



CAREER DEVELOPMENT SYLLABUS

A Guide to Career Development
at Saint Xavier University



Saint Xavier
UNIVERSITY

sxu.edu | Keyword: Career advising

CAREER DEVELOPMENT SYLLABUS



THIS SYLLABUS DEFINES THE MINIMUM EXPECTATIONS OF STUDENTS AND CAREER ADVISORS IN THE CAREER READINESS PROCESS.

Career Development Center

Mission Statement:

The Career Development Center empowers individuals to achieve their professional goals by providing exceptional career guidance, resources, and opportunities. We foster a supportive and inclusive environment where all individuals can explore their potential, develop career readiness competencies, and connect with meaningful career opportunities. Our mission is to inspire lifelong career growth and professional success.

Career Development Center

Philosophy:

The Career Development Center at SXU provides students with the ability to choose a meaningful career and education pathway that is guided by providing career readiness essentials which include resume and cover letter writing, mock interviewing, and experiential learning opportunities encompassing internships, networking, job shadowing, and employment placement. The Career Development Center provides support for students in their search for meaningful career paths through self-assessment and career planning, internship resources, alumni networking opportunities, and job-search-skills training. Career development, alongside self-betterment, is one of the two greatest extensions of lifelong learning.



Student Learning Outcomes

- C** • Clarify career decisions and articulate the skills, competencies, and qualifications necessary for success in their chosen career pathway.
- D** • Demonstrate an understanding of the value of pre-professional experiences, including job shadowing, micro-internships, and internships in long-term career success.
- C** • Capitalize on career readiness competencies to engage in a competitive workforce.

Career Development and Readiness practices at Saint Xavier are guided by NACE's (National Association of Colleges and Employers) Career Readiness Competencies and guidelines provided by the Council for the Advancement of Standards (CAS) in Higher Education.

CAREER DEVELOPMENT EXPECTATIONS

Career Advisor Expectations:

Career Advisors are professionals who guide and support students in their career development and job search processes. As part of their role, career advisors will:

- Ensure that current and emerging career development practices are implemented and demonstrated by the Career Center team.
- Establish meaningful relationships with students to become acquainted with their career interests, goals, strengths, values, skills, and talents.
- Provide one-on-one appointments for career development guidance.
- Communicate employer expectations and NACE competencies to students through workshops, webinars, podcasts, etc.
- Manage all activity data in Focus 2, Handshake, Navigate, etc.
- Collaborate with faculty, staff, and key offices to infuse career development into the curriculum and broader campus culture.
- Foster relationships between SXU faculty and staff, employers, industry leaders, etc.
- Collaborate with external partners and establish relationships to provide meaningful experiential learning opportunities for SXU students.
- Plan and organize the College-to-Career Expo and other career development events, workshops, webinars, and podcasts.
- Provide job search resources for on and off-campus job opportunities.
- Eliminate barriers to career readiness and career success through the management of Champ's Career Closet.

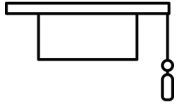


Student Expectations:

Students are expected to take a proactive approach in achieving their career goals. As part of the process, students will:

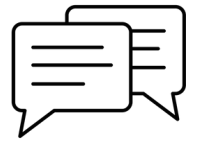
- Become aware of and understand the services provided by the Career Development Center.
- Get acquainted with the Career Development Center team and become comfortable with articulating your career interests, values, skills, and strengths and how they align with your academic pursuits.
- Complete the Focus 2 Career Assessment.
- Schedule a one-on-one meeting with Career Development Center staff through Navigate to discuss the results of the Focus 2 Career Assessment.
- Attend the College-to-Career Expo, workshops, and other helpful career readiness events.
- Consistently and frequently log into Handshake to update their information and work experience.
- Become familiar with and exhibit the eight NACE (National Association of Colleges and Employers) Career Competencies.
- Create a strong resume and cover letter, and meet with a Career Development Center team member to review your resume and cover letter.
- Establish relationships with faculty to discuss career opportunities aligned with academic pursuits.
- Be open to explore other career opportunities or pathways.
- Exhibit professionalism by consistently arriving on time for appointments, being prepared with necessary materials, and demonstrating respect for the Career Development Center team's time and expertise.

CAREER READINESS COMPETENCIES



#1 Career and 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.

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



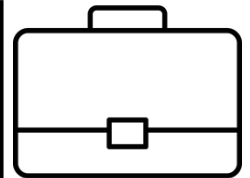
#3 Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

#4 Equity and 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.



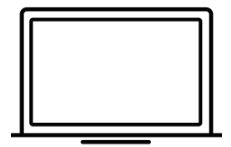
#5 Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

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



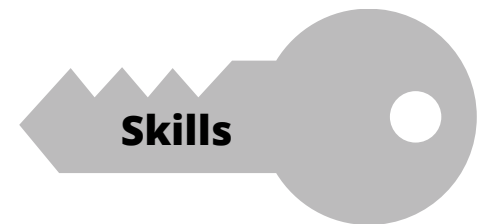
#7 Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

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



KEYS TO UNLOCKING YOUR CAREER

There are three keys to unlocking the door to a successful career. These include your education, the skills you develop in and out of the classroom, and experience. This can include pre-professional or internship experience, involvement on campus, and even the connections you make through networking. Every encounter is an opportunity to network, and it is one of the most effective job search techniques you can use. Commit to memorizing the eight NACE Career Readiness Competencies, but more importantly, dedicate yourself to implementing all that you can to unlocking the door to your dream career.



**QUESTIONS? CONTACT THE CAREER
DEVELOPMENT CENTER AT
CAREERDEVELOPMENT@SXU.EDU OR SCHEDULE
AN APPOINTMENT IN NAVIGATE.**



FOUR-YEAR SUCCESS PLAN

First Year: Explore Interests

- Download and log into [Navigate](#) and explore resources.
- Meet with your academic advisor.
- Learn Student Planning to register for classes.
- Explore potential majors using virtual career resources.
- Develop effective study habits and time management skills.
- Learn about resources and services available on campus.
- Take the Focus 2 assessment and learn more about your skills, interests, and values.
- Meet with a member of the Center for Learning and Student Support.
- [Get involved](#) on campus and join student organizations.
- Attend the [College-to-Career Expo](#) for part-time jobs.
- Log into [Handshake](#) and complete your profile.
- Schedule an appointment with a career advisor.

Second Year: Choose a Path

- Declare a major if undecided.
- Conduct an informational interview with individuals in your major to learn more about your field and industry.
- Develop a resume and have it reviewed by a career advisor.
- Connect interests, strengths, and skills with academic and career aspirations.
- Identify academic needs within your major and schedule a tutoring appointment.
- Apply for internships and [micro-internships](#) or volunteer.
- Attend career development events and workshops.
- Discover leadership opportunities on campus.
- Make connections with faculty in your major.
- Practice your elevator pitch at the [College-to-Career Expo](#).
- Create a [LinkedIn](#) profile and build your network.

Third Year: Enhance Professional Skills

- Explore how your [interests, strengths, and skills](#) apply to career options.
- Decide if graduate or professional school is necessary to reach your goals and begin researching and applying.
- Network with at least three individuals in your field of interest.
- Apply for internships and [micro-internships](#) or volunteer.
- Consider working for the Center for Learning and Student Support as a tutor within your major.
- Update your resume with new experiences and skills.
- Schedule a [mock interview appointment](#) for practice.
- Attend the College-to-Career Expo and career workshops.
- Connect with career development resources on campus.
- Clean up social media profiles and online presence.

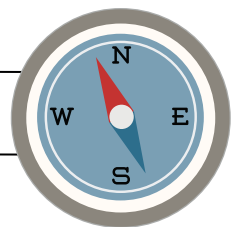
Fourth Year: Prepare for Next Steps

- Schedule an appointment with your academic advisor to wrap up any plans before graduation.
- Start your job search early (at least two semesters before graduating).
- Update your resume and write cover letters.
- Attend various job fairs and networking nights.
- Apply for internships and [micro-internships](#) or volunteer.
- See a writing consultant to assist with graduate school statements, capstone projects, and/or senior seminar papers.
- Identify professionals in your network who would be willing to serve as references or write letters of recommendation.
- Use [Handshake](#) to apply for full-time positions.
- Explore virtual career resources for job searching.
- Finalize graduate school applications.
- Research companies of interest on [Glassdoor](#).
- Update your Handshake and [LinkedIn](#) profiles.

Summers

- Use your summers to pursue internships, micro-internships, volunteer opportunities, or pre-professional experiences related to your field of interest to expand your skill base.

Notes:



HELPFUL RESOURCES

Helpful Offices Around Campus

Campus Ministry

Mercy Ministry Center
773-298-3900
campusministry@sxu.edu

Center for Accessibility Resources

Warde Academic Center L-108
773-298-3956

Campus Safety

Campus Service Center CSC-201
Non-Emergency: 773-298-3541
Emergency: 773-298-3911
publicsafety@sxu.edu

Career Development Center

careerdevelopment@sxu.edu

Center for International Education

Warde Academic Center L-208
773-298-3780

Center for Learning and Student Support

Warde Academic Center L-110
773-298-5148
learningcenter@sxu.edu
studentsupport@sxu.edu

Counseling Center

Driehaus Center
773-298-4045
counselingcenter@sxu.edu

Dean of Students Office

Warde Academic Center L-103
773-298-3123
deanofstudents@sxu.edu

Financial Aid

Warde Academic Center A-216
773-298-3070
finaid@sxu.edu

Health Center

Driehaus Center
773-298-3712
healthcenter@sxu.edu

The Hub

Warde Academic Center L-121
773-298-HELP

Library

Warde Academic Center A-228
773-298-3352

Records and Registration

Warde Academic Center A-202
773-298-3501
registrar@sxu.edu

Student Accounts

Warde Academic Center A-227
773-298-3046
studentaccounts@sxu.edu

Student Advising Center

Warde Academic Center L-208
773-298-3131
studentadvising@sxu.edu

Student Life

Warde Academic Center L-103
773-298-3123

TRiO

Warde Academic Center L-111
773-298-3342
ssp@sxu.edu

Campus Resources

- [Campus Bookstore](#)
- [Glossary of Frequently Used Terms on Campus](#)
- [Handshake](#)
- [How Students Use Navigate](#)
- [Learning Center/Writing Studio](#)
- [mySXU](#)
- [SXU Website](#)
- [Undergraduate Catalog](#)

Exploring Majors, Careers, and Leadership at SXU:

- Explore [SXU Majors and Minors](#)
 - Visit our [Career and Major Exploration Website](#)
- Jobs and Career Exploration
 - [Explore Occupations](#)
 - [Federal Work Study Program](#)
 - [Search Jobs on Handshake](#)
 - [Internship and Job Search Website](#)
 - [College to Career Expo](#)
 - [Micro-internships](#)
- Discover leadership opportunities on campus
 - [On-campus](#) leadership opportunities



HINT: STUDENTS CAN FIND THEIR ADVISOR AND SUCCESS TEAM BY LOGGING INTO THE NAVIGATE APP.