



Faculty Guide to the Career Development Center

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Capitalizing on Career Development in the Classroom

Unsure of how to collaborate with our office? Read on to learn about how others have partnered with us to integrate common career topics in order to help students find success in their chosen career path.

Major and Career Exploration

Students are encouraged to connect with us in their first year to discuss their career plans and aspirations.

Collaboration Opportunities:

- Implement a writing assignment in which students identify and research career or major options.
- Encourage use of FOCUS2 (a career interest inventory) and have students reflect on results.
- Invite us to deliver a short CDC overview or full presentation to your class.

Resumes and the Job Search

Resume formatting and the job search are industry-specific, and students should be familiar with the best ways to find employment in their particular field.

Collaboration Opportunities:

- Assign students to write or update their resume and have it reviewed by a career counselor.
- Encourage students to attend campus networking events and job fairs. If possible, incentivize attendance.

Interview Preparation

Interviewing can be an intimidating process, but you can help your students become more confident with the process and their answers to commonly asked questions.

Collaboration Opportunities:

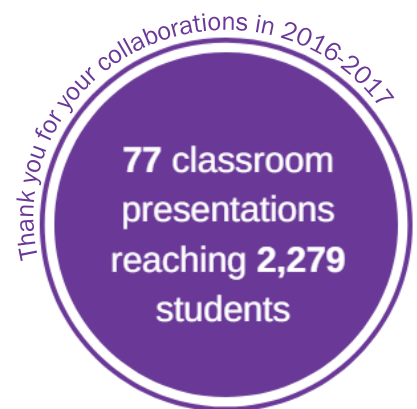
- Include a requirement for your students to complete a mock interview, which be done in person or through Ram Career Network online.
- Create a custom online mock interview for your subject area.

Professionalism

Developing the habits and behaviors of professionalism starts in the classroom. Students must be ready to embody their professional brand as they transition to their career.

Collaboration Opportunities:

- Include a professionalism statement in syllabus that speaks to the importance of professional traits such as promptness, positive attitude, neat appearance, accountability, and being respectful of instructors and peers.
- Capstone course project of creating portfolio or LinkedIn profile.





Fostering Employer Connections

183 employers connected with 917 students through job & networking fairs in 2016/2017

Alumni & Employer Career Events

We collaborate with academic departments to:

- Coordinate career panels to explore options within majors.
- Organize informational and networking events for students.
- Engage employers in classroom and departmental presentations.

Strengthening Employer Relations & Sharing Opportunities

Our office is a central location for employers to promote opportunities and connect with students.

We have worked with departments to:

- Develop relationships with organizations of interest to students.
- Meet with employers interested in recruiting at WCU and discuss how to promote their organization and opportunities on-campus.

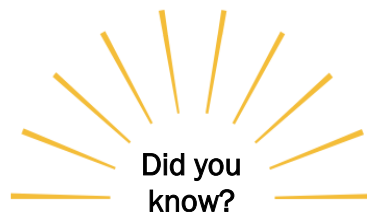
Career Information & Employment Trends

We are happy to share data and resources for use when advising students. Our staff stays up to date with current information related to:

- Skills employers seek from new hires, graduating students and interns.
- Hiring trends, salary information, and more.

Encouraging Utilization of CDC Resources

- Schedule one-on-one 30 minute appointments.
- Drop-in hours are 1:00 to 3:00 pm every weekday, no appointment needed for 15-minute assistance.
- Visit CDC website for an array of useful information and resources.
- Access jobs, internships, and career fairs via Ram Career Network.
- Review separate online posting board for on-campus, part-time, temporary, and seasonal jobs.



Each academic college has a designated liaison in the office. Contact the appropriate liaison by visiting the faculty section of our [website](#).