

Career and Academic Planning - Student Learning Outcomes

The Career Educator Program (12 students)

Career Educators (CEs) serve as peer educators, volunteering 4-6 hours a week in the office of Career & Academic Planning (CAP). CEs help with program planning, facilitate small and large group presentations, provide major and career guidance, conduct resume reviews, and assist with special events.

Stage in Assessment Process: Completed our first full year; in development of implementation fidelity rubrics.

Theme: Cognitive Complexity & Knowledge

As a result of participating in the Career Educator program, students will be able to....

- 1.1 Apply career planning information obtained within CE role to meet student needs in one-on-one and group interactions with students. (i.e. effective resume writing, LinkedIn profile creation, internship search, interviewing skills, etc.).
- 1.2 Identify appropriate resources and referrals to meet student needs. (i.e. referring students to Recruit-A-Duke, a particular staff member).

Theme: Interpersonal Competence

As a result of participating in the Career Educator program, students will be able to....

- 2.1 Demonstrate cultural competence in interactions with students, colleagues, supervisors, and other staff. (i.e. avoid microaggressions and making generalizations).
- 2.2 Implement active listening skills when working and interacting with students, colleagues and supervisors. (i.e. appropriately establishing interpersonal contact, paraphrasing, open-ended questioning, encouraging, avoiding interruption, and clarifying).
- 2.3 Communicate and present career planning information and CAP resources articulately to groups of up to 100 students. (i.e. engage audience by asking questions, making eye-contact, provide opportunities for discussion and reflection).
- 2.4 Demonstrate teamwork skills by supporting and assisting colleagues, taking initiative, and collaboratively implementing programs.

Theme: Self-Efficacy

As a result of participating in the Career Educator program, students will be able to....

- 3.1 Engage in personal and professional development through self-exploration (i.e. awareness of identity, personality, skills, work values, interests, and goals).
- 3.2 Exhibit increased self-efficacy when applying career planning skills to their own career development. (i.e. applying for, networking, interviewing, and obtaining internships and jobs).

Theme: Professionalism

As a result of participating in the Career Educator program, students will be able to....

4.1 Interact with students, colleagues and supervisors in a considerate and timely manner (i.e. well-written emails, courteous interaction with CAP office, provide advanced notice of conflicts).

4.2 Contributes to and actively participates in staff meetings, events, and programs (i.e. asks questions, shows attentiveness and enthusiasm).

4.3 Adapts to changes with an open-minded approach (i.e. willing to take on new ideas, being flexible and patient with issues that arise)

Career Educator Workshops

*First semester that each of these workshops had SLO's. Second semester we started developing questions to assess learning of SLOs. These workshops are offered through the HTH 100 program.

Workshop: "What your Filter Can't Hide"

As a result of attending this workshop, students will be able to...

1. Edit and organize their social media platforms in a professional manner
2. Better navigate and create necessary profile changes for LinkedIn
3. Establish what pictures, posts, and language should not be posted on social media accounts to maintain a professional standard
4. Anticipate that employers will look up potential employees' social media accounts to better assess their compatibility with the company/organization

Workshop: "Make your Next Move: How to Interview"

As a result of attending this workshop, students will be able to...

1. Construct and predict future interview questions in hopes to lessen anxiety and stress during future interviewing experiences
2. Recognize important aspects of professional development, the appropriate pieces to professional attire, and the skills necessary to conduct a conversation with potential employers.

Workshop: "Finding your Path"

As a result of attending this workshop, students will be able to...

1. Students will identify ways to help choose their major with resources offered by CAP
2. Students will be able to navigate through the search process using CAP resources
3. Students will have a better understanding of career exploration resources offered by CAP

Workshop: "FOCUS on your future"

As a result of attending this workshop, students will feel more confident in their ability to make educated and accurate regarding their career and/or major.

Workshop: "Networking 101"

As a result of attending this workshop, students will be able to...

1. Identify strategies to make connections that will enhance your professional development
2. Differentiate networking skills across various settings, e.g. professional and student life
3. Develop and build confidence in your networking skills

Workshop: "Internship Panel"

As a result of attending this workshop, students will be able to...

1. Effectively search for internships that apply to their major by utilizing the resources available to them through CAP

2. Identify CAP Resources that can help them search for and/or obtain internships and jobs

UNST 102

This one credit, block course provides a structured, group format for exploring majors and careers.

Stage: Restructured SLO's this past year and identified common assignments that each instructor will teach. All common assignments have been/will be mapped to the SLO's to show how they are being assessed. Next step is to create standard rubrics for each assignment.

Goal 1: Students will be able to understand Personal Characteristics that influence academic and career decisions.

- 1.1 Students will be able to list their personal characteristics of interests, personality, skills, abilities, and work values.
- 1.2 Students will be able to describe their personal characteristics of interests, personality, skills, abilities, and work values.

Note: These areas are based on Myers Briggs Inventory, Work Values Inventory, Skills Card Sort, Values Card Sort, and Holland Interest Patterns assessments that may be implemented throughout the UNST course.

Goal 2: Students will know resources used to explore academic programs and career fields.

- 2.1 Students will be able to identify resources used to explore academic programs and career fields.
- 2.2 Students will be able to evaluate academic programs and career fields during the exploration stage of the career decision-making model.

Note: This is the testing-information piece and involves some level of critical thinking.

Goal 3: Students will understand effective decision-making approaches.

- 3.1 Students will be able to employ the career decision-making model to justify fit of academic programs and/or career fields.

Note: Justify using personal characteristics including interests, personality, strengths, work values, and admission requirement considerations.

- 3.2 Students will value the breadth of career possibilities connected with their academic programs.

Goal 4: Students will know goal-setting strategies to utilize with academic and career goals.

- 4.1 Students will increase their ability to explain their short-term and long-term SMART goals.
- 4.2 Students will increase their ability to recognize resources that help them reach their stated SMART goals.

Note: SMART: Specific, Measurable, Attainable, Realistic/Relevant, Timely

Career Readiness Workshops

Series of 4 workshops surrounding topics that students need to be career ready. Offered multiple times throughout the year by graduate students and career educators in CAP.

*Stage: First year these were offered and assessed. Need to look critically at the assessment results and consider results.

Workshop: Internship 101

Upon completion of Internship 101 workshop students will be able to...

1. Identify types of internships they can pursue.
2. Identify search strategies to find internships.
3. Determine which social media platform to utilize in their internship search.

Workshop: Interviewing 101

Upon completion of Interviewing workshop, students will be able to...

1. Identify resources to prepare for an interview
2. Recognize tips on how to be professional during an interview
3. Name the steps in the STAR interviewing strategy.

Workshop: LinkedIn

Upon completion of LinkedIn workshop, students will be able to...

1. Identify steps in building a profile on LinkedIn.
2. Create or modify their LinkedIn profile.
3. Recall tips on how to build a professional profile on LinkedIn.

Workshop: Resume Writing 101

Upon completion of resume writing workshop, students will be able to...

1. Identify content areas for a resume
2. Recognize the three things a resume needs in order to be good
3. Determine which resume formatting will display their experiences best