



## Capitalizing on Career Development in the Classroom

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The Career Development Center (CDC) is available to collaborate with academic affairs in diverse ways to help create a culture of career readiness for WCU students. In the following examples, you will see how faculty has partnered with us to integrate common career topics into the classroom and engage in their career development process.

### Major & Career Exploration

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

#### *Collaboration Opportunities:*

- Writing assignment based on identifying and researching career or major options
- Take FOCUS (Career Interest Inventory) and presentment results
- Short CDC overview or full presentations in your classroom or in the Career Center

### Resumes and Job Searching

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

#### *Collaboration Opportunities:*

- Make creating or updating a resume an assignment and provide feedback for students, which can be done through our office
- Encourage students to attend campus networking events and job fairs, if possible incentivize attendance

### Did you know?

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

Here you will also find our online form to request classroom presentations.

### Interviewing

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

#### *Collaboration Opportunities:*

- Students in internship preparation or capstone classes receive interview presentations and complete mock interviews with classmates
- Assign students to schedule in-person mock interview with Career Center or attend interview preparation event

### 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:*

- Including 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

## Career in the Classroom: Making the connection

As students engage in their academic curriculum they are inherently building a strong set of skills; however, they are not always able to evaluate their academic experience and identify these skills.

In a 2019 survey from the National Associations of Colleges and Employers (NACE), more than half of employers responding indicated they were seeking these attributes:

- Communication skills (written & verbal)
- Problem-solving skills
- Ability to work in a team
- Initiative
- Analytical/quantitative skills
- Strong work ethic
- Leadership
- Detail-oriented
- Technical skills
- Flexibility/adaptability
- Computer skills
- Interpersonal skills (relates well to others)

In addition to survey, NACE has a defined set of Career Competencies (see second attachment in Virtual Binder). Our hope is that these resources support faculty in identifying attributes students are gaining through their curriculum and in turn enabling students to better articulate their strengths.

### Encouraging Utilization of CDC Resources

Students can connect with us through:

- Scheduling a one-on-one appointment (via Handshake)
- Drop-in hours are 1:00 to 3:00 pm every weekday, no appointment needed for 15-minute assistance
- Visiting CDC website for an array of variety information and resources



#### Handshake: One-Stop Career Management Platform

Using WCU single sign on, students can access Handshake for an array of resources including:

- Schedule appointments
- Upload resumes for review
- Search & apply for jobs or internships
- Learn about upcoming events
- Ask career questions to the online community

**Review our website for a thorough CDC overview and please do not hesitate to contact us with questions:**

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