

In partnership with Career Marketplace

Faculty and Instructors Toolkit

Professional development tools, resources and strategies for students

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Career Marketplace is excited to partner with you to support student success.

Together, we can equip students with the professional development tools and strategies they need to explore possibilities, build confidence and prepare for meaningful careers.

In this toolkit, you'll find practical strategies and resources to help you further integrate career readiness into your curriculum. Included are:

- **Work-Based Learning Framework** – A tool to help you consider how experiential learning opportunities might align with and enhance your courses.
- **10 Example Career Assignments for Your Students** – Flexible assignments you can adapt to fit your discipline, course objectives and teaching style.
- **Career Exploration: Three Sets of Information Your Students Need** – A framework, along with guiding questions, to support meaningful classroom discussion.
- **National Association of Colleges and Employers (NACE) Competencies** – Guidance for aligning course learning outcomes with nationally recognized career readiness competencies.

Send students our way if they are:

- Exploring interests and potential career paths
- Unsure what they can do with their major
- Preparing to apply for jobs or internships
- Working to strengthen their interpersonal or professional skills
- Struggling to identify or talk about their strengths

We're here to make partnership easy—and to help our students thrive. Let us know how we can support you!

tri-c.edu/careerservices

THREE STAGES OF CAREER DEVELOPMENT AND HOW YOU CAN PARTNER WITH US

Faculty and instructors play a vital role in students' career development, and partnering with Career Marketplace helps connect classroom learning to real-world opportunities. Use this framework as a prompt to help you think about ways to integrate experiential learning into your curriculum.

Through a shared approach across three stages — **Exploration, Preparation and Experience** — faculty and instructors can reinforce career readiness by directing students to relevant resources, embedding career conversations into coursework, and encouraging hands-on learning. Together, we can help students discover career paths, build professional skills, and apply their learning through meaningful work experiences that prepare them for life after graduation.

1. Exploration:

Discover Career Paths

- Career Coach website
- Job shadows and informational interviews
- Company tours and employer events

2. Preparation:

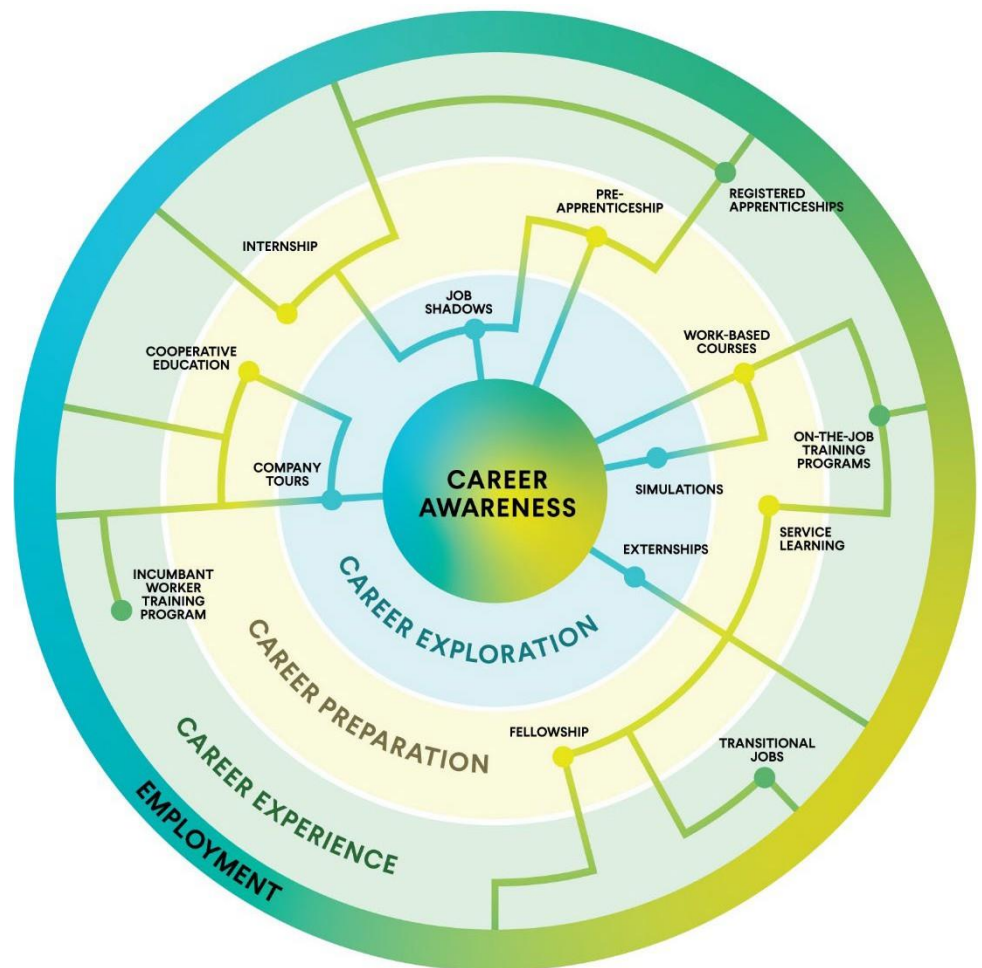
Build Professional Skills

- Handshake (jobs and internships)
- Resumes, cover letters and LinkedIn
- Elevator pitches, mock interviews and networking

3. Experience:

Apply Learning

- Micro-internships
- Internships and co-ops
- Part-time & full-time employment



Work-Based Learning Framework
Courtesy of Jobs for the Future website

10 EXAMPLE CAREER ASSIGNMENTS FOR YOUR STUDENTS

Below are 10 career-focused assignment examples organized around the three stages of Career Development — Exploration, Preparation and Experience — within the Work-Based Learning Framework developed by Jobs for the Future, a national nonprofit that advances equitable education and workforce pathways to support economic mobility. These assignments are flexible starting points that can be adapted to fit your discipline, course outcomes and teaching style.

EXPLORATION

1. Take the Career Coach Assessment

Have students use the [Lightcast Career Coach](#) to take a brief assessment that matches their interests to careers while also providing up-to-date, local data on wages, employment, job postings and associated Tri-C education and training.

2. Research Two to Three Career Paths

Instruct students to use the [Federal Reserve's Occupational Mobility Explorer Tool](#) and choose the path they prefer. Combine this with [O*NET](#) for a deeper dive into a target career, then have students write about what they learned. Additionally, the student can reflect on what they are learning about themselves through this research: Do they remain interested? What about this field is compelling to them? What values and interests align for them in pursuing this field?

3. Watch Roadtrip Nation

Roadtrip Nation is a career exploration platform and PBS series connecting people with inspiring professionals through documentaries to help students find fulfilling careers. Have students [watch this trailer](#) and write a reflection.

PREPARATION

4. Complete an Informational Interview

An informational interview is a student-led conversation with a professional in a specific job, career field, industry or organization. This assignment gives students firsthand insight into a career of interest while developing professional communication and networking skills. This is not a job interview but a learning-focused discussion guided by the student's questions.

5. Update Their Handshake Account*

Handshake is a powerful career platform for college students. With access to over 1 million employers, Handshake provides personalized job and internship recommendations, virtual career fairs, career advice and direct connections. Every student already has an account with Handshake based on their Student ID number.

Have students follow the steps below and submit a screenshot of their profile. For a deeper dive, ask students to share three work experiences they are interested in and why, and potentially draft a resume to apply for these jobs.

1. [Log in to Handshake](#). Select "Cuyahoga Community College Login," then sign in with their *my Tri-C space* credentials.
2. Update their profile. Click on their initials to open the main menu and add work experience, job interests and skills.
3. Search for jobs and internships. Create a saved search.

6. Work With Us to Plan a Mock Interview Day

We will work with you to bring in employers from your field to facilitate mock interviews for students and give real-time feedback. This creates a safe place for students to practice the critical skills of networking and writing thank-you notes.

7. Host a Resume and Cover Letter Workshop

Reserve a computer lab and invite a Career Success Coach to guide students through developing resumes and cover letters. Students should bring a job description for a position they're interested in applying for, which will then be used to create their resume and cover letter. Those unable to attend the workshop are encouraged to schedule a one-on-one resume and cover letter review with a Career Peer.

8. Complete a Coaching Session*

Have students schedule a coaching session in Handshake. Ask them to summarize the appointment and share one or two next steps. Appointment types include interview prep (mock interviews) and LinkedIn assistance.

EXPERIENCE

9. Attend a Career Event Within Their School or Academy or Attend a Networking Event

Assign students to attend an applicable career event. Have students submit a reflection statement about their experience and share any next steps.

10. Embed an Experiential Learning Project

Work with your school's Career Success Coaches to develop a real-world project in partnership with local employers, which you can add to your curriculum.

*Handshake and Career Coaching sessions are always appropriate, at any level.

CAREER EXPLORATION: THREE SETS OF INFORMATION STUDENTS NEED

Career exploration works best when students can connect their academic experiences to potential career paths. Faculty and instructors play an important role in making those connections, and Career Marketplace partners with them to support these efforts. The three sets of information outlined below highlight what students need as they explore careers, with sample questions to help guide discussion and reflection.



Knowledge of Self

- Personal interests: What do you enjoy? What are you passionate about?
- Academic interests: What are your favorite subjects? What would you like to learn more about?
- Career or educational goals: Do you see yourself entering the workforce? Continuing your education?
- Work values: What is important to you? What rewards do you seek?
- Skills: What skills and previous experience do you have to offer? What skills do you want to develop or enhance?
- Finances: Is salary a key factor or motivation in your decision?



Knowledge of the Curriculum

- Have you read the course descriptions for your required classes?
- Do the course descriptions interest you?
- Did you ask your Career Coach or academic counselor specific questions about how your coursework might apply to the world of work?
- Do you know what career options are available to you by taking these courses? What skills will you develop?



Knowledge of the World of Work

- Have you completed any job shadows or informational interviews to learn more about a particular job or industry?
- Have you done internships, co-ops, clinicals or part-time jobs?
- Have you volunteered?
- Are there any experiences outside the classroom that will help you gauge your interests, personality, skills and value system?

CAREER READINESS

Career readiness of college graduates is critical in higher education, the labor market, and the public arena.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the **National Association of Colleges and Employers (NACE)** has developed a definition and identified competencies associated with career readiness.

The definition and competencies help close the gap between higher education and the world of work. They lay the foundation for preparing college students for successful entry into the workforce. Please consider incorporating these into your learning outcomes.



DEFINITION:

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college-educated for success in the workplace and lifelong career management.

COMPETENCIES

Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

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

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Reprinted courtesy of the National Association of Colleges and Employers

