

CLAFLIN UNIVERSITY

DIVISION OF STUDENT DEVELOPMENT AND SERVICES
OFFICE OF CAREER DEVELOPMENT



Making Way for

2020-2021

SOPHOMORE

Our New Normal

MR. LINDSEY L.E. BARNETTE
ACADEMIC STUDENT SUPPORT COORDINATOR
WORKFORCE DEVELOPMENT
803.535.5003 | LIBARNETTE@CLAFLIN.EDU

MS. CAROLYN R. SNELL
ASSISTANT TO THE VICE PRESIDENT FOR STUDENT
DEVELOPMENT AND SERVICES
DIRECTOR OF CAREER DEVELOPMENT
803.535.5338 | CSNELL@CLAFLIN.EDU

MR. JABIAN M. COOPER
PROGRAM COORDINATOR FOR SERVICE LEARN
ING AND COMMUNITY SERVICE
803.535.5466 | JCOOPER@CLAFLIN.EDU

MS. TONYETTA MCDANIEL
ASSISTANT PROGRAM COORDINATOR
ADMINISTRATIVE ASSISTANT
803.535.5333 | TONYETTA.MCDANIEL@CLAFLIN.EDU

MR. DOUGLAS BARNES
EMPLOYER RELATIONS
CAREER COUNSELOR
803.535.5012 | DOBARNES@CLAFLIN.EDU

MS. CATRENA GREENE
CAREER PATHWAYS INITIATIVE COUNSELOR
803.535.5335 | CAGREENE@CLAFLIN.EDU

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

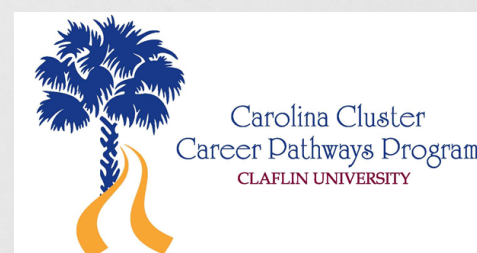


ANDROID

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



VIRTUAL ASSEMBLY

Attendance Required

Links will be provided

Fall 2020

August 13	Assembly Protocol 11:00 AM Business Casual Attire Virtual Video Presentation
August 20	Freshman Confirmation and Matriculation Day 11:00 AM Business Attire Live Stream
September 17	Constitution Day 11:00 AM Business Casual Attire Live Stream
October 20	Career Pathways Initiative - HBCU Talent Showcase 9:00 am Business Attire Virtual Zoom Conference
October 22	Graduate and Professional School Visitation Day 11:00 AM Business Attire Virtual Zoom Conference

Spring 2021

January 28	Assembly Protocol 11:00 AM Business Casual Attire Virtual Video Presentation
January 25- 28	Dr. Martin Luther King, Jr. Days of Service 11:00 AM Business Casual Attire Virtual Video Assignment
February 18	CU Tour of Faith 11:00 AM Business Casual Attire Virtual Zoom Conference
April 1	Honors' and Awards Convocation 11:00 AM Business Attire Live Stream
April 9	CU Safe Driving 11:00 AM Business Casual Attire Virtual Zoom Conference

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.

ASMB 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: 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 Give 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 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.

INTERNSHIP APPLICATION | DEADLINE: OCTOBER 30, 2020

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: 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.

ASMB 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: 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 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: 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

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: 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 y 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

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.****

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.

Fall 2020

DEADLINE 1: SEPTEMBER 24, 2020
DEADLINE 2: OCTOBER 29, 2020

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

Spring 2021

DEADLINE 1: FEBRUARY 25, 2021
DEADLINE 2: MARCH 25, 2021

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

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

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