

# Incorporating the **OFFICE OF CAREER EDUCATION** Into Your Syllabi

National research has shown that college students who receive career advice from faculty will have greater career mobility. One way for faculty to support students is by connecting coursework students to their career plans. You can make these connections explicit in your course syllabus in the ways described below (e.g., syllabus statements, assignments & activities, resources). This is a great first step and can be done without changing a single thing about your curriculum!

## **Example One**

Remember one of the benefits you get from this course is not just a designation on your transcript, but a great entry on your resume that will impress graduate schools and employers. How do you do this? Add a “Projects” section to your resume. Document your role (e.g., group leader, etc.) and provide specific, action-oriented, descriptions of what you did and what skills you learned. For more examples of skills employers are looking for and relevant concrete behaviors, visit the Office of Career Education.

## **Example Two**

The Office of Career Education helps students build confidence, explore possibilities, and develop a powerful personal brand. We offer resume and cover letter reviews, skills assessments, career exploration and pathway conversations, assistance with internship and job searches, interview preparation, access to alumni mentors, employer insights workshops, career fairs, and many more experiential opportunities to prepare for your future. It's never too early to begin exploring! Start your personal and professional journey here: [www.marshall.edu/careereducation](http://www.marshall.edu/careereducation)

## **Example Three (Assignment)**

Mock Interview Assignment:

This assignment is designed to prepare students for real-world job interviews by simulating interview scenarios and providing constructive feedback. Through mock interviews, students will gain practical experience, improve their interview skills, and enhance their confidence in professional settings.

Learning Objectives:

- Understand the structure and expectations of job interviews.
- Develop effective communication and presentation skills.
- Learn strategies for answering common interview questions.
- Receive constructive feedback to improve interview performance.

Assessment:

- Career Coaches will submit the feedback form directly to students (it is up to the student to provide feedback to your professor)
- Final grades will be given by the professor



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