

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. Identifying activities that you are passionate about and will provide you leadership or other enrichment opportunities further down the road is an important first step in building your professional self.

Core Assignments

Assignment	Description	Format
Hire Stephens Stars Training	Training module on setting up and utilizing Hire Stephens Stars, which is not only our internship and job board, and a convenient way to engage with the CCPD.	Online training module w/ quiz
Work Study Training	Training module that focuses on the federal work study program. This program provides on campus jobs for students. This module also addresses professional expectations of the work place.	Online training module w/ quiz
Title IX Training	Training module on the purpose of Title IX, which covers gender-based harassment in higher education. This module covers rights and responsibilities, reporting processes, support resources, and more.	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	Description	Format
Strength/Personality Assessment	Choose one from several options for strengths or personality assessments to complete.	Varies by assessment tool
Pre-Career Advising Survey	Short survey reflecting on you high school experience and your current interests.	Online survey
1:1 Meeting	This conversation will focus on establishing the foundation needed to build your professional identity.	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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Career Exploration Assignment:** Complete a career exploration assignment provided by the CCPD. The assignment will be researched-based, having you explore a career starting broadly by looking at the field and then narrowing all the way down to a specific job contained within the field. Students will review job requirements, job demand outlook, field growth, and other characteristics. This assignment may only be completed for credit once.
- **Chat with a Stephens College Staff/Faculty Resource:** Find a staff or faculty member on campus and simply get to know them a little bit more. Learn about what they do at Stephens and what led them here. If the individual coordinates a program or office, be sure to learn about the resources that office has to offer students. This assignment may be completed twice for credit.

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. The goal of a resume and cover letter is not to get you a job as some might believe; instead the goal is to get you an *interview*. The resume and cover letter should leave potential employers knowing quite a bit about your experience, but wanting to ask you more questions about your background and dive deeper into who you are.

Core Assignments

Assignment	Description	Format
Resume Writing	This online training module will dive deep into the intricacies of writing a resume. It will cover dos and don'ts of resume writing, resume types, developing content and proper formatting. After viewing the Resume Writing module you will construct a basic resume.	Online training Module w/ assignment submission
Cover Letter Writing	This online training module will go over the skills of writing a cover letter. Often paired with a resume, your cover letter is your chance to tell the narrative of your experience.	Online training module w/ quiz

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	Description	Format
Interview Skills	This online training module goes through the basics of interviewing and discusses the necessary skills to interview well.	Online training module
Soft Skills	This online training module will go more in depth into the idea of soft skills.	Online training module w/ quiz
Mock Interview	The only way to get good at interviewing is to practice. This semester instead of a required 1:1 check-in, you will have a Mock Interview to simulate the experience.	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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Write Cover Letters:** Resumes are easy to prepare ahead of time and have a draft always at the ready; however cover letters are always targeted at a specific job opening. For this assignment students can select three positions from a bank of job descriptions made available by the CCPD and submit their cover letters as if they were applying. This assignment may only be completed for credit once.
- **Additional Mock Interview:** Students in 201 may complete an additional mock interview and receive credit for an elective. This assignment may only be complete for credit once.
- **Conduct an Informational Interview:** Students may work with the CCPD to identify individuals in a field they are interested in going into and knowing more about. The student can then conduct informational interviews with those individuals. The student will then complete a reflection on what they learned during the interview to earn assignment credit. This assignment may be completed twice in the year for credit.

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	Description	Format
Application Process Overview	This online training module walks students through the application to hire process. Focusing on nuts and bolts aspects, it introduces topics like applications, background checks, and reference checks.	Online training module w/ quiz
Search Strategies	This online training module focuses on search strategies as well as methods for keeping yourself organized.	Online training module w/ quiz
1:1 Meeting	This year you will have a 1:1 meeting with the CCPD in fall semester. This conversation will focus on your plans for the coming years as you look at being halfway through your Stephens College journey.	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. Further down your career path, your professional identity will continue to shape your pursuits and how others interact with you in the professional world.

Core Assignments: *Students are only required to complete two of the three following core assignments.*

Assignment	Description	Format
LinkedIn	LinkedIn is a powerful social media tool in the professional world. From serving as a way to connect with others in your profession to acting as a job board, maintaining a LinkedIn profile will be a professional must for many.	Online training module w/ assignment submission
Networking	Networking is the skill of interacting with others in a professional setting to acquire new information and build professional contacts. Like it or not, the ability to network will be integral to your professional growth.	Online training module w/ quiz
Personal Branding	This workshop focuses on multiple aspects of building your professional identity and brand, including professional dress.	Online training module w/ quiz

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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Create and Record an Elevator Pitch:** The elevator pitch is the 2-minute “about me” that you utilize in a professional setting. This assignment requires you to develop an elevator pitch, and with the help of a friend, record yourself giving the elevator pitch to a potential employer you have met at a networking event. This assignment can only be completed for credit once.
- **Company Research Assignment:** This is a small research assignment focused on one company that you would be interested in working for. The assignment will be gathering, reviewing, and summarizing information you may want to know to impress a future employer. This assignment can only be completed for credit once.
- **Additional Core Assignment:** For students in 301, you may complete the third core assignment you have not completed for elective credit. This assignment can only be completed for credit once.

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	Description	Format
Salary Negotiation (AAUW)	This online training module through the American Association of University Women is a great tool for helping you think about salary negotiation techniques.	Online training module w/ assignment
General Benefits Overview	This online training module goes through common benefits included with full time positions. Discussing topics such as health insurance, retirement benefits, paid time off, and more, students will learn how to properly value the benefits package of a potential future employer.	Online training module w/ quiz
1:1 Meeting	This 1:1 meeting is about getting ready to cross the finish line. What does the CCPD need to do to help you feel “career ready” in May?	Individual meeting

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

Course Overview: This semester is all about preparing you for the professional world you are about to enter. At this point you have learned about all the skills you need to build your career; this semester focuses on being ready to engage with others in the work place.

Core Assignments: *Students are only required to complete two of the three following core assignments.*

Assignment	Description	Format
Budgeting and Financial Planning	An overview of simple budgeting and financial planning to prepare you for managing a larger financial load.	Online training module w/ quiz
Diversity in the Work Place	This online training module discusses ways to engage others in a diverse and global work force. Building on the efforts of Stephens College’s DEI programming, this module is about taking these skills with you.	Online training module w/ quiz
Sexual Harassment in the Work Place	At Stephens College, gender-based harassment has been dealt with through our Title IX office. However, Title IX doesn’t apply beyond higher education. This training module is designed to give you tools to combat this type of harassment, should you ever need to, in the work place.	Online training module w/ quiz

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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Additional Core Assignment:** Students in 401 may elect to complete the third core assignment for elective credit. This assignment can only be completed for credit once.

Additional 400/401 Requirement

Graduation Placement Survey: Students must complete the graduation placement survey before graduation. This is a short online survey that helps the CCPD track future outcomes for students and helps us measure the success of the College to Career curriculum.

College to Career: 3YR 100 and 101

100 – Getting to Know Stephens College

Fall Semester of 1st 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. Identifying activities that you are passionate about and will provide you leadership or other enrichment opportunities further down the road is an important first step in building your professional self.

Core Assignments

Assignment	Description	Format
Hire Stephens Stars Training	Training module on setting up and utilizing Hire Stephens Stars, which is not only our internship and job board, and a convenient way to engage with the CCPD.	Online training module w/ quiz
Work Study Training	Training module that focuses on the federal work study program. This program provides on campus jobs for students. This module also addresses professional expectations of the work place.	Online training module w/ quiz
Title IX Training	Training module on the purpose of Title IX, which covers gender-based harassment in higher education. This module covers rights and responsibilities, reporting processes, support resources, and more.	Online training module

101 – Getting to Know Yourself

Spring Semester of 1st 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	Description	Format
Strength/Personality Assessment	Choose one from several options for strengths or personality assessments to complete.	Varies by assessment tool
Pre-Career Advising Survey	Short survey reflecting on you high school experience and your current interests.	Online survey
1:1 Meeting	This conversation will focus on establishing the foundation needed to build your professional identity.	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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Career Exploration Assignment:** Complete a career exploration assignment provided by the CCPD. The assignment will be researched-based, having you explore a career starting broadly by looking at the field and then narrowing all the way down to a specific job contained within the field. Students will review job requirements, job demand outlook, field growth, and other characteristics. This assignment may only be completed for credit once.
- **Chat with a Stephens College Staff/Faculty Resource:** Find a staff or faculty member on campus and simply get to know them a little bit more. Learn about what they do at Stephens and what led them here. If the individual coordinates a program or office, be sure to learn about the resources that office has to offer students. This assignment may be completed twice for credit.

College to Career: 3YR 200 and 201

200 – Resumes and Cover Letters

Fall Semester of 2nd year

Course Overview: This semester focuses on the most foundational pieces of career readiness, the resume and cover letter, as well as the ability to network, both in person and virtually. A resume and cover letter are personal marketing devices. You are using them to market yourself to future employers. The goal of a resume and cover letter is not to get you a job as some might believe; instead the goal is to get you an *interview*. The resume and cover letter should leave potential employers knowing quite a bit about your experience, but wanting to ask you more questions about your background and dive deeper into who you are.

Core Assignments

Assignment	Description	Format
Resume Writing	This online training module will dive deep into the intricacies of writing a resume. It will cover dos and don'ts of resume writing, resume types, developing content and proper formatting. After viewing the Resume Writing module you will construct a basic resume.	Online training Module w/ assignment submission
Cover Letter Writing	This online training module will go over the skills of writing a cover letter. Often paired with a resume, your cover letter is your chance to tell the narrative of your experience.	Online training module w/ quiz

201 – Interviews and Networking

Spring Semester of 2nd 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	Description	Format
Interview Skills	This online training module goes through the basics of interviewing and discusses the necessary skills to interview well.	Online training module
Soft Skills	This online training module will go more in depth into the idea of soft skills.	Online training module w/ quiz
Mock Interview	The only way to get good at interviewing is to practice. This semester instead of a required 1:1 check-in, you will have a Mock Interview to simulate the experience.	Individual meeting

Networking	Networking is the skill of interacting with others in a professional setting to acquire new information and build professional contacts. Like it or not, the ability to network will be integral to your professional growth.	Online training module w/ quiz
-------------------	---	--------------------------------

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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Write Cover Letters:** Resumes are easy to prepare ahead of time and have a draft always at the ready; however cover letters are always targeted at a specific job opening. For this assignment students can select three positions from a bank of job descriptions made available by the CCPD and submit their cover letters as if they were applying. This assignment may only be completed for credit once.
- **Additional Mock Interview:** Students in 201 may complete an additional mock interview and receive credit for an elective. This assignment may only be complete for credit once.
- **Create and Record an Elevator Pitch:** The elevator pitch is the 2-minute “about me” that you utilize in a professional setting. This assignment requires you to develop an elevator pitch, and with the help of a friend, record yourself giving the elevator pitch to a potential employer you have met at a networking event. This assignment can only be completed for credit once.
- **Conduct an Informational Interview:** Students may work with the CCPD to identify individuals in a field they are interested in going into and knowing more about. The student can then conduct informational interviews with those individuals. The student will then complete a reflection on what they learned during the interview to earn assignment credit. This assignment may be completed twice in the year for credit.
- **LinkedIn Module:** Complete the optional online LinkedIn module. LinkedIn is a powerful social media tool in the professional world. From serving as a way to connect with others in your profession to acting as a job board, maintaining a LinkedIn profile will be a professional must for many. This assignment consists of an instructional module and the submission of a developed LinkedIn profile; it can only be completed once per year.

College to Career: 3YR 300 and 301

300 – The Job Search, Offers, and Salary Negotiation *Fall Semester of 3rd year*

Course Overview: This semester focus on the skill of searching and evaluating potential opportunities, whether they are internship or full time positions in the future as well as 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	Description	Format
Application Process Overview	This online training module walks students through the application to hire process. Focusing on nuts and bolts aspects it introduces topics like applications, background checks, and reference checks.	Online training module w/ quiz
Search Strategies	This online training module focuses on search strategies as well as methods for keeping yourself organized.	Online training module w/ quiz
Salary Negotiation (AAUW)	This online training module through the American Association of University Women is a great tool for helping you think about salary negotiation techniques.	Online training module w/ assignment
General Benefits Overview	This online training module goes through common benefits included with full time positions. Discussing topics such as health insurance, retirement benefits, paid time off, and more, students will learn how to properly value the benefits package of a potential future employer.	Online training module w/ quiz
1:1 Meeting	This 1:1 meeting is about getting ready to cross the finish line. What does the CCPD need to do to help you feel “career ready” in May?	Individual meeting

301 – Preparing for the Professional World *Spring Semester of 3rd year*

Course Overview: This semester is all about preparing you for the professional world you are about to enter. At this point you have learned about all the skills you need to build your career, this semester focuses on being ready to engage with others in the work place.

Core Assignments: *Students are only required to complete two of the three following core assignments.*

Assignment	Description	Format
Budgeting and Financial Planning	An overview of simple budgeting and financial planning to prepare you for managing a larger financial load.	Online training module w/ quiz

Diversity in the Work Place	This online training module discusses ways to engage others in a diverse and global work force. Building on the efforts of Stephens College’s DEI programming, this module is about taking these skills with you.	Online training module w/ quiz
Sexual Harassment in the Work Place	At Stephens College, gender-based and sexual harassment has been dealt with through Title IX. However, Title IX doesn’t apply beyond higher education. This training module is designed to give you tools to combat this type of harassment, should you ever need to, in the work place.	Online training module w/ quiz

300 and 301 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:** Events will occur throughout the year. Attending approved events and turning in a short reflection on the event will count as an elective assignment. Events might include guest speakers, networking events, special workshops, etc. Students can request that an event be approved by the CCPD for credit in advance of the event occurrence. Students can attend multiple events and receive credit for each event attended.
- **Attend a CCPD enrichment workshop:** The CCPD attempts to conduct numerous enrichment workshops throughout the year. Some of the workshops are taught by outside professionals and potential employers and some are led by the CCPD staff. They can cover a variety of topics from networking at a social event, to dressing professionally, and more. Students can attend multiple workshops and receive credit for each workshop attended.
- **TED Talk Assignment:** Students may elect to view two TED Talks from a list provided. You will watch the talks and respond to specific prompts related to the topic of the TED Talk. This assignment may only be completed for credit once per year.
- **Additional Core Assignment:** Students in 401 may elect to complete the third core assignment for elective credit. This assignment can only be completed for credit once.

Additional 300/301 Requirement

Graduation Placement Survey: Students must complete the graduation placement survey before graduation. This is a short online survey that helps the CCPD track future outcomes for students and helps us measure the success of the College to Career curriculum.