

CAREER FOUNDATIONS COURSE DESIGNATION

Career Readiness Across the Curriculum

Managed by UCF Dixon Career Development Center

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About Our Program

Background

Research suggests that 92% of faculty members are sought out for career guidance, with 63% maintaining this advisory role with alumni post-graduation. An overwhelming 98% of students desire faculty involvement in their professional development, particularly valuing faculty expertise in career exploration and network building.*

Vision

The Career Foundations Course Designation Program establishes a structured framework to recognize and enhance career readiness components within academic curricula. This initiative creates a distinct course designation as a Career Foundations course. The designation process is designed to systematically integrate career exploration, self-assessment, and professional development into undergraduate education. Launched in May 2025, this program supports faculty in connecting classroom learning directly to professional competencies and career pathways, starting with the **Career Foundations Course Designation** and later designations focused on the career competencies as defined by the National Association of Colleges and Employers.

Mission

The Career Foundations Course Designation aims to embed key aspects of career exploration and readiness throughout the university experience by formally recognizing efforts to incorporate career development into curriculum. This program seeks to ensure all students graduate with a solid

foundation in professional skills, clear connections between academic learning and career paths, and the ability to succeed in today's dynamic job market.

Overview

The program implements a focused career designation: Career Foundations for undergraduate courses that integrate career exploration, self-assessment, and essential employability skills into the curriculum. This streamlined structure provides formal acknowledgment for participating faculty, distinctive course designation, and documented accomplishments for students. Implementation began in May 2025 with the Classroom to Careers track of the Faculty Center for Teaching and Learning Institute.

Designation Requirements

The following requirements must be met to receive the designation: a minimum of two assignments focused on academic and/or career exploration, meet four of the seven evaluation criteria, and contain the required syllabus statement. Requirements are outlined in detail in the rubric attached below.

Program Flow

Step 1

Identify course(s) to submit for designation. If multiple sections are being taught, decide who will be the lead applicant and ensure all faculty are in support of the application. Gaining department or chair approval prior to application is encouraged.

Step 2

Review program details and resources, including designation rubrics and examples. Reach out to the Career Education team to schedule a consultation to guide the application preparation. (Consultation is not required but highly recommended.)

Step 3

Prepare syllabus with required learning outcomes, assignments, and syllabus statement.

Step 4

Complete and submit the application with your syllabus attached through Quali during the designated submission time.

Step 5

Await Review Committee decision. You may be asked to resubmit upon the review decision. Revise and implement changes as required and resubmit your application.

Review Process

The application process for this course designation follows a structured review process:

Applications will be due the **2nd Friday** of fall and spring semesters. After which time, the **Steering Committee** will assign submissions to the **Review Committee**. The **Review Committee** will share their decision to approve, not approve, or approve pending revisions to the **Steering Committee** and feedback will be shared with applicants.

If applicants would like to revise and resubmit, they may do so within a given timeframe and their resubmission will be sent to the **Review Committee** for a second round of evaluations. Approved submissions will be sent to the **Department Chair** and **College Dean** for approval. Once those final approvals are received, the **Steering Committee** will send the list of approved courses to the **Registrar's Office** to receive the **Career Foundations** course attribute.



Frequently Asked Questions

Q: Is this a High Impact Practice (HIP) designation?

A: No. This designation is *separate* from HIP course designations and goes through a separate review process. If you have questions regarding obtaining or maintaining your HIP course designation, please contact HIP@ucf.edu.

Q: Can a course have an HIP and a Career Foundations designation?

A: No**. Each designation has its own review process that proceeds separately. Courses are only allowed one HIP designation (Service-Learning, Global Learning, Research-Intensive, or Integrative-Learning Experience) or a Career Integrations designation (Career Foundations). More information on HIP designations can be found [here](#).

Q: What is required to submit a course for review for this designation?

A: Career Foundation designations are given at the course level. Therefore, it is a good idea to ensure that all faculty teaching the course will adopt the requirements for this designation if they are not currently part of the course. Gaining pre-approval from the dean or director is recommended, as they will be notified once the application is approved.

Q: How do I submit a course for review?

A: Review the designation requirements and utilize the rubric to highlight and/or develop required criteria. A course syllabus and additional materials will be submitted through [TeamDynamix](#). TeamDynamix is a workflow management system used at UCF. The application requirements are detailed in the Career Foundations Course Designation form and [online](#). Meeting with a Career Education team member from DCDC to review the application before submission may be helpful. This can help with preparing applications to facilitate a smooth process.

Q: What happens after the review?

A: After the review, applicants will be notified with either “approved,” “not approved,” or “approved pending revisions.” If revisions are required, and once these are completed, the application can be resubmitted through an abbreviated submission process. Once approved, the course designation will be sent to the dean or director for final approval. Then, the course is routed through the registrar's office to be labeled with the course attribute (CAREERFDN). Faculty will be expected to implement and maintain the designation criteria. Each designated course is subject to review every five years.

Q: Can adjuncts and part-time instructors initiate the Career Foundations designation application?

A: Yes. Any instructor can initiate the application; however, as this is a course-level designation, all faculty involved in teaching the course and the program director must support the initiative.

Q: How long does the review process typically take from submission to approval/implementation?

A: The review process and approval/implementation will be completed typically within the semester in which it is submitted. Completing the process will depend on if revisions are required, the scope of required revisions, and the faculty's timeframe for resubmission if necessary.

Q: Can a Career Foundations designation be applied to a course that has not been taught?

A: Yes, this designation can be assigned to a course that has not yet been taught so long as the course is already established in the course catalog, as Career Foundations designations are applied through the registrar's office once they are approved.

Q: What if modifications to a Career Foundations designated course are needed?

A: Faculty are expected to maintain the required Career Foundations elements. If modifications are made that compromise the designation status, faculty are required to notify CareerEducation@ucf.edu to have the designation removed.

Q: How will students identify Career Foundations designated courses during registration?

A: Career Foundations designated courses appear on the registration page of the course catalog. Students will be able to filter their search for courses in the catalog by course attribute (CAREERFDN).

Q: Can online/hybrid courses qualify for the Career Foundations designation?

A: Yes, this designation can be granted to any course modality.

Additional Resources

- Career Foundations Course Designation [Evaluation Guide](#) and [Evaluation Rubric](#)
- Career Foundations Course Designation [Website](#)
- [TeamDynamix](#)– Application submission portal
- [Dixon Career Development Center](#) Website
- Schedule a Consultation: careereducation@ucf.edu
- Self-enroll in the [Career Readiness Toolkit](#), which contains a wide range of resources for implementing career readiness across the curriculum
- Self-enroll in the [Career Readiness Assignment Hub](#): A repository of ready-made career readiness assignments to import directly into your course

Contact Information

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* National Association of Colleges and Employers. (2024). *Faculty Attitudes and Behaviors Toward Student Career Readiness* [Research report]. <https://www.nacweb.org/docs/default-source/default-document-library/2024/publication/free-report/nace-2024-faculty-attitudes-and-behaviors.pdf>

** In the pilot run of Career Foundation applications and reviews during fall 2025, courses were allowed to receive a Career Foundations course designation even if they already had an HIP designation. While this option is no longer available as of spring 2026 for new applicants, HIP designated courses that were approved by the Career Integrations Steering Committee in fall 2025 will be allowed to maintain both designations so long as the course content continues to satisfy both designation requirements.