



Faculty Guide to Career Services

Collaborating to Help Students Acquire and Develop the Skills, Knowledge, Experience and Connections Necessary for Career Success in a Dynamic Global Environment

Preparing for the working world can take many forms, both in and out of the classroom. There are several ways faculty can integrate career development activities into their courses.

Class Assignments

Incorporate career development into your course assignments.

MOCK INTERVIEWS/INTERVIEW PRACTICE

Mock interviews can be conducted by Career Services staff members as part of a class or by individual appointment. Students receive immediate feedback and strategies for interview success. The interviews can also be conducted by alumni or community organization members as a class event on campus. Big Interview combines expert video lessons with AI-based virtual practice interview tools. Adaptable to in-class, remote and hybrid instruction! Contact Career Services for a demo.

JOB SHADOWS/INFORMATION INTERVIEWS

Career exploration tools give students the opportunity to learn about a career of interest by shadowing or interviewing a professional currently working in that field. This is a great starting point for students that may have a general interest but not a lot of knowledge regarding a certain career.

CAREER PAPERS/ASSIGNMENTS

Students gather information and write a paper on a specific career or job search topic. Students can use the Career Services website, along with "What Can I Do With This Major" (www.whatcanidowiththismajor.com) and "O*NET" (www.onetonline.org), to conduct their research.

INDIVIDUAL RESUME AND COVER LETTER

Students develop their resumes by having a draft critiqued by a Career Services staff member.

CAREER ASSESSMENTS

Self-assessments like StrengthsQuest and PathwayU are a starting point for self-exploration and give students an opportunity to relate personal strengths, interests, abilities and preferences to career paths. Students will not find any concrete answers in self-assessment results. Instead they will be prompted to explore career possibilities in a reflective manner.

Presentations

Outreach presentations are available on a variety of career-related topics. These presentations can relate to specific course content, general career development, or preparation for "real world" experiences after graduation. Need to be absent from the classroom? Rather than cancelling class, consider scheduling a career presentation instead!

Topics we cover:

- Major and Career Decision-making
- Resume & Cover Letter
- Interview Strategies
- Job Search Strategies
- Networking & Business Etiquette
- StrengthsQuest
- Graduate School Information
- Soft Skills & Career Competencies

Career Panels

Career Panels present students a unique opportunity to learn from, and network with, a diverse group of professionals from the community. Panelists speak about their careers, discuss how they attained their occupations, and offer advice to students who might be interested in those careers. Participating faculty dedicate a class period to cover a specific topic related to their academic discipline or specific course topic. The Office of Career Services will handle all the planning, including securing the panelists and getting them to the classroom.



U of SC Aiken

Career Services

Begin. Build. Become.

usca.edu/career-services

Career Services Office • Penland 108 • (803) 641-3440 • careerservices@usca.edu

Referral for Services

General Services We Provide to UofSC Aiken Students

INDIVIDUAL CAREER COACHING

- Students can schedule an individual appointment with a mentor from the Career Services Office.
- Appointments can relate to a variety of issues including career planning, experiential education, job search, and graduate school.

“WHAT CAN I DO WITH THIS MAJOR?” WEBSITE

- Students can explore majors of interest and view outlines of common career areas, employers, and strategies designed to maximize career opportunities.
- Each major link provides a great representation of typical careers in that area, as well as additional information and websites.

CAREER ASSESSMENT TOOLS

- Students can look for themes in results to see how interests, skills and values relate to careers.
- Groups and organizations can assess individual strengths and how they fit in a team dynamic.

JOB SHADOWS/INFORMATION INTERVIEWS

- The best career information comes from individuals currently in particular careers.
- Shadows and information interviews are a great way for students to begin building their network.

CO-OPS/INTERNSHIPS

- Professional work experiences that provide students with an ability to gain knowledge and skills in a particular career area
- Students are placed in a professional setting where they are mentored by knowledgeable individuals working in the field.
- Employers highly value relevant work experience!

HANDSHAKE

- This online job board allows a student or alum the opportunity to search for on-campus, off-campus, part-time and full-time positions.
- Internships are also listed on Handshake.

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RESUME AND COVER LETTER

- Students learn effective formats and strategies.
- Students learn how to match personal information to the positions applied for and highlight how to best fit an organization's needs.

JOB SEARCH AND INTERVIEW

- Students learn how to put together an individual job search plan.
- All areas of a search are covered, from where to look to how to prepare for a successful interview.

GRADUATE SCHOOL/PROFESSIONAL PROGRAMS

- Students learn how to find specific schools with particular programs and what to put in personal statements.
- Students learn how to prepare for specific graduate admissions exams.

CAREER FAIR

- Our annual career fair brings employers to the university to meet and recruit students.

LEADERSHIP UofSC AIKEN PROGRAM

- Leadership UofSC Aiken is a unique academic and co-curricular experience built upon the cornerstones of citizenship, service, career preparation, and leadership.
- Combines coursework and a variety of experiences that position students to be more marketable in a competitive workplace
- Coordinated in partnership with the Office of Student Life
- More information online at usca.edu/leadership-usc-aiken

For further assistance relating services to course topics or focus, contact us at:

**OFFICE OF CAREER
SERVICES Penland 108
(803) 641-3440**

usca.edu/career-services