Second Year Experience

Career Development Course

LEARNING OUTCOMES

- The purpose of the Second Year Experience is to help students practice social, moral, environmental and ethical responsibility in their lives and service to the community. Students engage in the curricular and co-curricular activities which enhance their career path.
- As a result of this course, students will be able to: Develop and apply transferrable skills through service learning and community service projects; define their career plan through group and individual planning sessions; identify relevant processes for major exploration, experiential learning, and graduate/professional school; identify appropriate career and campus resources and opportunities that contribute to goal achievement; and use written and oral communication to discover, develop, and articulate ideas and viewpoints based on career, professional development, service learning and community service programs.

ASSEMBLY ETIQUETTE

1. We will respect ourselves, peers, and speakers who are guests on our campus.
2. Turn off ALL electronic devices while in Assembly. Please do not talk, chew gum, or bring drinks and/or food items into Moss Auditorium—W.V. Middleton Fine Arts Center.
3. Refrain from moving or talking during the singing of the Alma Mater. If you are identified as moving or talking during this time, your attendance will not be counted.

ATTENDANCE

Your attendance is required and will be monitored. You are to be seated by 10:50 a.m. All absences must be excused following the University policy/procedures. You will not be permitted to enter the Assembly after the door closes. This will count as your one allowed absence; two unexcused absences constitute receiving a grade of “U” for unsatisfactory.

GRADING CRITERIA

<table>
<thead>
<tr>
<th>Course</th>
<th>ASMB: 201</th>
<th>ASMB: 202</th>
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</thead>
<tbody>
<tr>
<td>Virtual Assemblies</td>
<td>30 points</td>
<td>20 points</td>
</tr>
<tr>
<td>2 Executive Leadership Series (5 points each)</td>
<td>10 points</td>
<td>10 points</td>
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<tr>
<td>Platform Set-up (2 points each)</td>
<td>10 points</td>
<td>20 points</td>
</tr>
<tr>
<td>(Graduway, College Central, Handshake, LinkedIn, Give Pulse)</td>
<td>10 points</td>
<td>5 points</td>
</tr>
<tr>
<td>Graduway: Find a Mentor</td>
<td>10 points</td>
<td>5 points</td>
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<tr>
<td>Resume’ Building: Career Center Resume Review</td>
<td>10 points</td>
<td>10 points</td>
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<tr>
<td>Elevator Pitch</td>
<td>5 points</td>
<td>5 points</td>
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<tr>
<td>How to work a Virtual Graduate School Fair</td>
<td>10 points</td>
<td>10 points</td>
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<tr>
<td>2 UNCF Scholarship Application Completion (10 points each)</td>
<td>20 points</td>
<td>20 points</td>
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<tr>
<td>1 Internship Application through the Career Center</td>
<td>20 points</td>
<td>20 points</td>
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<tr>
<td>2 Virtual Career Readiness Workshops (10 points each)</td>
<td>20 points</td>
<td>20 points</td>
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<tr>
<td>Career Research &amp; Exploration Final Paper</td>
<td>5 points</td>
<td>5 points</td>
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<tr>
<td>Community Service (20+ Hours)</td>
<td>150 points</td>
<td>150 points</td>
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</tbody>
</table>

Total 300 Points

Panthers At Work Mentoring

Panthers at Work Alumni Network provides our Claflin University alumni and students with access to professional opportunities such as mentoring, employment, internships and social opportunities such as events, groups and discussions. As a social networking site, opportunities are literally one click away.

Connect Through:
https://panthersatworkmentoringprogram.com/

Career Pathways Initiative

The newly designed Career Pathways Program presents an exciting opportunity to build upon Claflin University’s tradition of delivering high quality educational experiences. The Career Pathways Program will impact student preparation for the workforce and graduate/professional schools by helping them develop 21st century workforce competencies through curricula enhancements, experiential learning programs, and guided career pathways.

Claflin Telehealth

Claflin Telehealth provides Claflin undergraduate students with 24/7 access to medical, mental health and health coaching support. Physicians, counselors and health coaches can treat a wide range of common conditions and after talking to you, will decide on the best treatment options. All undergraduate students are required to join the Claflin Telehealth community.

Connect Through:
www.ClaflinTelehealth.com

Receive 4 Hours of Community Service for signing up (REQUIRED)

Claflin Telehealth provides Claflin undergraduate students with 24/7 access to medical, mental health and health coaching support. Physicians, counselors and health coaches can treat a wide range of common conditions and after talking to you, will decide on the best treatment options. All undergraduate students are required to join the Claflin Telehealth community.

Connect Through:
www.ClaflinTelehealth.com

*** Mobile Users will be directed to download the TimelyMD app***
Graduway (Panthers at Working Mentoring Program) provides an opportunity for undergraduate students and information from school representatives that will help students evaluate programs and select the graduate admissions process. Also called a statement of purpose, admissions essay, application essay, graduate school A written brief and detail-rich description of your professional background, qualifications and objectives.

A autobiographical essay that many colleges, universities, and professional schools require as part of the applications. Applications must be reviewed by the Office of Career Development prior to submission. An updated written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

Career Readiness Workshops | Deadline: January 21, 2021
The workshops are designed to educate students on job-readiness, job-seeking, and job-keeping. Students must attend two (2) virtual career readiness workshops.

Personal Statement | Deadline: February 4, 2021
An autobiographical essay that many colleges, universities, and professional schools require as part of the admissions process. Also called a statement of purpose, admissions essay, application essay, graduate school essay, letter of intent, and goals statement.

Elevator Pitch | Deadline: February 4, 2021
A written brief and detail-rich description of your professional background, qualifications and objectives.

Cover Letter | Deadline: February 4, 2021
A written document commonly submitted with a job application outlining the applicant’s credentials and interest in the open position.

Student Development | Deadline: April 1, 2021
An internship provides students with real-world experiences that enables y to put everything you’ve learned into action. Student must apply for one internship through the Office of Career Development.

UNCF Scholarship Application | Deadline: March 18, 2021
A UNCF scholarship is a game-changer, especially for minority students. The purpose of these scholarships are not only for merit, but to assist students with graduating with little to no debt. Students must submit two applications. Applications must be reviewed by the Office of Career Development prior to submission.

Career Exploration Final Paper | Deadline: April 1, 2021
Students will write a one-page research summary on their top career choice.

Executive Leadership Series | Deadline: April 15, 2021
Executives virtually visit the campus to provide students with valuable information regarding prospective career paths with their company/organization, internships, co-op opportunities, or part-time/full-time employment.

Below is a comprehensive list of assignments students will need to submit by the specified deadline. See Moodle for further details:

**Virtual Assembly**

- **Assembly Protocol**
  - January 14: 11:00 AM | Business Casual Attire | Virtual Video Presentation
- **Men of Color Leadership Symposium Series I**
  - January 25-28: 5:00 PM | Business Casual Attire | Virtual Video Assignment
- **CHEC Career EXPO**
  - February 11: 10:00 AM - 12:00 PM | Business Casual Attire | Virtual Zoom Conference
- **Honors’ and Awards Convocation**
  - March 30: 11:00 AM | Business Attire | Live Stream

**Career Development Assignment**

- In ASMB 201, students will actively create and revise important documents which will ensure their professional success.
- In ASMB 202, students will create a website and upload all documents and professional information to create their e-portfolio.

Below is a comprehensive list of assignments students will need to submit or upload to the ePortfolio by the specified deadline. See Moodle for further details:

**Elevator Pitch (Video)** | Deadline: January 21, 2021
A 2-3 minute professional video that contains a brief and detail-rich description of your professional background, qualifications and objectives.

**Update My Resume (Webpage)** | Deadline: January 21, 2021
An updated written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

**How to Work a Career Fair** | Deadline: January 28, 2021
A guide that assist students in navigating a virtual career fair, obtaining in-depth information about companies/organizations and make lasting impressions on employers and recruiters while securing a career or internship.

**Personal Statement (Webpage)** | Deadline: February 25, 2021
An autobiographical essay that many colleges, universities, and professional schools require as part of the admissions process. Also called a statement of purpose, admissions essay, application essay, graduate school essay, letter of intent, and goals statement.

**Cover Letter (Webpage)** | Deadline: March 4, 2021
A revised generic written document commonly submitted with a job application outlining the applicant’s credentials and interest in the open position.

**Career Readiness Workshops** | Deadline: March 18, 2021
The workshops are designed to educate students on job-readiness, job-seeking, and job-keeping. Students must attend two (2) virtual career readiness workshops.

**Virtual Mock Interviews** | Deadline: March 28, 2021
Recruiting has moved a long way from pen and paper format to online job boards, social media and now virtual interviews. Conducted by a career counselor, a mock interview will assist students with understanding the do’s and don’t of an interview, answering difficult questions, develop interview strategies, improve communication skills, and reduce stress.

**Graduway: Interview My Mentor** | Deadline: April 15, 2021
Through alumni mentor interviews, students gain insight into potential career paths and strategies for success.

**UNCF Scholarship Application** | Deadline: March 18, 2021
A UNCF scholarship is a game-changer, especially for minority students. The purpose of these scholarships are not only for merit, but to assist students with graduating with little to no debt. Students must submit two applications. Applications must be reviewed by the Office of Career Development prior to submission.

**E-Portfolio: Website Development** | Deadline: March 25, 2021
An e-portfolio, also known as an electronic portfolio or digital portfolio, is a type of learning record that provides evidence of student achievement.

**Reflection Paper** | Deadline: April 1, 2021
Students will describe what they have learned, how what was learned assisted in their development, and how it might relate to future career goals.

**Executive Leadership Series** | Deadline: April 15, 2021
Executives virtually visit the campus to provide students with valuable information regarding prospective career paths with their company/organization, internships, co-op opportunities, or part-time/full-time employment.

*Examples of all documents are available on Moodle, Graduway, and Career Development page on the Claflin website.*
**Service Learning and Community Service**

Students entering into Second Year Experience should have a minimum of 20 hours completed from their first year at the university. By the end of Second Year Experience, each student must have a minimum total of 20 community service hours completed at the University. A total of 40 hours for all students is required prior to graduation. All hours must be approved through the Program for Service Learning and Community Service.

**Deadlines**

*Spring 2021 (ASMB 202)*

Only students with last names beginning with K-Z must complete community service and submit records by the following deadlines: February 19, 2021; March 26, 2021; April 23, 2021 - Final Service Day for Spring Semester

*Spring 2021 (ASMB 201)*

All students enrolled in the ASMB 201 course this semester must complete community service and submit records by the following deadlines, even if their last name falls between A-J*: February 19, 2021; March 26, 2021; April 15, 2021 - Final Service Day for Spring Semester

**Submission Guidelines**

1. Sign up for an account and submit all digital records via volunteer management database, GivePulse.
2. Complete an evaluation at the end of the activity writing a reflection (3 sentences or more) for each impact entry, on experiences throughout their service activity (via GivePulse).

*The deadline to sign up or log in and update profiles at givepulse.com is January 21, 2021.*

**Impacts are to be immediately submitted on each date service is completed. Failure to do so, will result in non-approval of hours. LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

**Virtual Community Service Assignments**

In order to protect our community and prevent the further spreading of COVID-19, the Program for Service Learning and Community Service will not be sending volunteers to our community partner sites. Instead, opportunities will be posted to Moodle and sent to you via email. All community service must be done virtually.

**PLEASE NOTE THAT ALL STUDENTS IN ASMB 201 AND ASMB 202 ARE REQUIRED TO REGISTER FOR CLAFLIN TELEHEALTH COMMUNITY BY JANUARY 21, 2021**

**Virtual Career Readiness Workshops**

You will be required to complete and attend 2 of these virtual workshops per semester by the indicated deadlines. The links will be posted to Moodle and sent to you via email. DEADLINE: February 25, 2021.

<table>
<thead>
<tr>
<th>Internship Most Common Questions?</th>
<th>How to Turn An Internship Into A Job - Internship to Full Time?</th>
<th>Internship 101: Do’s &amp; Don’ts?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Relevance</td>
<td>The 4 Sentence Cover Letter</td>
<td>Personal Statement Tips + Reading My Personal Statement</td>
</tr>
<tr>
<td>Appropriate Professional Attire for Women</td>
<td>Appropriate Professional Attire for Men</td>
<td>How competent you need to be for the career?</td>
</tr>
<tr>
<td>How to Get A Job: 6 Strategies for Job Seekers?</td>
<td>Who do you want to be? - Best Motivational Video for Students &amp; Success in Life</td>
<td>The Secret to Building Self-Discipline</td>
</tr>
</tbody>
</table>

**Dates to Remember**

January 20, 2021 - First Day of Classes
January 25 - 29, 2021 - MLK Week of Service
February 2-8, 2021 - Religious Emphasis Week
March 8-12, 2021 - Mid-Semester Examinations
April 2, 2021 - Good Friday (University Closed)
April 16, 2021 - Last Day of Classes
April 19-23, 2021 - Final Examinations