oregon 97403

Unit Offering Program or Activities

Personnel Department  
Lifelong Learning  
Career Planning and Placement

Types of Programs or Activities Offered

Career development workshop  
Counseling (personal, individual, occu-  
pational, career planning)  
Career information system  
Career planning and placement service  
Lifelong learning office  
Testing (interest and aptitude)

Length of Time Program in Operation

Workshops have been held since 1976

Program Goals and Objectives

To provide job-oriented education and development to classified employees

To assist in fulfilling the University of Oregon Affirmative Action Program objective of full utilization of human resources without regard to race, sex, handicap, age, religion, national origin, veteran status, marital or parental status

Planning Methods

Post-workshop critiques and participant evaluations used for planning the following year's workshop

**THE UPJOHN COMPANY**

Contact Person

Henry Dahl  
Manager  
Employee Development and Planning

Address

Employee Development and Planning  
The Upjohn Company  
Kalamazoo, Michigan 49001

Unit Offering Program or Activities

Employee Development and Planning

Types of Programs or Activities Offered

Counseling (occupational, personal, individual, career planning)  
Career planning seminars  
Management training activities  
Assessment center

Sex of Participants

Male and female

**WESTMORELAND  
COAL COMPANY**

Contact Person

H. E. Thompson, Jr.  
Personnel Manager

Address

Personnel  
Westmoreland Coal Company  
2500 Fidelity Building  
Philadelphia, Pennsylvania 19109

Types of Programs or Activities Offered

Counseling (individual, group, personal, career planning/development)

**Community and Junior  
College Programs**

**ARAPAHOE  
COMMUNITY COLLEGE**

Address

Women's Resource Center  
Arapahoe Community College  
5900 South Santa Fe Drive  
Littleton, Colorado 80120

Unit Offering Program or Activities

Women's Resource Center

Types of Programs or Activities Offered

Resume-writing workshops  
Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management  
Role-playing  
Management training activities  
Counseling (individual, group,  
personal, career planning,  
occupational)  
Sex role stereotyping  
Women and depression  
Support roles/groups  
Support/referral network

Sex of Participants

Female

Program Goals and Objectives

To provide opportunities/  
alternatives for women

**AREA VOCATIONAL,  
TECHNICAL, AND ADULT EDUCATION  
DISTRICT ONE**

Contact Person

Lorraine Kearney  
Affirmative Action Officer

Address

Area Vocational, Technical, and Adult  
Education, District One  
620 West Clairemont Avenue  
Eau Claire, Wisconsin 54701

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Role-playing  
Counseling (individual, career planning/  
development, occupational)  
Management training activities

**BREVARD COMMUNITY COLLEGE**

Contact Person

Muriel Kay Elledge  
Director, Continuing Education for  
Women

Address

Continuing Education  
Brevard Community College  
1519 Clearlake Road  
Cocoa, Florida 32922

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management  
Resume-writing activities  
Role-playing  
Management training activities  
Workshops on various topics  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

**CAMARILLO CENTER**

Contact Person

Judy Myers  
Coordinator  
Women's Reentry Program

Address

Women's Reentry Program  
Camarillo Center  
710 Arneill Road  
Camarillo, California 93010

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (individual, group, personal, occupational, career planning/development)  
Programs for reentry women

Sex of Participants

Female

**CENTRAL WYOMING COLLEGE**

Address

Central Wyoming College  
Riverton, Wyoming 82501

Unit Offering Program or Activities

Community Services

Types of Programs or Activities Offered

Resume-writing workshops  
Career planning seminars

Self-assertiveness training  
Multiple role activities  
Time management activities  
Management training activities  
Role-playing  
Counseling (occupational, personal, individual, group, career planning)

**CENTRALIA COLLEGE AND  
OLYMPIA TECHNICAL  
COMMUNITY COLLEGE**

Contact Person

Pat Kennedy  
Coordinator, Continuing Education and  
Women's Studies Program

Address

Continuing Education Office  
Centralia College and Olympia  
Technical Community College  
P. O. Box 639  
Centralia, Washington 98531

Unit Offering Program or Activities

Women's Studies Program

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Time management  
Resume-writing workshops  
Role-playing  
Counseling (occupational, personal, individual, group, career planning/development)  
Alternatives for women  
Women in management  
Special workshops: Life/career planning, female psychology, assertiveness training

Program Effectiveness

Fall 1976 was the first attempt at a women's program in this district. More offerings have been filled each quarter since then.

## **CLACKAMAS COMMUNITY COLLEGE**

### **Contact Person**

Mr. Bloomquist  
Coordinator  
Job Skill Improvement Program

Pam Lewis  
Assistant  
Community Services

### **Address**

Community Services  
Clackamas Community College  
19600 South Molalla Avenue  
Oregon City, Oregon 97045

### **Unit Offering Program or Activities**

Community Services

### **Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Role-playing of job interview sessions  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Job Skill Improvement Center:  
Cooperative work experience  
Courses for women: Focus on Women,  
How to Pull Your Own Strings, Asser-  
tiveness Training for Women, Open  
Doors for Women

### **Sex of Participants**

Focus on Women—female  
Job Skill Improvement Center—male  
and female

### **Program Goals and Objectives**

To help women explore their lives,  
expand their horizons, and establish  
new career goals

## **Planning Methods**

Focus on Women planning committee

## **CLEVELAND COUNTY TECHNICAL INSTITUTE**

### **Contact Person**

Dan T. Camp  
Dean, Continuing Education

### **Address**

Continuing Education  
Cleveland County Technical Institute  
137 South Post Road  
Shelby, North Carolina 28150

### **Unit Offering Program or Activities**

Continuing Education

### **Types of Programs or Activities Offered**

Self-assertiveness activities  
Activities for management personnel  
Time management  
Resume-writing workshops  
Role-playing  
Management training  
Career planning seminars  
Activities relating to multiple roles  
Counseling (personal, individual, group,  
career planning/development)

## **COLLEGE OF MARIN**

### **Contact Person**

Janet Epp  
Women's Center

Address

Women's Center  
College of Marin  
Kentfield, Pennsylvania 94904

Types of Programs or Activities Offered

Career planning seminars  
Resume-writing workshops  
Role-playing  
Conferences  
Self-assertiveness training  
Activities relating to multiple roles  
Workshops  
Videotapes

**COLUMBIA JUNIOR COLLEGE**

Contact Person

Barbara C. Painter  
Jean Peterson  
Coordinator, Women's Programs and  
Services

Address

Women's Programs and Services  
Columbia Junior College  
P. O. Box 1849  
Columbia, California 95310

Unit Offering Program or Activities

Women's Programs and Services

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training  
Reentry programs

Peer counseling  
Counseling (personal, individual, group,  
career planning, occupational)  
Women's readiness program

Number of Persons Presently Involved

Two hundred participants during 1976/  
77

**COLUMBUS TECHNICAL INSTITUTE**

Contact Person

Carol A. Fought  
Director  
Division of Continuing Education

Address

Division of Continuing Education  
Columbus Technical Institute  
Box 1609  
550 East Spring Street  
Columbus, Ohio 43216

Unit Offering Program or Activities

Division of Continuing Education

Types of Programs or Activities Offered

Career games  
Career planning seminars  
Self-assertiveness training  
Activities related to multiple roles  
Activities related to time management,  
planning  
Resume-writing workshops  
Role-playing job interview sessions  
Management training activities  
Counseling and resource center for women  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Campus "career days"  
Internships "day on the job"  
Career options workshop for women  
(cosponsored with Capital University)

Length of Time Program in Operation

The Counseling and Resource Center for Women was started in 1972.

Number of Persons Presently Involved

Fifty to one hundred participants per quarter (approximately 350 per year)

Sex of Participants

Female

Program Effectiveness

Program participants complete questionnaires at the end of each workshop/course, etc. Participants are asked to evaluate the aspects of the course or program that is believed to be the most and least beneficial, and ways in which they can be improved. The overall response to The Center has been quite positive. The women's requests for more services and programs resulted in plans to increase services by 25 percent during 1975-1976.

Program Goals and Objectives

The goals of The Counseling and Resource Center for Women are: personal growth, entry or reentry into educational institutions or the job market, career decision-making, and special emphasis on nontraditional careers for women. The major goal of The Center is to help women of the greater Columbus area to explore a variety of educational and other career-related opportunities.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

Address

Community College of Allegheny County  
1130 Perry Highway  
Pittsburgh, Pennsylvania 15237

Types of Programs or Activities Offered

- Career planning seminars
- Self-assertiveness training
- Activities for management personnel
- Activities relative to multiple roles
- Workshops
- Role-playing
- Management training
- Courses on women and law
- Courses for divorced women on adjustment and careers
- Reentry women
- Educational opportunities for women
- Retirement planning
- Counseling (personal, occupational, individual, group, career planning)

**COMMUNITY COLLEGE OF DENVER-NORTH CAMPUS**

Address

Community Services, Women's Center  
Community College of Denver-North Campus  
3645 West 112th  
Westminster, Colorado 80030

Unit Offering Program or Activities

- Community Services
- Women's Center

Types of Programs or Activities Offered

- Career planning seminars
- Self-assertiveness training
- Activities for management personnel

Activities related to multiple roles  
Time management activities  
Role-playing  
Workshops  
Counseling (occupational, personal,  
individual, group, career planning)

**COMMUNITY COLLEGE OF  
DENVER-RED ROCKS CAMPUS**

Address

Women's Center  
Community College of Denver-  
Red Rocks Campus  
12600 West Sixth Avenue  
Golden, Colorado 80401

Unit Offering Program or Activities

Women's Center

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Resume-writing workshops  
Role-playing  
Counseling (personal, individual,  
group, occupational, career  
development)  
Career exploration for women in  
nontraditional jobs  
Women's Center  
Job search/interviewing  
Life planning workshop  
Communication skills development  
Vocational testing

Sex of Participants

Female

**COMMUNITY COLLEGE OF  
THE FINGER LAKES**

Contact Person

Allan H. Thorpe  
Associate dean for Continuing Education  
Continuing Education

Jeanne Crane  
Director, Special Programs

Address

Continuing Education Office  
Community College of the Finger Lakes  
Canandaigua, New York 14424

Unit Offering Program or Activities

Continuing Education Office  
Special Programs

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities related to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, career planning/  
development)  
Special Programs Area: Women's orien-  
tation, Life planning workshop, Basic  
creative self-image for women, Asser-  
tiveness training

Sex of Participants

Male and female

Program Goals and Objectives

To provide life-long learning experiences,  
courses for job skill enrichment, work-  
shops for specific goal attainment, and  
use of nontraditional educational pat-  
terns to meet individual and societal needs.

**CORNING COMMUNITY COLLEGE**

Contact Person

Nancy B. Lanning  
Associate Director  
Continuing Education and  
Community Services

Address

Continuing Education and  
Community Services  
Corning Community College  
Corning, New York 14830

Unit Offering Program or Activities

Continuing Education and  
Community Services

Types of Programs or Activities Offered

Adult vocational counseling center  
Career planning seminars  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Counseling (personal, individual, group,  
career planning, occupational)

**DELAWARE COUNTY  
COMMUNITY COLLEGE**

Contact Person

Tom Lugg  
Director of Career Resources

Lauren K. Anderson  
Career Counselor

Address

Career Resource Center/  
Continuing Education Program  
Delaware County Community College  
Media, Pennsylvania 19063

Unit Offering Program or Activities

Career Resource Center  
Continuing Education Program

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management personnel  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

Length of Time Program in Operation

The Career Resource Center was es-  
tablished in 1972.

**EAST LOS ANGELES COLLEGE**

Contact Person

Phyllis Stone  
Assistant dean of instruction  
Occupational Education

Address

Occupational Education  
East Los Angeles College  
Los Angeles, California 90053

Types of Programs or Activities Offered

Activities for management personnel  
Activities relating to multiple roles  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

## **EASTFIELD COMMUNITY COLLEGE**

### Contact Person

Kathleen Kurtz  
Director  
Community Service Department

### Address

Human Resource Development Center/  
Community Service Department  
Eastfield Community College  
3737 Motley Drive  
Mesquite, Texas 75150

### Unit Offering Program or Activities

Human Resources Development Center  
Community Service Department: In-  
house training and regular on-campus  
programs that serve the continuing  
education requirements of area com-  
panies and industries for all levels of  
employees

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Resume-writing workshops  
Management training  
Counseling (occupational, personal,  
group, career planning/development)  
Women in management  
Courses: "Women Getting Into the  
World of Work," "So You Want to  
Change Careers"

### Program Goals and Objectives

To provide continuing education  
opportunities for individuals who  
want to upgrade their present skills  
or learn new skills and to enable  
them to explore new occupational  
fields

## **EL CENTRO COLLEGE**

### Contact Person

Pat Turner  
Associate director  
Community Service

### Address

Community Service  
El Centro College  
Main and Lamar Streets  
Dallas, Texas 75202

### Unit Offering Program or Activities

Community Service

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Activities for management personnel  
Time management workshop  
Resume-writing workshops  
Management training activities  
Community development programs:  
"New Directions for Women"  
Human Education Center  
Student Self-Assessment Program  
Career Center: Career folders, filmstrips,  
tapes, magazines and employment infor-  
mation, career kits and games

### Sex of Participants

Male and female

### Program Goals and Objectives

To provide continuing education oppor-  
tunities for persons desiring to upgrade  
their present skills or learn new skills,  
enabling them to explore new occu-  
pational fields

**EL PASO COMMUNITY COLLEGE**

Contact Person

Marilyn Kastel  
Counselor

Address

El Paso Community College  
2200 Bott Street  
Colorado Springs, Colorado 80904

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Counseling (occupational, personal, individual, group, career planning/development)  
Reentry women group  
Human potential seminar  
Career planning workshop

Time management  
Resume-writing workshops  
Role-playing  
Workshops  
Counseling (occupational, individual, group, career planning/development)  
Self-discovery workshop

Number of Persons Involved During Life of Program

One thousand counseled individually  
Five thousand participants of workshops or programs

Sex of Participants

Female

**HARRISBURG AREA  
COMMUNITY COLLEGE**

Contact Person

Hazel J. Brown  
Dean, Continuing and  
Community Education

Address

Continuing and Community Education  
Harrisburg Area Community College  
3300 Common Street Road  
Harrisburg, Pennsylvania 17110

Unit Offering Program or Activities

Continuing and Community Education

Types of Programs or Activities Offered

Career planning seminars  
Activities for management personnel  
Activities relating to multiple roles  
Resume-writing workshops  
Role-playing  
Counseling (occupational, individual, career planning/development)

**GATEWAY TECHNICAL INSTITUTE**

Contact Person

Ann Timm  
Director, Women's Bureau

Address

Women's Bureau  
Gateway Technical Institute  
1001 South Main Street  
Racine, Wisconsin 53403

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management  
Activities relating to various roles

**Program Goals and Objectives**

To provide career information and counseling for adults in the community

**HAWKEYE INSTITUTE  
OF TECHNOLOGY**

**Contact Person**

George Bennett  
Director  
Adult and Continuing Education

**Address**

Adult and Continuing Education  
Hawkeye Institute of Technology  
Box 8015  
Waterloo, Iowa 50701

**Types of Programs or Activities Offered**

Career planning seminars  
Activities for management personnel  
Self-assertiveness training  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, individual, group; career planning/development)

**Sex of Participants**

Management programs—female  
Others—male and female

**HENRY FORD  
COMMUNITY COLLEGE**

**Address**

Women's Program  
Henry Ford Community College  
Dearborn, Michigan 48128

**Unit Offering Program or Activities**

Women's Program: "Focus on Women"

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Role-playing  
Counseling (occupational, personal, individual, group, career planning/development)  
Occupational exploration workshop

**HIGHLAND  
COMMUNITY COLLEGE**

**Contact Person**

Robert F. Baker  
Dean  
Community Services

**Address**

Community Services  
Highland Community College  
Pearl City Road  
Freeport, Illinois 61032

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Counseling (individual, personal, career planning/development)

**HIGHLINE  
COMMUNITY COLLEGE**

**Contact Person**

Betty Colasurdo  
Coordinator  
Women's Programs

**Address**

Women's Programs  
Highline Community College  
Midway, Washington 98031

**Unit Offering Program or Activities**

Women's programs

**Types of Programs or Activities Offered**

"Opening Your Own Business" workshops  
Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Role-playing  
Counseling (occupational, personal,  
group, career planning/development)  
Workshops: Job search, moving up on  
the job, career exploration, respon-  
sibilities of employment

**Sex of Participants**

Female

**HINDS JUNIOR COLLEGE**

**Contact Person**

Robert L. Mullins  
Charles Walker  
Hilton Dyar  
Albert Hossley

**Address**

Hinds Junior College  
Raymond, Mississippi 39154

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management activities  
Workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

**LAKE MICHIGAN COLLEGE**

**Address**

The Women's Center  
Office of Community Service  
Lake Michigan College  
Benton Harbor, Michigan 49022

**Unit Offering Program or Activities**

The Women's Center  
Office of Community Service

**Types of Programs or Activities Offered**

Career workshops for women  
Career planning seminars  
Self-assertiveness training  
Workshops on resume-writing  
Activities relating to multiple roles  
Counseling (occupational, personal,  
individual, group)

## LANSING COMMUNITY COLLEGE

### Contact Person

Ruth Ann Ziegler  
Coordinator  
Women's Resource Center

### Address

Women's Resource Center  
Room 208  
S.P.S. Building  
Lansing Community College  
430 North Capitol Avenue  
Lansing, Michigan 48910

Reach Out Program  
Women's Resource Center  
Lansing Community College  
419 North Capitol Avenue  
P. O. Box 40010  
Lansing, Michigan 48910

### Unit Offering Program or Activities

Women's Resource Center

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing of job interview sessions  
Management training activities  
Workshops  
Consultant work with middle and high schools concerning career development for women  
Counseling (personal, individual, group, occupational, career planning/development)  
Female career exploration  
Reach Out Program  
Areas of major emphasis: A "drop-in" center where students can come and find someone with whom they can talk regarding their concerns;

Material resources and referral center;  
Speaker's bureau to help make people aware of opportunities available through the Women's Resource Center.

### Program Goals and Objectives

To provide and develop campus-wide programs  
To provide and develop support systems  
To develop community outreach  
To provide financial aid  
To develop planning and evaluation systems  
To develop a comprehensive career development program through the Women's Resource Center involving community college students and local high school and middle school students

### Planning Methods

Advisory council composed of women and men who serve as community liaisons

## LIMA TECHNICAL COLLEGE/ THE OHIO STATE UNIVERSITY— LIMA CAMPUS

### Contact Person

David A. Greer  
Assistant director  
Community Education Services

### Address

Community Education Services  
Lima Technical College/The Ohio State University—Lima Campus  
4300 Campus Drive  
Lima, Ohio 45804

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training

Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Role-playing  
Counseling (individual, group, career  
planning/development)

**MACOMBE COUNTY  
COMMUNITY COLLEGE**

Contact Person

Nancy Dirfour

Address

Women's Resource Center  
Macombe County Community College  
14500 Twelve Mile Road  
Warren, Michigan 48093

Unit Offering Program or Activities

Women's Resource Center

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Role-playing  
Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Mid-life career change program  
Self-defeating behavior workshop

Number of Persons Presently Involved

Career exploration workshop—175  
per year  
Creative job preparation—25 per  
year

**MIAMI UNIVERSITY—  
MIDDLETOWN CAMPUS**

Contact Person

Clare A. Easton  
Coordinator, Continuing Education

Address

Continuing Education  
Miami University—Middletown Campus  
4200 East University Boulevard  
Middletown, Ohio 45042

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management activities  
Role-playing  
Management training activities  
Workshops  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Career awareness seminar for high school  
women  
Babysitting was provided but terminated  
(offered by private concern near by)

Length of Time Program in Operation

10 years

Number of Persons Presently Involved

Average of 200 per year

Number of Persons Involved During Life  
of Program

20,000 participants

Sex of Participants

Female

**MIDDLESEX COUNTY COLLEGE**

**Contact Person**

Bonnie Dimuni

**Address**

Women's Career Information Center  
West Hall  
Middlesex County College  
Edison, New Jersey 08817

**Unit Offering Program or Activities**

Women's Career Information Center

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management  
Activities relating to multiple roles  
Time management activities  
Workshops  
Management training activities  
Counseling (personal, individual, group,  
occupational, career planning)

**MODESTO JUNIOR COLLEGE**

**Contact Person**

Carl Hoffman, Jr.  
Dean, Continuing Education

**Address**

Continuing Community Education  
Modesto Junior College  
Modesto, California 95352

**Unit Offering Program or Activities**

Continuing Community Education

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities related to multiple roles  
Time management  
Resume-writing workshops  
Seminars  
Women's day  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Courses: Psychology for women, Per-  
sonal and social adjustment, Sociology  
of the family, Educational career and  
avocational planning, Career awareness,  
Self-awareness, Personal awareness,  
Vocational planning, Personal adjust-  
ment, Career Discovery Center, Inquiry  
into self and values

**Sex of Participants**

Male and female

**MOHAWK VALLEY  
COMMUNITY COLLEGE**

**Contact Person**

Carol D. Young  
Director, Programs for Women

**Address**

Programs for Women  
Mohawk Valley Community College  
1101 Sherman Drive  
Utica, New York 13502

**Unit Offering Program or Activities**

Programs for Women

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Time management activities  
Resume-writing workshops  
Role-playing  
Management training activities  
Career exploration  
Counseling (occupational, personal, individual, group, career planning/development)

**Number of Persons Presently Involved**

Management Seminar for Women—35 participants  
Career Exploration for Women—3 sections, 15 participants each

**Sex of Participants**

Female

**MUSKINGUM AREA  
TECHNICAL COLLEGE**

**Contact Person**

K. Holmes  
Coordinator  
Adult and Continuing Education

**Address**

Adult and Continuing Education  
Muskingum Area Technical College  
1555 Newark Road  
Zanesville, Ohio 43701

**Types of Programs or Activities Offered**

Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal, individual, career planning/development)

**NORMANDALE  
COMMUNITY COLLEGE**

**Contact Person**

Margie Woodhouse  
Coordinator, Women's Programs

**Address**

Women's Programs Office  
Normandale Community College  
Bloomington, Minnesota 55431

**Unit Offering Program or Activities**

Women's Programs Office

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness  
Time management  
Workshops  
Counseling (individual, career planning/development)

**NORTH HARRIS  
COUNTY COLLEGE**

**Contact Person**

Larry Phillips  
Associate Dean  
Continuing Education

Gladys Shute  
Coordinator  
Community Services

**Address**

Continuing Education Division  
North Harris County College  
2700 W. W. Thorne Drive  
Houston, Texas 77073

**Unit Offering Program or Activities**

Continuing Education Division

**Types of Programs or Activities Offered**

Self-assertiveness training for women  
Career planning seminars  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (group, career planning/  
development)  
Special day program: "A Kaleidoscope  
of Films for Women"  
Film day for women  
Reading materials for women  
Transactional analysis  
Women in management  
Career reentry and planning for women  
Serving business and industry  
Workshops, classes, and occupational  
training  
Human development seminar  
Supervisory skills and techniques

**Sex of Participants**

Continuing Education—male and female  
Women's Programs—female

**Planning Methods**

Women's Advisory Committee for  
Continuing Education

**THE OHIO STATE UNIVERSITY—  
MANSFIELD CAMPUS**

**Contact Person**

Lin Hunter  
Summer Intern  
Women's Courses/Program

**Address**

Office of Continuing Education  
The Ohio State University—  
Mansfield Campus  
1680 University Drive  
Mansfield, Ohio 44906

**Unit Offering Program or Activities**

Office of Continuing Education

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Resume-writing workshops  
Role-playing  
Counseling (individual, career planning/  
development)  
Career investigation program  
Career planning/revision program for  
management personnel and para-  
professionals  
Workshop on working  
Life planning skills

**Sex of Participants**

Female

**Planning Methods**

Advisory Committee for Women's  
Programs

**PAUL D. CAMP  
COMMUNITY COLLEGE**

**Address**

Continuing Education  
Paul D. Camp Community College  
P. O. Box 737  
Franklin, Virginia 23851

**Unit Offering Program or Activities**

Continuing Education

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Activities relating to time management, etc.

Resume-writing workshops  
Role-playing  
Management training activities  
Workshops  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Women's career exploration module

**PRESTONBURG  
COMMUNITY COLLEGE**

Contact Person

James W. Ratcliff  
Coordinator  
Community Services

Address

Community Services  
Prestonburg Community College  
Prestonburg, Kentucky 41653

Unit Offering Program or Activities

Community Services

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Courses:  
Women in management seminar  
Consciousness-raising  
Personal growth and awareness

**RICHLAND COLLEGE**

Contact Person

Vicky Bishop  
Director, Everywoman Center

Address

Everywoman Center/Community Service  
Richland College  
1200 Abrams Road  
Dallas, Texas 75243

Unit Offering Program or Activities

Women's Center  
Community Service

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management activities  
Role-playing  
Resume-writing workshops  
Management training  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Information clearinghouse on jobs  
Workshops  
Courses:  
"Female Sexuality"  
"How to Get Paid What You are  
Worth"  
"Job Finding"

**ROCKLAND  
COMMUNITY COLLEGE (SUNY)**

Contact Person

L. Martinez  
Assistant Dean  
Division of Continuing Education  
and Community Service

Margaret Anderson  
Director  
Rockland County Guidance Center

Address

Division of Continuing Education  
Rockland Community College (SUNY)  
145 College Road  
Suffern, New York 10901

Unit Offering Program or Activities

Division of Continuing Education

Types of Programs or Activities Offered

Time management activities  
Role-playing  
Resume-writing workshops  
Career planning seminars  
Self-assertiveness training  
Activities concerning the various roles  
of women  
Guidance  
Counseling (personal, occupational,  
individual, group, career planning)

Sex of Participants

Male and female

**SANTA BARBARA CITY COLLEGE**

Address

Continuing Education Division  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, California 93109

Unit Offering Program or Activities

Continuing Education Division

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities related to time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, individual,  
group, career planning/development)

Courses offered:

"Rights of Women"  
"Assertiveness Training"  
"Career Counseling and the Future"  
"Emerging in Management"  
"Women in Politics"

Courses planned:

"Reentering the Job Market"  
"Menopause"

Sex of Participants

Female

**SCHOOLCRAFT COLLEGE**

Contact Person

Jean Christensen  
Women's Programs and Services

Address

Women's Resource Center  
Community Services Center  
Schoolcraft College  
18600 Haggerty Road  
Livonia, Michigan 48152

Unit Offering Program or Activities

Women's Resource Center  
Community Services Center

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Women's Resource Center (series of  
career courses)  
Peer counseling for: decision-making,  
developing self-confidence, selecting  
a career, job hunting  
Counseling staff offers a ten-week  
program for adults (men and women)  
interested in changing careers or  
furthering their education

### Length of Time Program in Operation

Three years

### Sex of Participants

College/Career Counseling for Adults—  
male and female

### Program Goals and Objectives

To provide information, referrals,  
and counseling to persons of all  
ages concerning:

Clarifying life values  
Identifying personal motivations  
Setting goals  
Building self-confidence

## SEMINOLE COMMUNITY COLLEGE

### Contact Person

June Gordon  
Coordinator  
Project 21st Century Woman

### Address

Project 21st Century Woman  
Seminole Community College  
Sanford, Florida 32771

### Unit Offering Program or Activities

Project 21st Century Woman

### Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management  
Management training activities  
Workshops  
Counseling (occupational, personal,  
individual, group, career planning/  
development)  
Annual area seminar featuring national  
women's figure (e.g., Gloria Steinem)

### Number of Persons Presently Involved

Five hundred women per year

### Planning Methods

Women's Advisory Council

## **SINCLAIR COMMUNITY COLLEGE**

### **Contact Person**

**Louise McCants**  
Dean

**Becky Fisher**  
Director  
Women's Programs

### **Address**

Women's Programs  
Sinclair Community College  
444 West Third Street  
Dayton, Ohio 45402

### **Unit Offering Program or Activities**

Women's Programs

### **Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to time management  
Role-playing  
Management training activities  
Workshops  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

### **Program Goals and Objectives**

To direct women to the proper edu-  
cational or training programs to satisfy  
their designated goals

To assist women to assess their skills to  
identify their strengths and needs

To assist women to set future goals  
and objectives clearly and concisely

## **SOUTHEAST COMMUNITY COLLEGE**

### **Contact Person**

**Mary Bruning**  
Coordinator  
General Adult Education Division

**Jack Huck**  
Administrative Director

### **Address**

Adult Education Division  
Southeast Community College  
2120 South Fifty-sixth Street  
Lincoln, Nebraska 68506

### **Unit Offering Program or Activities**

Adult Education Division

### **Types of Programs or Activities Offered**

Management training activities  
Resume-writing workshops  
Career planning seminars  
Counseling (personal, occupational,  
career planning, individual, group)  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Role-playing

## **SOUTHERN ARKANSAS UNIVERSITY—EL DORADO BRANCH**

### **Contact Person**

**Kermit Parks**  
Director, Community Service

Address

Community Service  
Southern Arkansas University—  
El Dorado Branch  
301 Summit Avenue  
El Dorado, Arkansas 71730

Unit Offering Program or Activities

Community Service

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Management training activities  
A nontraditional jobs seminar  
cosponsored with the Governor's  
Commission on the Status of  
Women  
Counseling (occupational, career planning,  
personal, individual, group)

**SOUTHSIDE VIRGINIA  
COMMUNITY COLLEGE**

Contact Person

Mari Ann Clarrie  
Director  
Continuing Education

Address

Continuing Education  
Southside Virginia Community College  
Route 1 and Route 46  
Alberta, Virginia 23821

Unit Offering Program or Activities

Continuing Education

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training

Activities relating to multiple roles  
Time management activities  
Role-playing  
Management training activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

**STATE UNIVERSITY OF NEW YORK  
AGRICULTURAL & TECHNICAL COLLEGE**

Contact Person

David L. O'Hara

Address

Office of Institutional Research  
State University of New York  
Agricultural & Technical College  
Morrisville, New York 13408

Unit Offering Program or Activities

Office of Institutional Research

Types of Programs or Activities Offered

Resume-writing workshops  
Role-playing  
Activities for management personnel  
Activities relating to multiple roles  
Time management activities  
Counseling (occupational, personal,  
individual, group, career planning/  
development)

**TEXAS STATE TECHNICAL INSTITUTE—  
ROLLING PLAINS CAMPUS**

Contact Person

J. H. Williams  
Director  
Special Projects

Address

Special Projects  
Texas State Technical Institute  
Rolling Plains Campus  
Route 3  
Sweetwater, Texas 79556

Types of Programs or Activities Offered

Career planning seminars  
Activities for management personnel  
Resume-writing workshops  
Role-playing  
Management training activities

**THE UNIVERSITY OF AKRON**

Contact Person

A. E. Misko  
Director  
Office of Career Planning

Life-Span Activities:  
Kathryn Vegso  
Assistant to Vice President and  
Dean of Student Services

Address

Office of Career Planning  
The University of Akron  
Akron, Ohio 44304

Unit Offering Program or Activities

Office of Career Planning

Types of Programs or Activities Offered

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to various roles  
Time management  
Resume-writing workshops  
Role-playing

Management training activities  
Workshops  
Life-span planning activities  
Counseling (personal, individual, group,  
career planning/development)  
Special course: "Woman's Place in  
Management" (provides information  
on occupations and colleges)

Sex of Participants

Male and female

Program Goals and Objectives

To assist individuals in career develop-  
ment  
To provide means for developing full  
potential

**UNIVERSITY OF NEBRASKA  
SCHOOL OF  
TECHNICAL AGRICULTURE**

Address

University of Nebraska School of  
Technical Agriculture  
Curtis, Nebraska 69025

Types of Programs or Activities Offered

Career planning seminars  
Activities for management personnel  
Self-assertiveness training  
Activities relating to multiple roles  
Resume-writing workshops  
Role-playing  
Management training activities  
Counseling (occupational, individual,  
group, career planning/development)  
Career counseling workshops  
Certification for technical advancement

Sex of Participants

Male and female

## **VALENCIA COMMUNITY COLLEGE**

### **Contact Person**

Bea Ettinger  
Director  
Center for Continuing Education  
for Women

### **Address**

Center for Continuing Education  
for Women  
Valencia Community College  
1 West Church Street  
Orlando, Florida 32802

### **Unit Offering Program or Activities**

Center for Continuing Education  
for Women  
(Center was established through  
cooperation between Valencia  
Community College and the Council  
for Continuing Education for Women)

### **Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Management training activities  
Workshops  
Counseling (personal, individual, group,  
career planning/development)  
Referral service  
Displaced homemaker program (CETA-  
funded)  
Testing  
Decision-making (personal, career,  
education)  
Women in Management Seminar:  
Leadership skills  
Decision-making  
Group interaction  
Organization and planning  
Oral presentation

Written communication  
Delegation  
Interview techniques

### **Length of Time Program in Operation**

The Council for Continuing Education  
for Women established a program in  
1967

The Center for Continuing Education  
for Women began in 1973

### **Sex of Participants**

Male and female

### **Program Goals and Objectives**

To assist women in making personal,  
career, and educational decisions

To encourage women to continue their  
education at all levels, enter-reenter the  
work world, investigate careers, clarify  
roles and goals, look at options

### **Planning Methods**

The council works with an advisory  
board of women who represent women's  
clubs and organizations.

The employment advisory committee  
is consulted to keep up with needs of  
business and industry for client job  
referral.

**WASHINGTON STATE COMMUNITY  
COLLEGE DISTRICT NO. 17**

### **Contact Person**

Shirley A. Michaelsen  
District Coordinator  
Women's Programs

**Address**

**Women's Programs**  
c/o Spokane Falls Community College  
The Lodge  
West 3410 Ft. George Wright Drive  
Spokane, Washington 99204

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing  
Personal assessment for career planning  
Paraprofessional career counseling by telephone  
Special associate degree program for mature women (participants earn ten credits a quarter for a two-day class per week in business or liberal arts)  
Informational unit for assistance in determining vocational options

**Sex of Participants**

Female

**WEST VALLEY COLLEGE**

**Address**

West Valley College  
14000 Fruitvale Avenue  
Saratoga, California 95070

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities for management personnel  
Activities relating to multiple roles  
Time management activities  
Resume-writing workshops  
Role-playing

Management training activities  
Counseling (occupational, personal, individual, group, career planning/development)  
Comprehensive Career Center:  
Career counseling  
Student placement  
Occupational and international work experience  
Departments  
Career resource library  
Work/study program

**Sex of Participants**

Male and female

**Program Goals and Objectives**

Career studies—To serve students in need of determining the move to next track best suited for their personal interests and abilities  
Career counseling—To help students learn about self and work

**Planning Methods**

The Center is directed by a single individual who chairs an internal college career center steering committee. The steering committee meets with the career education advisory council, which is comprised of business leaders in the area.

**WISCONSIN INDIANHEAD  
TECHNICAL INSTITUTE—  
NEW RICHMOND BRANCH**

**Contact Person**

Sherri Johnson  
Career Development Instructor

**Address**

Wisconsin Indianhead Technical Institute—New Richmond Branch  
1019 South Knowles  
New Richmond, Wisconsin 54017

**Types of Programs or Activities Offered**

Career planning seminars  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Role-playing (job interview sessions)  
Counseling (individual, group, career planning/development, occupational)  
Workshops for women reentering the job market

**WISCONSIN INDIAN HEAD  
TECHNICAL INSTITUTE--  
RICE LAKE CAMPUS**

**Address**

Career Assistance Center  
Wisconsin Indian Head Technical  
Institute--Rice Lake Campus  
1900 College Drive  
Rice Lake, Wisconsin 54868

**Types of Programs or Activities Offered**

Career planning seminars  
Activities for management personnel  
Resume-writing workshops  
Role-playing  
Counseling (occupational, personal, individual, group, career planning/development)  
Career Assistance Center:  
Vocational counseling  
Interest and aptitude assessment  
Job survival skills  
Audiovisual career information lab

**Program Goals and Objectives**

The emphasis of the Center is to aid the individual in any or all of the following areas:

Occupational choice  
Educational program selection  
Employment search preparation  
Short-term educational goals and progress evaluation

**WORTHINGTON  
COMMUNITY COLLEGE**

**Contact Person**

Paul Kegel  
Dean of Students

**Address**

Worthington Community College  
Worthington, Minnesota 56187

**Types of Programs or Activities Offered**

Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Workshops  
Women's career conferences  
Counseling (occupational, personal, individual, group, career planning/development)  
Special conference: "Changing Horizons--Careers for Women at All Ages"

**Sex of Participants**

Female

**Program Goals and Objectives**

"Changing Horizons" conference--  
To help women identify the choices they face, explore the options available to them, and learn how to make satisfying decisions concerning their future

**Planning Methods**

Coordinating unit not present  
Goals and objectives established by participants and staff  
Responsibility for coordination of activities not under single individual

## **YAVAPAI COLLEGE**

### **Contact Person**

**Dean of Continuing Education**

### **Address**

**Continuing Education  
Yavapai College  
1100 East Sheldon  
Prescott, Arizona 86301**

### **Unit Offering Program or Activities**

**Continuing Education**

### **Types of Programs or Activities Offered**

**Career planning seminars  
Self-assertiveness training  
Activities relating to multiple roles  
Time management  
Resume-writing workshops  
Comprehensive women's studies program  
to be implemented next year under  
Title I HEA grant  
Counseling (occupational, personal,  
individual, group, career planning)**

# Index by State

## ARIZONA

Yavapai College, Prescott, p. 38  
Arizona State University, Tempe, p. 7

## ARKANSAS

Southern Arkansas University—El  
Dorado Branch, El Dorado, p. 32

## CALIFORNIA

Columbia Junior College, Columbia, p. 16  
East Los Angeles College, Los Angeles, p. 19  
Modesto Junior College, Modesto, p. 26  
Santa Barbara City College, Santa Barbara,  
p. 30  
West Valley College, Saratoga, p. 36  
San Diego State University, San Diego, p. 8

## COLORADO

Arapahoe Community College, Littleton,  
p. 13  
Community College of Denver—North  
Campus, Westminster, p. 17  
Community College of Denver—  
Red Rocks Campus, Golden, p. 18  
El Paso Community College, Colorado  
Springs, p. 21

## FLORIDA

Brevard Community College, Cocoa, p. 13  
Seminole Community College, Sanford,  
p. 31  
Valencia Community College, Orlando,  
p. 35

## ILLINOIS

Highland Community College, Freeport,  
p. 22

## IOWA

Hawkeye Institute of Technology,  
Waterloo, p. 22

## KENTUCKY

Prestonburg Community College,  
Prestonburg, p. 29

## MICHIGAN

Henry Ford Community College,  
Dearborn, p. 22  
Lake Michigan College, Benton Harbor,  
p. 23  
Lansing Community College, Lansing,  
p. 24  
Macombe County Community College,  
Warren, p. 25  
Schoolcraft College, Livonia, p. 30  
The Upjohn Company, Kalamazoo,  
p. 9  
Kellogg Company, Battle Creek, p. 8

## MINNESOTA

Normandale Community College,  
Bloomington, p. 27  
Worthington Community College,  
Worthington, p. 37

## MISSISSIPPI

Hinds Junior College, Raymond, p. 23

## NEBRASKA

Southeast Community College, Lincoln,  
p. 32  
University of Nebraska School of  
Technical Agriculture, Curtis, p. 34  
Iowa Beef Processors, Dakota City, p. 7