

CLAFLIN UNIVERSITY

DIVISION OF STUDENT DEVELOPMENT AND SERVICES
OFFICE OF CAREER DEVELOPMENT



Making Way for

2020-2021

SOPHOMORE

Our New Normal

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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 view-points 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

0-249 = UNSATISFACTORY (FAIL)
250-300 = PASS

ASMB: 201

ASMB: 202

Virtual Assemblies	30 points	Virtual Assemblies	20 points
2 Executive Leadership Series (5 points each)	10 points	2 Executive Leadership Series (5 points each)	10 points
Platform Set-up (2 points each)		E-Portfolio: Website Development	20 points
(Graduway, College Central, Handshake, LinkedIn, Give Pulse)	10 points	Graduway: Interview my Mentor	5 points
Graduway: Find a Mentor	10 points	Update My Resume: Career Center Resume Review	5 points
Resume' Building: Career Center Resume Review	10 points	Video Elevator Pitch	10 points
Elevator Pitch	5 points	How to work a Career Fair	10 points
How to work a Virtual Graduate School Fair	10 points	Mock Virtual Interview	5 points
2 UNCF Scholarship Application Completion (10 points each)	20 points	2 UNCF Scholarship Application Completion (10 points each)	20 points
1 Internship Application through the Career Center	20 points	1 Internship Application Completion	20 points
2 Virtual Career Readiness Workshops (10 points each)	20 points	2 Virtual Career Readiness Workshops (10 points each)	20 points
Career Research & Exploration Final Paper	5 points	Reflection Paper	5 points
Community Service (20+ Hours)	150 points	Community Service	150 points

Total 300 Points

Total 300 Points

PANTHERS AT WORK MENTORING

Panthers at Work Alumni Network provides our Clafin 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/>

MOBILE APP

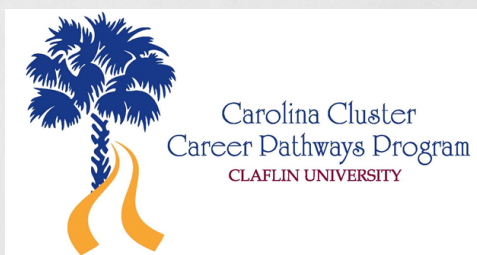


IOS



ANDROID

CODE: 1310978



CAREER PATHWAYS INITIATIVE

The newly designed Career Pathways Program presents an exciting opportunity to build upon Clafin 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 | RECEIVE 4 HOURS OF COMMUNITY SERVICE FOR SIGNING UP (REQUIRED)

Clafin Telehealth provides Clafin 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 ungraduate students are required to join the Clafin Telehealth community.

CONNECT THROUGH:

www.ClafinTelehealth.com | *** Mobile Users will be directed to download the *TimelyMD* app***

VIRTUAL ASSEMBLY

Attendance Required

Links will be provided

Spring 2021

January 14 **Assembly Protocol**
11:00 AM | Business Casual Attire | Virtual Video Presentation

January 25- 28 **Men of Color Leadership Symposium Series I**
5:00 PM | Business Casual Attire | Virtual Video Assignment

February 11 **CHEC Career EXPO**
10:00 AM - 12:00 PM | Business Casual Attire | Virtual Zoom Conference

March 30 **Honors' and Awards Convocation**
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.

April 201

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

RESUME BUILDING | DEADLINE: JANUARY 21, 2021

A brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

PLATFORM SET- UP | DEADLINE: JANUARY 21, 2021

(Graduway, College Central, Handshake, LinkedIn, Give Pulse and Clafin Telehealth Community)

From career exploration and development resources to finding a mentor or tracking community service, the following platforms will equip students with the tools they need for reliable career planning

GRADUWAY: FIND A MENTOR | DEADLINE: JANUARY 28, 2021

Graduway (Panthers at Working Mentoring Program) provides an opportunity for undergraduate students and alumni to engage in mutually rewarding relationships focused on student academic and professional goals.

ELEVATOR PITCH | DEADLINE: FEBRUARY 4, 2021

A written brief and detail-rich description of your professional background, qualifications and objectives.

HOW TO WORK A VIRTUAL CAREER FAIR | DEADLINE: FEBRUARY 4, 2021

A virtual guide that assist students in navigating a virtual graduate school fair and obtaining in-depth information from school representatives that will help students evaluate programs and select the graduate or professional school that matches their career aspirations.

CAREER READINESS WORKSHOPS | DEADLINE: FEBRUARY 11, 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 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 | DEADLINE: MARCH 4, 2021

A written document commonly submitted with a job application outlining the applicant's credentials and interest in the open position.

INTERNSHIP APPLICATION | DEADLINE: MARCH 11, 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.

April 202

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: JANUARY 28, 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: FEBRUARY 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: FEBRUARY 11, 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: FEBRUARY 25, 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'ts of an interview, answering difficult questions, develop interview strategies, improve communication skills, and reduce stress.

GRADUWAY: INTERVIEW MY MENTOR | DEADLINE: MARCH 4, 2021

Through alumni mentor interviews, students gain insight into potential career paths and strategies for success.

INTERNSHIP APPLICATION | DEADLINE: MARCH 11, 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.

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 Clafin 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.



DEADLINE: FEBRUARY 11, 2021

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

The Sophomore Creed

I will choose to forget those things, which are behind me and press forward to those things that are before me.

I will cease from justifying myself when confronted by or with others.

I will choose not to do it just because someone may say "everybody's doing it."

I will.

I will believe in each person's worth and recognize that they, too, are striving for excellence.

I will refuse to doubt another person's integrity or character.

I will be of service to others, as it is my reward in life.

I will make a difference in this world.

I will.

I will press toward the mark for the prize of my Higher Calling, my purpose in life.

I will have compassion, empathy and will encourage others.

I will take pride in my appearance and in what I accomplish daily.

I will believe in myself so that others will believe in me.

I will.

I have the ability to achieve my definite purpose in life; therefore, I demand of myself, persistent, continuous action towards its attainment and I here and now promise to render such action.

I will.

I am the power. I am the magic. I can not be stopped. I am a winner. I promise to always be true to myself because I am the creator and master of my universe. I am responsible for making a positive difference in the world and to the quality of life in it.

I am.

I will set specific goals for my future and I vow to live in constant and never-ending improvement.

ALL: This is my creed, my quest.

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