

**University of Central Florida: Career Foundation Course Designation  
Career Services Evaluation Guide**

**ABOUT:** A Career Foundations designated course introduces students to career development and readiness through emerging awareness and a basic understanding of career and self-development, focusing on building foundational knowledge and early exploration of career readiness concepts, while aiming to achieve alignment between course objectives, structured assignments, and general review criteria.

**CONTACT:** For questions, please contact [careereducation@ucf.edu](mailto:careereducation@ucf.edu).

**APPLICATION LINK:** [bit.ly/CAREERFDNApply](https://bit.ly/CAREERFDNApply)

## 1. General Course Review Criteria

### 1.1 Career Foundation Learning Objectives

Course objectives are well-defined and meaningfully aligned with career exploration and readiness course assignments. These objectives **must include two** or more of the following items:

- Evaluate personal strengths, weaknesses, and career interests through self-assessment and career exploration, identifying how they align with various professional pathways and the skills required for success.
- Develop and set personalized SMART (Specific, Measurable, Action-oriented, Realistic, and Timely) goals related to skill development, leveraging educational opportunities to align with career or academic interests.
- Articulate the value of professional development and career planning, including the role of networking and continuous learning in career success.
- Explore career/educational opportunities related to the course content by researching different fields and industries that align with students' skill development.
- Discover opportunities available at UCF to engage in High-Impact Practices such as undergraduate research, internships, study abroad, and/or other co-curricular activities, and determine which ones might grow their portfolio.

### 1.2 Career Exploration Assignments

The syllabus offers **at least two** assignments that satisfy at least **four** of the criteria detailed in **Section 2** that support meaningful academic and/or career exploration. Example assignments and activities are provided for your reference and are suggestions only. Faculty are encouraged to read through their current assignments and identify those that already match the learning objectives above and the evaluation criteria below.

### 1.3 Assessment Plan

Academic and/or career exploration and readiness assignment(s) clearly establish assessment criteria to measure student learning outcomes, such as evaluation rubrics, student reflection, grading scales, quizzes, performance evaluations, or peer reviews.

## 2. Evaluation Criteria for Course Designation:

Your course will be evaluated how well it prepares students to engage with the following criteria:  
*(4 of the 7 criteria must be met, however, one assignment can meet multiple criteria)*

**2.1 Self-Knowledge:** Synthesize knowledge of self through career self-assessments/reflections and relate results to academic programs and/or occupation pathways.

**2.2 Career Action Plan:** Evaluate, create, or clarify their career and/or graduate school options and create a career action plan.

**2.3 Industry Knowledge:** Demonstrate knowledge of relevant skills, proficiencies, and ethical standards necessary for desired career path or degree program.

**2.4 High-Impact Practices:** Expose students to High-Impact Practices (i.e. study abroad, internships, research, HIP Courses), including what they are and have students reflect on the value of completing them to gain relevant experience.

**2.5 Networking Skills:** Develop networking strategies by connecting with recruiters, alumni, or professionals in careers of interest.

**2.6 Exploratory Experiences:** Explore opportunities to gain hands-on practical or shadowing experience related to field or occupation of interest.

**2.7 Career Artifact:** Develop career readiness document(s) to record accomplishments, skills, competencies, and interests.

## Syllabus Support: Example Assignments and Activities

Below are examples of how to satisfy each criteria, however, faculty are encouraged to align existing curriculum to criteria. One assignment may satisfy multiple criteria. Remember, a minimum of two assignments and four criteria are required to earn the Career Foundations designation.

2.1	<ul style="list-style-type: none"> <li>Complete self-assessment through Focus 2 Careers or related tool</li> <li>Reflective writing assignment on strengths, skills, interests and/or values with a review of suggested occupations</li> <li>Video project</li> <li>Group discussion board</li> <li>Role-playing games</li> </ul>
2.2	<ul style="list-style-type: none"> <li>SMART goal-setting activity to select a professional or educational goal and develop action steps to accomplish it</li> <li>Research career and/or graduate school options, including locations, salaries, demand for those jobs, application requirements, certifications, etc.</li> </ul>
2.3	<ul style="list-style-type: none"> <li>Career research activity reviewing career(s) of interest including educational requirements, licensures or certifications, salary averages, job outlook, and work environments</li> <li>Job posting research and analysis assignment</li> </ul>
2.4	<ul style="list-style-type: none"> <li>Guest speakers from HIP departments coupled with reflective writing or presentation assignments</li> <li>Independent/group project research into HIP opportunities with classroom presentation to report out what they've learned</li> </ul>
2.5	<ul style="list-style-type: none"> <li>Informational interview with career professionals</li> <li>Attend employer-led event hosted by Career Services</li> <li>Participate in semesterly Internship &amp; Career Expo</li> <li>Job shadowing experience</li> <li>Service project</li> <li>Host an alumni or professional to speak during class</li> </ul>
2.6	<ul style="list-style-type: none"> <li>Job shadowing (EL's Knight Shadow Program, e.g.)</li> <li>Informational interview</li> <li>Review relevant clubs or campus organization</li> <li>Job simulation through Forage or related program</li> </ul>
2.7	<ul style="list-style-type: none"> <li>Create initial resume, cover letter, and/or elevator pitch</li> <li>Practice interview skills</li> <li>Create or update professional online profile through Handshake or LinkedIn</li> <li>Create a digital portfolio for job seeking purposes</li> </ul>

These and other example assignments can be found with greater details online:

- Career Foundations Resource Page: <https://career.ucf.edu/career-foundations/>
- Career Services Toolkit: <https://webcourses.ucf.edu/courses/1032193> (Not enrolled yet? Self-enroll at <https://go.ucf.edu/CSToolkit>)
- Ready-to-Use Assignment Hub: <https://webcourses.ucf.edu/courses/1479705> (Not enrolled yet? Self-enroll at <https://go.ucf.edu/CareerHub>)

Consider scheduling a consultation with a representative on the Career Integration Steering Committee to receive guided support in preparing your syllabus for submission! Visit <https://career.ucf.edu/career-education> to complete the Contact Career Education Team form with your request.

A **Career Foundations Syllabus Statement** is required in your application. Visit <https://career.ucf.edu/career-integration-policies/#syllabus-statements> to view the statement in order to tailor it to your course.

**Ready to Submit Your Course? Visit [bit.ly/CAREERFDNApply](https://bit.ly/CAREERFDNApply)**

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**UCF Career Services**

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