Professionalism & Soft Skills Development

# Assignment: job readiness

**Assignment Description:** Create a professional online career presence. Find 5 internships/jobs opportunities and write a reflection.

**Assignment Environment:** The students should have access to Handshake as well as the textbook, workbook, and any additional readings.

### **exercise 1**

Create your complete Handshake profile.

### **Exercise 2**

Find 5 internships/jobs opportunities

* Consider the information from Part 1 of LYC textbook and the worksheets you completed from Step 1 in LYC Workbook.
* Use the job search skills and tools from Handshake

### **Exercise 3**

Write a professionally formatted WORD document with the following details about each of the 5 jobs.

* Title of the job
* Brief job description
* Web link for the job, or contact information if no web link available
* 4-5 sentences explaining why the job is interesting to you based on your vision board and why statement

## What to Submit

Submit your professionally formatted WORD document about the 5 jobs. Show your instructor your completed Handshake profile.

Written Assessment Rubric:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Dimensions** | Exemplary (4) | Accomplished (3) | Developing (2) | Beginning (1) |
| Critical Thinking | 4 Points  Student’s paper addressed the topic, provided solid support for their point and further explored the topic providing more original thought on the subject. | 3 Points  Student’s paper addressed the topic and provided adequate support for their point. | 2 Points  Student’s paper addressed the topic, but lacked support for their point on the topic. | 1 Point  Student’s paper addressed the topic, but did not provide support or deeper explanation of the topic. |
| Communication | 3 Points  Student’s paper conveyed their thoughts clearly, with few to no grammatical errors. | 2 Points  Student’s paper conveyed their thoughts clearly but had few, noticeable, grammatical errors. | 1.5 Points  Student’s paper conveyed their thoughts but with several grammatical errors and/or incomplete sentences. | 1 Point  Student’s paper does not convey their thoughts clearly or properly. Several grammatical errors and incomplete sentences. |
| Formatting | 2 Points  Student’s paper is in proper APA (latest edition) format with little to no formatting errors. Adequate and proper citation has been provided both in-text and on their reference page. | 1.25 Points  Student’s paper had few formatting issues but provided adequate and proper citation both in-text and on their reference page. | 1 Point  Student’s paper had several formatting issues but provided adequate citation both in-text and on their reference page. | 0.75 Points  Student’s paper had several formatting issues (i.e. lack of citations or citation formatting). |
| Deliverables | 1 Point  Student delivered all parts of their assignments in the proper format and completed. | 0.75 Points  Student delivered all parts of their assignment. | 0.5 Points  Student delivered all parts of their assignment but portions are incorrect or incomplete. | 0.25 Points  Student did not deliver all parts of the assignment. |
| Point Value | 10 | 7 | 5 | 3 |