

University of Central Florida: Career Foundation Course Designation Dixon Career Development Center Evaluation Rubric

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

1. General Course Review Criteria	3: Clear Evidence	2: Needs Clarification of Evidence	1: Little or No Evidence	Comments
1.1 Career Foundation Learning Objectives Includes Career Foundations syllabus statement AND two of the provided course objectives. <i>Evaluator instructions: Please indicate if the syllabus statement is included:</i> ☐ Yes or ☐ No Objectives are meaningfully aligned with career and/or academic exploration and readiness course assignments. <i>Evaluator Instructions: Select which two learning objectives are included from the list below:</i> ☐ 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 the criteria detailed in Section 2 that support meaningful academic and/or career exploration.				
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 reflections, grading scales, quizzes, performance evaluations, or peer reviews.				

2. Evaluation Criteria for Course Designation: <i>The course includes 4 of the 7 opportunities below</i>		3: Clear Evidence	2: Needs Clarification of Evidence	1: Little or No Evidence	Comments
☐	2.1 Synthesize knowledge of self through career self-assessments/reflections and relate results to academic programs and/or occupation pathways.				
☐	2.2 Evaluate, create, or clarify their career and/or graduate school options and create a career action plan.				
☐	2.3 Demonstrate knowledge of relevant skills, proficiencies, and ethical standards necessary for desired career path or degree program.				
☐	2.4 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 Develop networking strategies by connecting with recruiters, alumni, or professionals in careers of interest.				
☐	2.6 Explore opportunities to gain hands-on practical or shadowing experience related to field or occupation of interest.				
☐	2.7 Develop career readiness document to record accomplishments, skills, competencies, and interests.				

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