



CAREER READINESS ASSIGNMENTS FOR INTEGRATION INTO COURSES

The OCPD believes career development should be a part of the educational process for students, and we are excited at the possibility of collaborating with faculty on career readiness assignments. The ideal time to discuss and coordinate classroom assignment integration into the curriculum is prior to the start of each semester to allow ample time for planning and to ensure we have adequate staff capacity.

Please contact Melissa Mouhelis (mmouhelis@ben.edu) to discuss potential options for your course, and to receive full career modules that include instructional materials, activities, rubrics, etc.

Career Connect

Career Connect is Career Development's one-stop career management platform for students looking for job and internship opportunities, career events, and career resources. Students can also upload their resume and cover letter to Career Connect to receive feedback from career staff and to apply for jobs and internships.

Description of assignment: Students receive a handout with screenshots instructing them on how to develop their profile and communication preferences, upload their resume (and other documents such as a cover letter), search for jobs and internships, place their favorite jobs and internships on a "hotlist," utilize the AI job matching feature, and search in external databases that are available through Career Connect.

PathwayU Career Assessment and Career Exploration

[PathwayU](#) is an online predictive guidance platform connecting individuals to their greatest sense of purpose. Specifically, PathwayU allows students to discover their values, interests, personality, and workplace preferences, explore career paths that align with one's unique pattern of interests and values, examine trends that help choose a major, and connect to internships and jobs that are compatible to career match results.

Description of assignment: This assignment can be in two parts. **Part 1:** Students take the PathwayU assessment and either schedule an appointment to meet with a career advisor or participate in a group workshop to review results. Students are assigned a writing activity to reflect on their results (e.g., reflection paper with question prompts or other activity determined by the instructor.) **Part 2:** Students establish an account in the [BenU Network](#), Benedictine's online alumni networking tool. Students locate a BenU alum in a career field that interests them and conduct an informational interview to learn more about that field. Questions for reflection on the informational interview experience can be included as part of the writing activity.

Writing a Workview and Worldview

Description of assignment: This exercise is taken from the book, *Designing Your Life: How to Build a Well-Lived, Joyful Life*. Students are given question prompts to facilitate the development of a Workview (philosophy of work) and Lifeview (philosophy of life), each being approximately 250 words. Students can be referred to a career staff member for a 1:1 appointment to receive reflective feedback and to further discuss vocational discernment.

Resume or CV Development

Description of assignment: A career staff member delivers a presentation to the class on resume writing or CV writing and provides handouts with relevant samples to majors represented in the class. Students then develop a draft based on the tips provided and are instructed to upload their resume or CV to Career Connect where staff provide feedback. Students also have the option of scheduling a 1:1 appointment virtually or in-person with a career staff member to receive input. The resumes and CVs can be graded based on a rubric for points or simply to provide feedback for improvement.

Interviewing Skills

Description of assignment: A career staff member delivers a presentation to the class on interviewing skills and/or provides a comprehensive handout on how to prepare for an interview to maximize success. Students are then referred to our office to meet 1:1 with a career advisor to do a mock interview. Students are given verbal feedback during the mock interview and are evaluated based on a rubric.

LinkedIn Profile Development

Description of assignment: A career staff member delivers a presentation to the class on what makes a strong LinkedIn profile and shares relevant handouts on the topic. Students can then schedule a 1:1 appointment with a career staff member to receive feedback and to fine-tune their profile.

DYL (Design Your Life) Inspired Approach to Creating Vocation (Coming Soon)

Designing Your Life, based on the book cited previously, is a problem-based learning approach centered on elements of positive psychology that help individuals tackle “wicked” problems such as designing one’s life and vocation.

Description of assignment: Through a series of 2-3 in-class presentations and exercises assigned outside of class, students from any major will learn the mindsets, framework, and some tools to develop an effective approach to design their career future.