



## **Career Readiness Resources**

### **Career and Leadership Course Learning Outcomes**

Courtesy of Ohio University

**CAREER & LEADERSHIP DEVELOPMENT CENTER**  
**Career and Leadership Course Learning Outcomes**

**UC 1900, Learning Community Seminar**

**Instructor: Jessica Carter**

Course Learning Outcomes:

After participating in this course, you will be able to:

- Evaluate your academic success skills (time management, study strategies, and stress management.)
- Understand and articulate how your personal interests, values and abilities relate to your chosen major and/or minors and certificates.
- Identify at least two benefits of connecting with faculty beyond the classroom (and beyond the LC seminar instructor).
- Construct a comprehensive academic plan for use throughout your first year at Ohio University.
- Recall the services offered through a minimum of three campus resources focused on student success.

**SPST 4900, Interdisciplinary Thinking, Creativity And Innovation: Preparing For The Next Step**

**Modules 1/2 Instructor: Lindsey Ward**

Learning Outcomes:

As a result of these modules, students will be able to:

- Write a professional resume, cover letter and reference list
- Develop a LinkedIn page highlighting professional experience and skills
- Demonstrate professional communication skills
- Articulate skills and experiences gained through the Bachelor of Specialized Studies program
- Gather professional development resources from sources outside of a classroom setting
- Discuss strategies to navigate a professional interview

**RFPD 3890, Professional Career Strategies**

**Instructor: Aaron Sturgill**

Learning Outcomes/Competencies:

Upon completion of this course, students will:

- Gain an awareness of their skills, interests, values, motivations, personality, and their importance in the job market
- Develop a professional yet customized resume
- Create tailored and professional cover letters
- Develop the skills to successfully and confidentially interview with professionals
- Demonstrate effective written and oral communication skills
- Identify resources to explore graduate/professional school
- Gain knowledge of the career search process from start to finish (search strategies, application, negotiation, accepting the offer, etc.)
- Complete the CLDC Professional Leadership Certificate program

**PSY 4930, Career Strategies for Psychology Majors**

**Instructor: Jessica Carter**

Learning Outcomes

The objective of this course is to provide you with information and guidance to enable you to confidently complete the following tasks:

- Understand the complete job search process (search techniques, application, salary negotiation, etc.)
- Implement networking strategies to build an intentional network
- Develop a professional reference list

- Locate a job description that aligns with professional skills and experience
- Customize a cover letter and résumé based on a job description
- Gain an understanding of the skills necessary to complete a professional interview
- Learn best practices for post-graduate success from professionals in the field

### **CAS 1130, Career Planning in the Liberal Arts**

**Instructors (Multiple Sections): Jodi Pavol, Lindsey Ward, Erin Morgenstern, Jessica Carter**

Learning Outcomes

Upon completion of this course, you will know and be able to:

- Name specific, marketable skills gained from your degree at Ohio University
- Utilize at least one resource to explore major and occupational options
- Write a customized and professional resume, cover letter, and reference sheet
- Demonstrate my specific academic and professional steps over my remaining time at Ohio University
- Build a LinkedIn page you will use to network with others in your field
- Identify an internship opportunity related to your career goals
- Communicate professionally with any potential networking contact

### **CAS 2130, Career Strategies: Internship and Job Mapping**

**Instructor: Jodi Pavol**

Learning Outcomes

Upon completion of this course, you will know and be able to:

- Identify and gain an understanding of your interests, skills, values, motivations, personality, and how these relate and influence career decision-making
- Analyze marketable skills gained from a liberal arts degree from the College of Arts & Sciences
- Identify internship possibilities through research, experimental activities, and networking
- Utilize Linked to build an intentional network of professional contacts in field(s) of interest
- Utilize Bobcat CareerLink to post a professional resume, cover letter, and reference sheet
- Analyze an internship/job description and tailor application materials to the needs of the organization
- Demonstrate the skills necessary to make informed career decisions
- Identify resources to explore graduate/professional school in academic area(s) of interest
- Describe the steps of a job application process from finding a posting to negotiating salary
- Demonstrate interviewing skills knowledge and ability related to career area of interest
- Describe opportunities available on campus and off campus to gain experience related to career(s) of interest

### **COMS 2040, Principles and Techniques of Interviewing**

**Instructor: Imants Jaunarajs**

Learning Outcomes

Upon completion of this course, you will know and be able to:

- Conduct yourself as interviewer in information gathering and focus group contexts
- Conduct yourself as interviewee in information gathering, focus groups, and employment interview contexts
- Compose interview questions
- Construct an interview question series
- Evaluate the relational success of interview behaviors
- Evaluate the informational success of interview behaviors
- Examine the role of cultural competencies in interviewing
- Explain interviewing principles that serve as a basis for competent interviewing in personal situations
- Explain interviewing principles that serve as a basis for competent interviewing in professional situations
- Become familiar with the role interviewing plays in the career development process
- Think of yourself as an active agent in your career planning process
- Define traditional interview types
- Define nontraditional interview types

- Analyze factors influencing your own career development process
- Create action steps necessary to move your career development process forward
- Identify work attitudes of influencers in your life.
- Gain an awareness of which skills are needed to succeed in the World of Work
- Enhance your knowledge of the World of Work
- Examine occupational possibilities through research and experimental activities
- Start the process of building an intentional professional network
- Describe the role persuasion plays in interviews
- Define the benefits of preparation in the interviewing process
- Develop a professional resume, cover letter, and reference sheet
- Understand how to link personal experiences and skills to organization needs/requirements
- Analyze an internship/job description and tailor application materials to the needs of the organization
- Describe the ethical responsibilities in interviewing