

College to Career: 100 and 101

100 – Getting to Know Stephens College *Fall Semester of Freshman Year*

Course Overview: This semester will focus on getting to know Stephens College and the resources available to you. A strong foundation for your future career is formed early on through active engagement with your campus community

Core Assignments

Assignment	Format
Hire Stephens Stars Training	Canvas training module
Introduction to Study Abroad	Canvas training module
Title IX Training	Online training module

101 – Getting to Know Yourself *Spring Semester of Freshman Year*

Course Overview: This semester will focus on self-reflection and identification of your core strengths and characteristics. Identifying these strengths and characteristics will be key in ensuring you are choosing a career path that suits you, as well as provide you language to talk about who you are with future employers.

Core Assignments

Assignment	Format
Strength/Personality Assessment	Online Assessment
Pre-Career Advising Survey	Canvas survey
1:1 Meeting	Individual meeting

100 and 101 Elective Options

Overview: Each semester you need to complete at least two of the below elective assignments in addition to the core assignments.

- Attend an approved Stephens College event
- Attend a CCPD enrichment workshop
- TED Talk Assignment – Productivity
- O*Net Career Exploration Assignment
- Chat with a Stephens College Staff/Faculty Resource

College to Career: 200 and 201

200 – Resumes and Cover Letters

Fall Semester of Sophomore Year

Course Overview: This semester focuses on the two most foundational pieces of career readiness, the resume and cover letter. A resume and cover letter are personal marketing devices. You are using them to market yourself to future employers.

Core Assignments

Assignment	Format
Resumes	Canvas training module
Cover Letters	Canvas training module

201 – Interviews

Spring Semester of Sophomore Year

Course Overview: This semester develops your skills towards interviewing. Like any other skill, interviewing takes practice to become comfortable with and good at. Being able to do well in an interview is critical to professional success. While a resume is intended to get you the interview, the interview is your opportunity to get the job.

Core Assignments

Assignment	Format
Interview Skills	Canvas training module
Understanding Soft Skills	Canvas training module
Mock Interview	Individual meeting

200 and 201 Elective Options

Overview: Each semester you need to complete at least two of the below elective assignments in addition to the core assignments.

- Attend an approved Stephens College event
- Attend a CCPD enrichment workshop
- TED Talk Assignment – Telling Your Story
- Write Cover Letters (Fall Semester)
- Conduct an Informational Interview

College to Career: 300 and 301

300 – The Job Search

Fall Semester of Junior Year

Course Overview: Many students will be looking to complete an internship soon, possibly spring or summer of the junior year. This semester focus on the skill of searching and evaluating potential opportunities, whether they are internships or full-time positions in the future.

Core Assignments

Assignment	Format
Application Process Overview	Canvas training module
Job and Internship Search Strategies	Canvas training module
1:1 Meeting	Individual meeting

301 – Networking and Personal Brand

Spring Semester of Junior Year

Course Overview: This semester is focused on our professional image and brand. Whether we like it or not, we all develop a professional identity and personality. During a job search our job is to make sure that identity is working for us and promoting the image you want to send to potential employers.

Core Assignments

Assignment	Format
Leveraging LinkedIn	Canvas training module
Building a Professional Network	Canvas training module

300 and 301 Elective Options

Overview: Each semester you need to complete at least two of the below elective assignments in addition to the core assignments.

- Attend an approved Stephens College event
- Attend a CCPD enrichment workshop
- TED Talk Assignment – Skill Development
- Create and Record an Elevator Pitch

College to Career: 400 and 401

400 – Offers and Salary Negotiation *Fall Semester of Senior Year*

Course Overview: This semester is all about preparing you for job offers. You will be learning salary negotiation techniques as well as methods to fully evaluate potential job offers.

Core Assignments

Assignment	Format
Salary Negotiation (AAUW)	Online training module
General Benefits Overview	Canvas training module
1:1 Meeting	Individual meeting

401 – Preparing for the Professional World *Spring Semester of Senior Year*

Course Overview: This semester is focused on what comes after Stephens College. The core requirements will focus on two areas; financial literacy and exploring the working world. This semester is also about self-exploration. Each core module features a list of videos that you will select from to create your own assignments.

Core Assignments

Assignment	Format
Financial Literacy for Post College Life	Online training module
Exploring Topics in the World of Work	Online training module
Sexual Harassment in the Work Place	Canvas training module

400 and 401 Elective Assignments

Overview: This year as you prepare to graduate, you will only need to complete one elective assignment each semester.

- Attend an approved Stephens College event
- Attend a CCPD enrichment workshop
- TED Talk Assignment - Challenge
- Exploring Topics in the World of Work (Round Two)

Additional 400/401 Requirement

Graduation Placement Survey: Students must complete the graduation placement survey before graduation.