The Big Picture

SOPHOMORE

Plan, Prepare, Practice, Perform

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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 curricular and co-curricular activities, enhancing their career paths.
- As a result of this course, students will be able to: 1. Develop and apply transferrable skills through service learning and community service projects; 2. define their career plan through group and individual planning sessions; 3. identify relevant processes for major exploration, experiential learning, and graduate/professional school; 4. identify appropriate career and campus resources and opportunities that contribute to goal achievement; 5. 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.

**Virtual Assembly Etiquette**

1. We will respect ourselves, peers, and speakers who are guests on our campus.
2. All students are required to have web cameras and mics on, but remain silent. Eliminate all distractions. It is importance that you listen intently to the speakers.
3. Consider your appearance on the webcam. Students are expected to wear business casual attire.
4. Ensure that your video background is professional.
5. Remember that the virtual experience has the same degree of respect as a live class.

**Attendance**

Your attendance is required and will be monitored. You are to be logged on 5 minutes prior to the event start time. **ALL EXCUSES FOR ABSENCES FROM CLASSES MUST BE PRESENTED BY STUDENTS WITHIN SEVEN DAYS OF THEIR RETURN TO CLAFLIN UNIVERSITY.** Students must be dressed in the appropriate attire and must be visible for attendance to be accepted. If you attend a virtual session for less than 40 minutes, you will not receive credit for attendance.

**Grading Criteria**

<table>
<thead>
<tr>
<th>Course</th>
<th>Points</th>
<th>Course</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Virtual Assemblies (ASMB: 201)</td>
<td>30</td>
<td>Virtual Assemblies (ASMB: 202)</td>
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<tr>
<td>Executive Leadership Series</td>
<td>20</td>
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<td>Financial Literacy Series</td>
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<td>Financial Literacy Series</td>
<td>15</td>
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<tr>
<td>Envestnet Institute (Only students last name beginning with K-Z)</td>
<td>10</td>
<td>E-Portfolio: Website Development</td>
<td>15</td>
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<td>Platform Set-up (Graduway, College Central, Handshake, LinkedIn, GivePulse)</td>
<td>10</td>
<td>Graduway: Mentor/Mentee Vision Board</td>
<td>10</td>
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<tr>
<td>Graduway: Find a Mentor</td>
<td>10</td>
<td>Update My Resume: Career Center Resume Review</td>
<td>5</td>
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<td>Resume' Building: Career Center Resume Review</td>
<td>5</td>
<td>Video Elevator Pitch</td>
<td>5</td>
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<td>Elevator Pitch</td>
<td>5</td>
<td>Personal Statement</td>
<td>10</td>
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<td>How to Work a Virtual Graduate School Fair</td>
<td>5</td>
<td>Cover Letter</td>
<td>10</td>
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<tr>
<td>Graduway: Interview my Mentor</td>
<td>5</td>
<td>How to Work a Virtual Graduate School Fair</td>
<td>5</td>
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<td>Complete 4 UNCF Scholarship Applications</td>
<td>10</td>
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<td>20</td>
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<tr>
<td>Community Service (20+ Hours)</td>
<td>150</td>
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<td>150</td>
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**Notes:**
- *(Only students last name beginning with A-J)*
- *(All students enrolled)*

**REMINDER:** Your grade on Moodle does not reflect your overall score in this course. If you do not complete your career planning assignments, you will repeat this course. If you do not complete the community service requirements, you will repeat this course.

**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.

**Clafin TimelyCare**

**Receive 4 hours of Community Service for Signing Up (REQUIRED)**

TimelyCare 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 undergraduate students are required to join the Clafin TimelyCare community.

**Connect Through:** www.ClaflinTelehealth.com | **Mobile Users will be directed to download the TimelyMD app**
Executives virtually visit the campus to provide students with valuable information regarding financial planning, prospective career paths with companies/organizations, internships, or part-time/full-time employment.

**Community Service | Final deadline: November 19, 2021**

All community service completed between October 1 - November 12, 2021 must be uploaded to givepulse.com. Community service hours will be approved beyond this date.

**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.

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**Deadlines**

*Fall 2021 (ASMB 201)*

Only students with last names beginning with A-J must complete community service and submit records by the following deadlines:
- September 3, 2021
- October 1, 2021
- November 12, 2021 - Final Service Day for Spring Semester

*Fall 2021 (ASMB 202)*

All students enrolled in the ASMB 201 course this semester must complete community service and submit records by the following deadlines:
- September 3, 2021
- October 1, 2021
- November 12, 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 (2-3 sentences) for each impact entry, on experiences throughout their service activity (via GivePulse).
3. "The deadline to sign up or log in and update profiles at givepulse.com is September 9, 2021."
4. "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, Graduway and sent to you via email. All community service must be completed by the deadline, November 19, 2021.

**Financial Literacy Workshop: How Money Works**

Ms. Felicia Bell, Presenter
Financial Professional

Workshops will be held via Zoom on the following Thursdays at 11:00 a.m.

- September 2, 2021 | Foundation of Financial Literacy
- September 23, 2021 | Concepts: Time Value of Money
- October 14, 2021 | Proper Protection
- October 28, 2021 | Short Term: Emergency Fund, Debt Management, and Cash Flow
- November 4, 2021 | Long Term: Build Wealth and Protect Wealth
- November 18, 2021 | Essentials Class

**Fall Executive Leadership Series**

the series will be held on the following Thursdays at 5:00 p.m.

- September 2, 2021 | Career Development
- September 23, 2021 | Soft skills - what are they?
- October 14, 2021 | Why Should We Hire You
- October 28, 2021 | How to accept your internship or permanent position
- November 4, 2021 | Do’s and Don’ts in an Interview
- November 18, 2021 | I’m overwhelmed. How do I prioritize assignments?

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**Suit Up for the Occasion**

Make a great first impression by dressing for success. Follow these simple steps to immediately transform your professional image.

**LinkedIn or Left Out!**

join LinkedIn TODAY!
DATES TO REMEMBER

August 12, 2021 - First Day of Classes
September 6, 2021 - Labor Day Holiday (University Closed)
September 9, 2021 - Freshman Confirmation and Matriculation Day
September 16, 2021 - Constitution Day
September 21, 2021 - Career/Professional Development Day
October 4-8, 2021 - Mid Semester Examinations
October 11-12 - Fall Break (Classes Suspended)
October 21, 2021 - Graduate and Professional School Visitation Day
November 4, 2021 - HBCU CDM Fall Career Fair
November 24-26, 2021 - Thanksgiving Holiday (University Closed)
November 29, 2021 - Classes Resume Virtually
December 3, 2021 - Last Day of Classes
December 6-10 - Final Examinations

ADDITIONAL RESOURCES

Below please find contact information for Academic and Student Support Services frequently used by students

ACADEMIC SUCCESS CENTER
Dr. Denver Malcom Key, Director
Corson Hall | 803-535-5604

CAREER DEVELOPMENT AND COMMUNITY SERVICE
Ms. Carolyn R. Snell, Director
Corson Hall | 803-535-5338

CASHIER OFFICE
Ms. Le'Tasha Plush, Lead Cashier
Tingley Hall 2nd Floor | 803-535-5415

CLAFLIN BOOKSTORE
Mr. Joshua Griffin, Manager
Corson Hall | 803-535-5269

CLAFLIN PUBLIC SAFETY
Mr. Melvin Williams, Executive Director
Corson Hall | 803-535-5444

COUNSELING/ADA/DISABILITIES
Mrs. Shatira E. Champion, Director
Goff House | 803-535-5604

DIVISION OF STUDENT DEVELOPMENT AND SERVICES
Dr. Leroy A. Durant, Vice President
Layman Hall | 803-535-5341

FINANCIAL AID
Ms. Tera Williams, Director
Corson Hall | 803-535-5334

FISCAL AFFAIRS
Mrs. Tijuana Hudson, Vice President
Tingley Hall 2nd Floor | 803-535-5492

H. V. MANNING LIBRARY
Mrs. Marilyn Gibbs Drayton, Director
HVM Room 201 | 803-535-5308

INFORMATION TECHNOLOGY
helpdesk@claflin.edu
803-535-5414

HEALTH AND WELLNESS CENTER
Ms. Helanie Hayes, Registered Nurse
Goff Avenue | 803-535-5328

MATH LAB
Mrs. Felicia Reid, Laboratory Coordinator
JST Room 107 | 803-535-5895

OFFICE OF THE PROVOST
Dr. Karl Wright, Provost
Tingley Hall 3rd Floor - S9 | 803-535-5417

PAW PRINT AND MAIL SERVICES
Mr. Daniel Compton (Printing) | 803-535-5474
Campus Center

SCHOOL OF BUSINESS
Dr. Nicholas J. Hill, Dean
GTK 102 | 803-535-5200

SCHOOL OF EDUCATION
Dr. Anthony Pittman, Dean
Bowen Hall 131 | 803-535-5436

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
Dr. Isaiah R. McGee, Dean
WVM 206 | 803-535-5322

SCHOOL OF NATURAL SCIENCES & MATHEMATICS
Dr. Derrick Swinton, Interim Dean
JST 207 | 803-535-5246

RESIDENTIAL LIFE
Mr. Dillon Beckford, Executive Director
Tingley Hall 2nd Floor | 803-535-5301

STUDENT SUPPORT SERVICES
Mrs. Shirley Thomas, Director
Corson Hall | 803-535-5280

WRITING CENTER
Mr. Dakota Carlson, Coordinator
GTK Room 228 | 803-535-5422