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**Career Development Lesson Plan**

*The Mission of the Baylor University Career Center is to ensure each student has the opportunity and support to achieve their career potential.*

As you embark on your college journey, we know that career development is a vital component of your Baylor education. Career success is likely one of your primary reasons for pursuing a college degree in order to develop the skills and experiences that will lead to fulfillment of your calling.

First-year students can make significant progress, whether or not they have a specific career goal already in mind. This assignment will guide you through a process of self-assessment and career discovery, job search strategy, and effectively communicating your accomplishments in a résumé.

**Step 1 - Self-Assessment and Career Discovery**

It is natural for first-year students to feel unsure about their major and career direction. While it may seem like everyone else has this figured out, be assured that many students change majors or career goals during their time in college. This is a period of tremendous personal growth, and you will learn a great deal about your strengths and preferences through your academic experience, extracurricular activities, and work experience.

Now is a great time to reflect upon your interests and how these could influence your career choice.

**Exercise 1**: Complete SuperStrong assessment (<https://www.baylor.edu/careercenter/doc.php/353690.pdf>).

**Exercise 2**: View your results on the VitaNavis dashboard and identify two career fields that you would like to explore within the system.

**Step 2 -** **Mock Job Search**

Even though it may be four years until you graduate, gaining relevant experience during college will give you a distinct advantage when applying to graduate school or jobs in the future. This exercise will give you practice in using Handshake to identify opportunities, learn about application timelines, and understand what qualifications you will need to obtain to be competitive for similar opportunities in the future.

**Exercise 3:** Log in to Handshake to search for internships and jobs related to the career fields you selected (Visit <http://baylor.joinhandshake.com>, then select Jobs). Choose an internship or job posting that looks like the type of opportunity you would like to pursue in the future and answer the following questions:

* What level of degree (Bachelor’s, Master’s, Doctorate) and major are needed for this job?
* Does the job require prior experience in the field or with a specific type of task? If so, do you already have enough experience? If you do not have enough experience, how do you plan to obtain it?
* Does the job require specific skills, such as software or foreign language skills? Will you obtain these through your degree program? If not, how do you plan to acquire these skills?

**Step 3 - Résumé Writing**

In many circumstances, your résumé is the first impression a prospective employer has of you. The résumé formatting taught in most high schools is geared toward college applications. This format is very different from what employers expect to see from competitive applicants. Taking time to craft your first professional résumé will give you a strong foundation on which to base customized job application materials in the future.

**Exercise 4:** Use Upkey to create a résumé as if you were applying to the job you selected in Step 2 (<https://www.baylor.edu/careercenter/doc.php/354331.pdf>). Base it on your current skills and experiences and note how you would like to grow over the next four years. How would you like your résumé to be different by the time you graduate? How will you achieve this?

**Step 4 - Career Coaching**

**Exercise 5:** Schedule an appointment with a Career Success Professional for a career coaching appointment. Students can schedule individual appointments with Career Success Professionals by visiting <http://baylor.joinhandshake.com/appointments>.

Career Center staff are available to provide presentations to NSE classes on topics such as Career Discovery, Résumé Writing, and Job/Internship Search. Call (254)710-3771 to schedule a program for your class.