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

<table>
<thead>
<tr>
<th>ASMB: 201</th>
<th>ASMB: 202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Assemblies</td>
<td>30 points</td>
</tr>
<tr>
<td>2 Executive Leadership Series (5 points each)</td>
<td>10 points</td>
</tr>
<tr>
<td>Platform Set-up (2 each)</td>
<td>10 points</td>
</tr>
<tr>
<td>Graduway: College Central, Handshake, LinkedIn, Give Pulse</td>
<td>10 points</td>
</tr>
<tr>
<td>Graduway: Find a Mentor</td>
<td>10 points</td>
</tr>
<tr>
<td>Resume Building: Career Center Resume Review</td>
<td>10 points</td>
</tr>
<tr>
<td>Elevator Pitch</td>
<td>5 points</td>
</tr>
<tr>
<td>How to work a Virtual Graduate School Fair</td>
<td>10 points</td>
</tr>
<tr>
<td>2 UNCF Scholarship Application Completion (10 points each)</td>
<td>20 points</td>
</tr>
<tr>
<td>1 Internship Application through the Career Center</td>
<td>20 points</td>
</tr>
<tr>
<td>2 Virtual Career Readiness Workshops (10 points each)</td>
<td>20 points</td>
</tr>
<tr>
<td>Career Research &amp; Exploration Final Paper</td>
<td>5 points</td>
</tr>
<tr>
<td>Community Service (20+ Hours)</td>
<td>150 points</td>
</tr>
<tr>
<td><strong>Total 300 Points</strong></td>
<td><strong>Total 300 Points</strong></td>
</tr>
</tbody>
</table>

0-249 = Unsatisfactory (Fail)
250-300 = Pass

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.
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. Through alumni mentor interviews, students gain insight into potential career paths and strategies for learning into action. Student must apply for one internship through the Office of Career Development.

VIRTUAL ASSEMBLY
*Attendance Required*
**Links will be provided**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13</td>
<td>Assembly Protocol</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
<tr>
<td>August 20</td>
<td>Freshman Confirmation and Matriculation Day</td>
<td>11:00 AM</td>
<td>Business Attire</td>
</tr>
<tr>
<td>September 17</td>
<td>Constitution Day</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
<tr>
<td>October 20</td>
<td>Career Pathways Initiative - HBCU Talent Showcase</td>
<td>9:00 AM</td>
<td>Business Attire</td>
</tr>
<tr>
<td>October 22</td>
<td>Graduate and Professional School Visitation Day</td>
<td>11:00 AM</td>
<td>Business Attire</td>
</tr>
</tbody>
</table>

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

**Resume Building** | **Deadline: August 27, 2020**
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: September 3, 2020**
(Graduway, College Central, Handshake, LinkedIn, and Givie Pulse)
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: September 10, 2020**
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: September 17, 2020**
A written brief and detail-rich description of your professional background, qualifications and objectives.

**Personal Statement** | **Deadline: September 24, 2020**
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.

**Career Readiness Workshops** | **Deadline: September 24, 2020, October 29, 2020**
The workshops are designed to educate students on job-readiness, job-seeking, and job-keeping. Students must attend two (2) virtual career readiness workshops.

**Cover Letter** | **Deadline: October 8, 2020**
A written document commonly submitted with a job application outlining the applicant’s credentials and interest in the open position.

**How to work a Virtual Graduate School Fair** | **Deadline: October 15, 2020**
A virtual guide that assists 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.

**Internship Application** | **Deadline: October 30, 2020**
An internship provides students with real-world experiences that enables you to put everything you’ve learned into action. Student must apply for one internship through the Office of Career Development.

**UNCF Scholarship Application** | **Deadline: November 6, 2020**
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.

**Executive Leadership Series** | **Deadline: November 12, 2020**
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.

**Career Exploration Final Paper** | **Deadline: November 12, 2020**
Students will write a one-page research summary on their top-career choice.

**Update My Resume (Webpage)** | **Deadline: September 3, 2020**
Updates a resume prepared by an applicant for a job.

**Virtual Mock Interviews** | **Deadline: October 8, 2020**
A 2-3 minute professional video that contains a brief and detail-rich description of your professional background, qualifications and objectives.

**Virtual Assembly**
*Attendance Required*
**Links will be provided**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25-28</td>
<td>Dr. Martin Luther King, Jr. Days of Service</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
<tr>
<td>January 28</td>
<td>Assembly Protocol</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
<tr>
<td>February 18</td>
<td>CU Tour of Faith</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
<tr>
<td>April 1</td>
<td>Honors’ and Awards Convocation</td>
<td>11:00 AM</td>
<td>Business Attire</td>
</tr>
<tr>
<td>April 9</td>
<td>CU Safe Driving</td>
<td>11:00 AM</td>
<td>Business Casual Attire</td>
</tr>
</tbody>
</table>

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: August 27, 2020**
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: August 27, 2020**
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: September 10, 2020**
A guide that assists 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: September 17, 2020**
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: September 24, 2020**
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: September 24, 2020, October 29, 2020**
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: October 8, 2020**
Recurring 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: October 15, 2020**
Through alumni mentor interviews, students gain insight into potential career paths and strategies for success.

**Internship Application** | **Deadline: October 30, 2020**
An internship provides students with real-world experiences that enables you to put everything you’ve learned into action. Student must apply for one internship through the Office of Career Development.

**E-Portfolio: Website Development** | **Deadline: November 6, 2020**
An e-portfolio, also known as an electronic portfolio or digital portfolio, is a type of learning record that provides evidence of student achievement.

**UNCF Scholarship Application** | **Deadline: November 6, 2020**
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.

**Executive Leadership Series** | **Deadline: November 12, 2020**
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.

**Reflection Paper** | **Deadline: November 12, 2020**
Students will describe what they have learned, how what was learned assisted in their development, and how it might relate to future career goals.

*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**

**Fall 2020 (ASMB 201)** - Students with last names beginning with A-J
September 4, 2020; October 23, 2020; November 13, 2020 - Final Service Day for Fall Semester
*Those repeating an ASMB 202 course in this semester must complete their hours, even if their last name falls between K-Z*

**Spring 2021 (ASMB 202)** - Students with last names beginning with K-Z
February 19, 2021; March 26, 2021; April 23, 2021 - Final Service Day for Spring Semester
*Those repeating an ASMB 201 course in this semester must complete their hours, even if their last name falls between A-J*

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**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 log in and update profile at givepulse.com is August 31, 2020.*

**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.**

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**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.

**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.

<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: 5 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**

**Fall 2020**
- August 10, 2020 - First Day of Classes
- August 20, 2020 - Freshman Confirmation & Matriculation Day (Virtual)
- September 7, 2020 - Labor Day Holiday (University Closed)
- September 10, 2020 - Constitution Day Presentation
- September 28 - October 11, 2020 - Mid-Semester Examinations
- November 23, 2020 - University Thanksgiving Program
- November 16-20, 2020 - Final Examinations

**Spring 2021**
- January 20, 2021 - First Day of Classes
- January 25 - 29, 2021 - MLK Week of Service
- February 2-8, 2021 - Religious Emphasis Week
- February 8-13, 2021 - Homecoming Festivities
- March 8-12, 2021 - Mid-Semester Examinations
- March 15-19, 2021 - Spring Break (University Closed)
- April 2, 2021 - Good Friday (University Closed)
- April 30, 2021 - Last Day of Classes
- May 3-7, 2021 - Final Examinations