

**Career Services**  
**Professionalism Badge Metadata**

Topics Included for Badge	Topic Description	Value Statement	Learning Outcomes	Assessment #
<p>Topic: Understanding your strengths &amp; skills</p> <p>Total hours: 2</p>	<p>This class includes the Clifton Strengths for Students assessment and is developed for students to understand their 5 core strengths and understand ways to maximize their talents.</p>	<p>Individuals who complete this class will have a better understanding of their strengths and skills as it relates their future in terms of internships, employment and graduate &amp; professional school.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand their natural strengths</li> <li>-Take ownership of their strengths as it relates to future success</li> <li>-Understand the skills desired by employers</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Clifton Strengths for Students</li> <li>-Discussion</li> <li>-Exercises</li> </ul>
<p>Topic: Creating a strong &amp; effective resume</p> <p>Total hours: 2</p>	<p>This class will explore the basic concepts of resume development focused on the specific goal for the use of the resume by the student.</p>	<p>Individuals who complete this class will have a better understanding of presentation of content and expectations from employers of job candidates in presenting their qualifications.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Ability to develop &amp; revise a resume</li> <li>-Understand professional presentation</li> <li>-Future ownership of resume development</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Develop a resume &amp; have reviewed</li> <li>-Discussion</li> <li>-Exercises</li> </ul>
<p>Topic: Learning impactful interviewing skills</p> <p>Total hours: 2</p>	<p>This class will explore the basic components of an interview, the behavioral based interview process, how to prepare/plan for an interview and the role that interviews play in recruitment and selection.</p>	<p>Individuals who complete this class will have a strong understanding of behavioral base interviewing, body language skills and how to have a professional focused conversation related to hiring for an internship/job or admission to graduate programs.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand the STAR method</li> <li>-Develop appropriate follow-up skills &amp; understanding</li> <li>-Value of research on a role or organization</li> <li>-Ability to connect skills and experiences through responses to interview questions</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Complete a mock interview &amp; receive evaluation</li> <li>-Discussion</li> <li>-Exercises</li> </ul>
<p>Topic: The importance of networking</p> <p>Total hours: 2</p>	<p>This class will explore the value &amp; importance of networking, including how to develop conversations, outreach to contacts and professionals and how to use networking to discover and learn more about career opportunities.</p>	<p>Individuals who complete this class will an understanding of the value of importance of networking as it relates to career management, career progression and entry in to career fields. Individuals have the opportunity to practice and engage in networking.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand networking and how to develop their own network</li> <li>-Experience opportunities to engage with other students and professionals</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Create an effective cover letter</li> <li>-Develop an elevator pitch</li> <li>-Attend employer &amp; professional events</li> <li>-Discussion</li> <li>-Exercises</li> </ul>

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<p>Topic: Transitioning from college to career</p> <p>Total hours: 6</p>	<p>This class will explore the critical steps and skills needed to make a successful transition from a college student to full-time working professional or full-time graduate student.</p>	<p>Individuals who complete this class will gain an understanding of the transition issues that are present for new professionals including expectations, work culture and adaptability.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Learning strategies for transitioning to first professional role from college</li> <li>-Understand professional expectations of employers</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Develop a LinkedIn profile</li> <li>-Complete the Career Ready Guide addressing the NACE career readiness competencies</li> <li>-Explore tips for a successful first day/week/year on the job &amp; managing your career over time: to move up or move on</li> <li>-Explore</li> <li>-Exercises</li> </ul>
<p>Topic: Value of career management &amp; career research</p> <p>Total hours: 2</p>	<p>This class will explore techniques to research skills and knowledge about a specific career leading to progression and advancement.</p>	<p>Individuals who complete this class will understand professional development, certifications and advanced degrees as it relates to career entry and career progression into specific fields.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand life-long learning options as a college graduate</li> <li>-Learn skills to research and evaluate graduate degrees, certifications and options for professional development like LinkedIn learning</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Complete an individual appointment with instructor</li> <li>-Clarifying goals &amp; implement</li> <li>-Explore education &amp; training options</li> <li>-Research careers &amp; jobs</li> <li>-Discussion</li> <li>-Exercises</li> </ul>
<p>Topic: Understanding financial literacy</p> <p>Total hours: 2</p>	<p>This class will explore the basic concepts of budgeting, loan &amp; loan payments, retirement and financial planning as a new professional.</p>	<p>Individuals who complete this class will understand budgeting basics, loans issues &amp; repayment as well as benefits, retirement and financial planning.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understanding of budget basics</li> <li>-Learn information related to student loans, loans and overall general finance information</li> <li>-Gain insight into traditional benefits offered with employment in terms of retirement, 401k, etc.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Understand budgets, financial planning &amp; tips for the 1st professional paycheck</li> <li>-Discussion</li> <li>-Exercises</li> </ul>
<p>Topic: Importance of integrity &amp; ethics</p> <p>Total hours: 2</p>	<p>This class will explore the core concepts of workplace ethics &amp; professional integrity as it relates to job security and career progression.</p>	<p>Individuals who complete this class will have an understanding about a code of ethics as it relates to organizations and professional associations. Individuals will have insight on issues of integrity as it relates to work performance and decision making.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand a code of ethics</li> <li>-Explore personal understanding of integrity &amp; ethics</li> <li>-Learn how a both integrity and code of ethics is critical to a working professional</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Learn about upholding values and self-integrity in your profession</li> <li>-Discussion</li> <li>-Exercises</li> </ul>