Professionalism & Soft Skills Development

Prerequisites: None, however students may come from computer science, computer engineering, information technology, or any related technical field.

Length of Completion: 16 week semester.

Level of Instruction: This course is at an undergraduate level.

Learning Setting: In-class/face-to-face instruction, hybrid option available.

***Instructor Notes***

This course makes use of several online and subscription-based tools. These tools are not required per se but add to the student's experience. The specific assessments, applications, and tool suites are not the only ones that can meet the spirit of the course. Institutions may choose to use other resources to meet the effort herein. This courseware uses the following resources with corresponding reasons and cost:

**Textbook**

O'Keefe, Sean. Launch Your Career: How ANY Student Can Create Relationships with Professionals and Land the Jobs and Internships They Want. ISBN-10:‎ 1523092688. ISBN-13:‎ 978-1523092680.

O'Keefe, Sean. Launch Your Career Workbook: How ANY Student Can Create Relationships with Professionals and Land the Jobs and Internships They Want. ISBN-10:‎ 1736255800. ISBN-13: 978-1736255803.

* Why: The text and workbook are designed to teach students how to network and connect with professionals for the first time, so they can learn about careers, find a first job, or change careers. The text has a logical and pragmatic process for discovering opportunities that fulfill the students' calling. In addition, the book is divided into simple steps to overcome major concerns and obstacles, including self-doubt, for those looking to grow. Finally, chapters utilize actionable methods and strategies to guide students through the job search challenge. Topics include presentations during career conversations, fostering and maintaining professional relationships, negotiation, and navigating social networking career sites.
* Cost: Yes, one time per student

**Assessment - LYC**

https://go.careerlaunchassessment.com/access/

* Why: Used as an assessment tool to measure growth and learning in career readiness competency areas as defined by the Career Launch curriculum. Pre- and post-test assessments every semester allows faculty and campus career specialists to see students’ self-reported learning and refine the course material as necessary.
* Cost: Included with Launch Your Career textbook purchase

**Assessment - SII**

https://Elevate.themyersbriggs.com

* Why: This well-known career assessment tool improves students’ understanding of their interests and talents. The required post-assessment meeting with a Career Exploration Specialist reviews the students’ results. In addition, it allows them to explore key motivators and possible interest areas and roles within the Cyber/IT industry and clarify their goals for their internship experiences.
* Cost: Annual subscription

**E-Portfolio**

https://skillsfirst.com/

* Why: Use SkillsFirst to make a suite of career preparation tools available to students. SkillsFirst provides students with access to resume and cover letter builders as well as a library of examples. In addition, its video tools allow students to practice their interviewing skills and elevator pitches and receive feedback from peers or instructors. This has allowed us to improve the quality and utility of assignments in the class applicable to vocational choices.
* Cost: Annual subscription

**Job search**

https://joinhandshake.com/

* Why: We use Handshake as our job board for students. Handshake is offered through our campus Career Specialist and is open to all students. It allows them access to a nationwide network of employers and students, as well as jobs and internships.
* Cost: Annual subscription

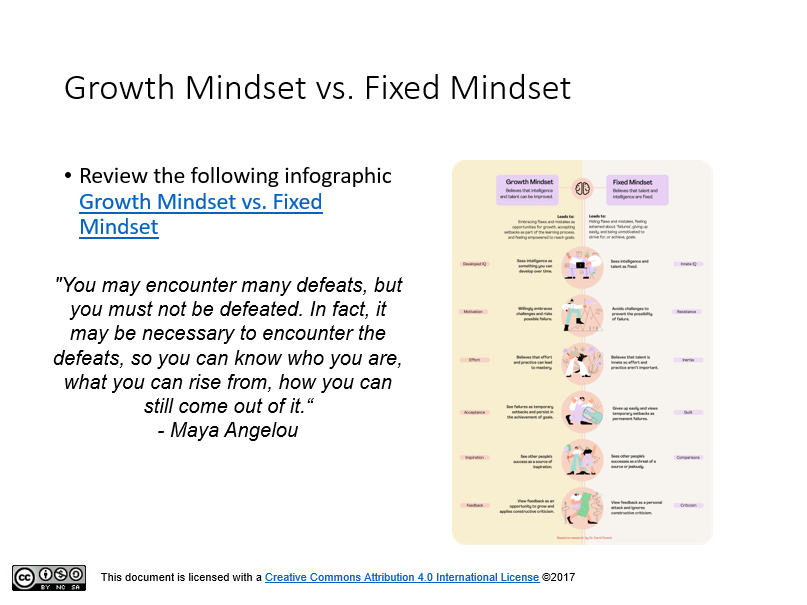
***Instructor Sample***

|  |  |  |
| --- | --- | --- |
| **Week** | **Lessons** | **Assignments Due** |
| Week 1 | Lifelong Learning   * Lifelong Learner concepts * Growth vs Fixed Mindset * Fears, Concerns, Anxieties * Personal and Career Goals   Homework:   * Complete Exercises 1-4 * Your career readiness specialist should review the results with you during an appointment. | Submit:  Strong Interest Inventory Assessment  LYC Assessment  Share SkillsFirst Bio |

The program is broken into 14 micromodules. Each micromodule covers one week of the program. Each week has two items: a set of slides to be presented during lecture, and a document outlining the weeks assignments.

**Text, application

Description automatically generated**The presentation begins by describing the “Learning Outcomes” and the details of the course content.

****The presentation then explores the content with explanation, definitions, videos, infographics, and other content material to develop the learning outcomes.

**Graphical user interface, text, application, email

Description automatically generated**The presentation then moves into classroom discussion and reflection prompts. These are intended to foster student engagement in the material and stimulate additional learning outcomes.

**Graphical user interface, text, application

Description automatically generated**Lastly, the presentation includes an overview of the weekly assignments. This provides opportunity for students to ask questions and for the lecturer to provide any additional information for their success.

Application

Description automatically generated with medium confidenceThe attached document serves as the assignment and rubric for the week. A list of resource materials to complete the assignment is provided, a description of the exercises is outlined, and the expectations of the deliverables plus any grading rubrics are included.