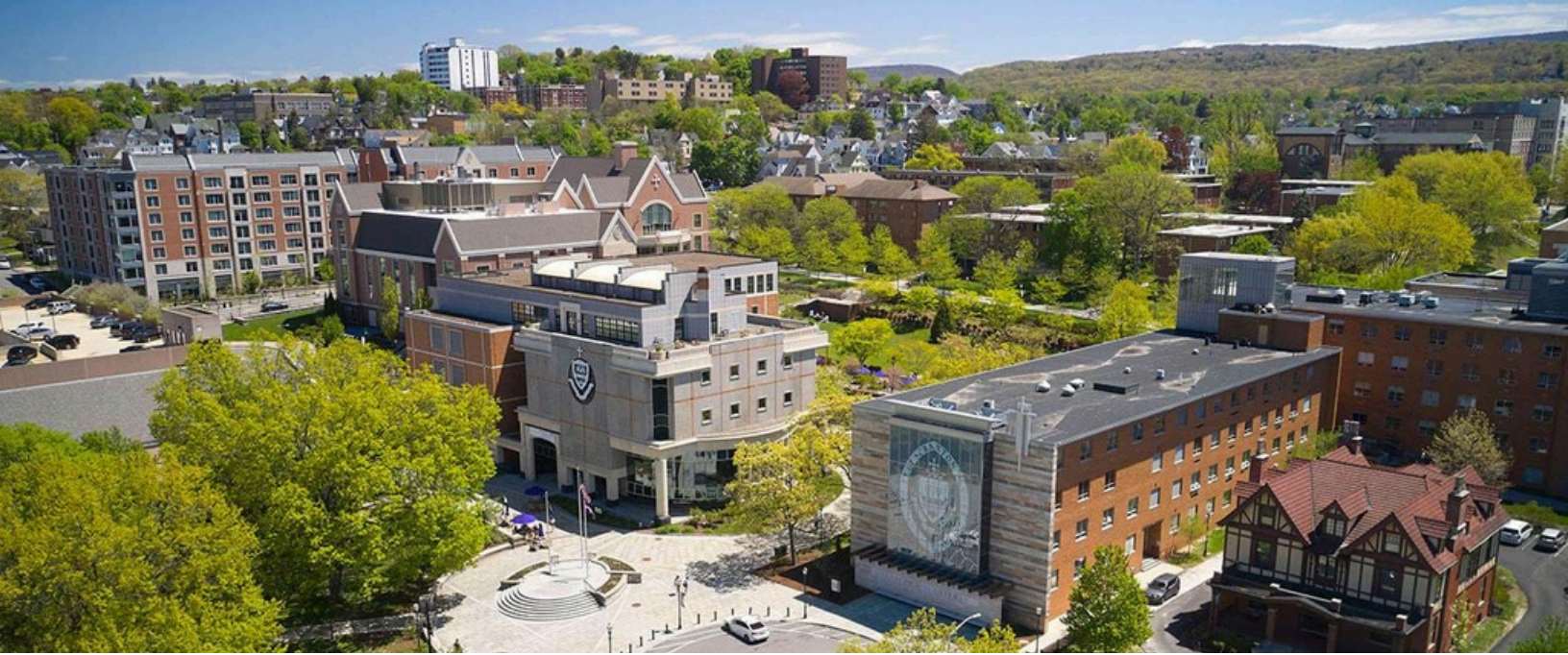




The Roche Family **Center for Career Development**

THE UNIVERSITY OF SCRANTON

CAREER COMPETENCY
FACULTY TOOLKIT



Contents

- *Help Students Become Royal Ready*
- *How We Can Help*
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Our Center

The Roche Family Center for Career Development strives to meet the unique needs of students and alumni, meeting them where they are in their career journey, and providing support for them to develop career competencies as they discern and pursue their paths with purpose.



A recent NACE, AAC&U, and Society for Experiential Education study noted that 92% of faculty report that students in their discipline asked them for career advice in the past year.



NACE

Career Competencies

The NACE (National Association of Colleges and Employers) competencies are a set of skills and attributes that employers seek in college graduates.

Help students become **ROYAL READY**



LEARNING GOAL

COMPETENCY

Eloquentia Perfecta

The ability to use speech and writing effectively, logically, gracefully, persuasively, and responsibly.



Communication

Clearly & effectively exchange information, ideas, facts, and perspectives with persons.

Critical Understanding

The ability to make sound judgements in complex and changing environments.



Critical Thinking

Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.



Technology

Understand and leverage technologies ethically to complete tasks and accomplish goals.

Cura Personalis

Recognition of the value and dignity of the whole person, emphasizing the needs of each individual, encompassing their intellectual, emotional, spiritual, and physical well-being.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals while respecting differing viewpoints.

Magis

Habits of intellectual curiosity, honesty, humility, and persistence. Pursuit of excellence in all things.



Professionalism

Knowing work environments differ greatly, understand & demonstrate effective work habits, & act in the interest of the common good.



Career & Self Development

Proactively develop oneself and career through personal & professional learning, awareness of one's strengths.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

CONNECT THE DOTS SYLLABUS LANGUAGE

One way to highlight the skills and competencies students are developing in your courses is to outline this information in your syllabus.

* *Explicitly highlighting this language for students will help them better understand how what they are learning connects to their future opportunities. Students can use this information to build resume bullets, answer questions in interviews, and complete graduate applications.*

Not all competencies may be applicable in each course; however, below are language examples that you can modify.

COMMUNICATION

“This course will build your verbal communication skills through regular discussions on assigned readings. You will also have a presentation where you will share your research or topic with the class. In addition, you will also develop written communication skills through written assignments in both short essays and a final research paper.”

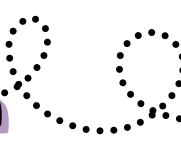
TEAMWORK

“This course will build your teamwork skills through various small group activities which will task you with working effectively toward a common goal and working collaboratively on the topic or project assigned.”

CRITICAL THINKING

“This course will strengthen your critical thinking skills through exposure to a wide range of sources and concepts that will enable you to better understand and analyze issues and problems. These skills will be practiced through both your regular written work, papers, and our class discussions and small group activities.”

CONNECT THE DOTS



SYLLABUS LANGUAGE

TECHNOLOGY

“This course will enable you to leverage technology in order to contribute to class assignments. You will learn to navigate an online database to find and present information in a final research paper.”

LEADERSHIP

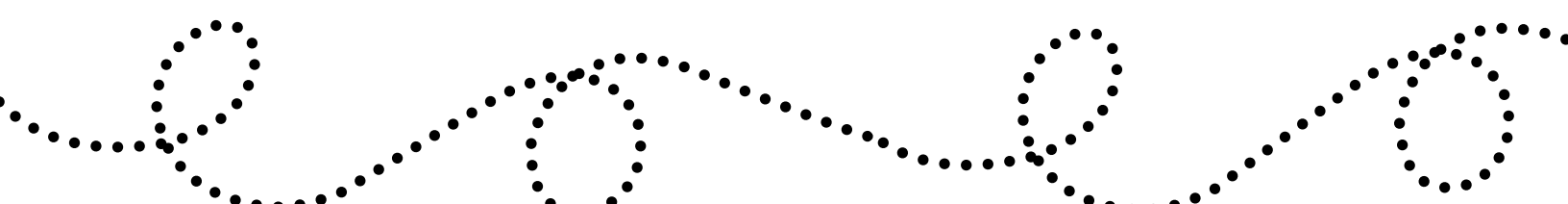
“This course will allow for group projects where leadership skills will be strengthened. The project will require students to take initiative on a topic and communicate with other group members and the faculty member throughout the duration of the assignment.”

PROFESSIONALISM

“Students will be accountable for attending class each week, showing up on time, and handing in assignments in a timely manner according to the syllabus. Students will be responsible for communicating to the faculty member of any circumstances preventing them to do so. If late, not in attendance, or missing assignments repeatedly, points will be deducted. This accountability develops professionalism for the workplace.”

CAREER & SELF DEVELOPMENT

“This course is intended to help students develop their interests within the field and explore their options within those interests. Students are encouraged to seek out more information and guidance to aid in this process.”



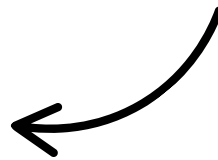
HOW WE *can help*

Resumes & Cover Letters
Graduate School Preparation
LinkedIn & Networking
Career Decision-making
Interview Prep/Mock Interviews
Headshots
Royal Threads Clothing Closet



Class Presentations
Workshops
Class Assignments
Alumni Panels
Career Expos
Recruiter on Campus

COLLABORATE with us



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CONNECT with us