



CHADRON STATE COLLEGE

Career Services Faculty Toolkit

*Helping your Students Become
Career Ready*

Office of Career and Academic Planning Services
csc.edu/careerservices



Career Services Overview

Mission

Chadron State College Career Services provides accessible and transformative career development support, empowers students to achieve professional success, and strengthens the connection between students and the workplaces and communities they aspire to join — through individualized guidance, employer partnerships, and innovative resources.

Vision

Career Services will advance as a leading resource for career readiness and lifelong professional development, creating ongoing opportunity and meaningful impact for CSC students and alumni throughout the High Plains region and beyond.

Values

- Student-Centered Commitment
- Accessibility and Inclusion
- Excellence in Career Preparation
- Integrity and Professionalism
- Connection and Belonging
- Collaboration and Employer Partnership
- Sustainability and Long-term Impact

Services for Students

- Resume and Cover Letter assistance
- Interviewing skills
- Job and Internship Search support
- Professional development programs
- Fall and Spring Career Fair
- Career and Major Exploration activities

Are Your Students Career Ready?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests. The skills they acquire in Essential Studies coursework will prepare them for a successful transition to the workforce.

Communication	Articulate and express thoughts effectively across multiple audiences and formats.
Analytical & Decision-Making	Use logic, reasoning, and critical thinking to draw conclusions and make informed decisions.
Leadership & Initiative	Engage others toward common goals, managing obstacles and driving progress.
Teamwork & Collaboration	Build relationships and work effectively with others to achieve shared objectives.
Problem-Solving	Evaluate problems using knowledge and data to develop logical solutions.
Professionalism & Work Ethic	Maintain high standards, demonstrate reliability, and cultivate a positive attitude.
Creativity & Innovation	Think outside the box and generate unconventional ideas and solutions.
Technology	Leverage new and emerging technologies to solve problems and accomplish goals.
Organization & Detail Orientation	Prioritize tasks efficiently and ensure accuracy in all work products.
Resourcefulness & Adaptability	Respond quickly to change and seek opportunities for growth and improvement.
Empathy	Understand others' perspectives and practice active, open listening.
Equity & Inclusion	Appreciate diverse identities and champion belonging and equity for all.

Faculty Engagement Menu

Here are some ways you can partner with Career Services to support CSC students' career development:

Refer students to Career Services

Resume and cover letter assistance
Career and Major Exploration
Handshake job and internship listings

Encourage students to attend events and programs

Fall and Spring Career Fair
Professional development programs

Incorporate career readiness into your course syllabus

Develop assignments to reflect career readiness
Translate syllabus learning to skills for employability. See examples on a subsequent page.

Invite Career Services into the classroom to present

Career Services staff can speak during your class sessions on a variety of career education topics.

Invite Employers or alumnie into the classroom as guest speakers

Work with Career Services to locate guest speakers who want to connect with your students.

INCORPORATING CAREER SERVICES INTO YOUR SYLLABI

National research has shown that college students who receive career advice from faculty will have greater career mobility. One such way for faculty to support students is by connecting the coursework students will be completing to their career plans. You can make these connections explicit in your course syllabus in the ways described below. This is a great first step, as it can be done without changing a single thing about your curriculum.

Example Syllabus Statement 1

This course will provide you with the development of the following essential skills: (insert relevant skills). These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career at the Career Services Office in the King Library.

Example Syllabus Statement 2

Essential Skills Developed:

Communication: This course will build your verbal communication skills through weekly discussions on assigned readings. You will also have several presentations where you will share your research with the class. You will develop written communication skills through assignments including weekly reflections and a final paper.

Teamwork: This course will build your teamwork skills during your final paper/presentation assignment where you will work with a team to write a paper on a research topic and present your findings together to the class.

You can learn more about these essential skills and how to connect them to your career at the Career Services Office in the King Library.

INFORM STUDENTS OF SERVICES AVAILABLE

Student Email Template

We recognize that students trust their professors and take their advice to heart. To that end, we have developed an email template that you can send to your students reminding them to take advantage of the many resources, programs, and events offered by the Career Services Office. Feel free to edit and/or add additional content to the email before sending it out. We appreciate your partnership in helping to foster a culture of career at Chadron State College!

Email Template

Hello,

An important resource I'd like to remind you of here at Chadron State College is the Career Services Office. They can help you explore possible career paths that fit your major and interests, search for jobs and internships, prepare for interviews and grad school applications, connect you with recruiters, and more. Whatever your career goals may be, they can support you along the way. Don't wait until graduation to use this service.

The Career Services Office is located in the King Library and is open Monday through Friday from 7:30a, to 4:30pm. You can walk in or make an appointment **here**. Visit www.csc.edu/careerservices for more information.

Also, make sure to activate your Handshake account where there are thousands of internship and job opportunities waiting for you to apply. Research has shown that doing an internship while you're in college doubles your chances of securing a job when you graduate. Experiential learning opportunities (e.g., internships, research, practicum, clinical work, student teaching) prepare you for the world of work and can help you get into grad school. I highly encourage you to seek out these opportunities during your time at CSC to apply what you've learning in class and hone your skills

EXAMPLE ASSIGNMENTS AND ACTIVITIES

Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside the organization.

Writing papers and other written communication (emails,, informative messages, networking messages, professional documents/profiles), presenting in front of the class or guests/clients, discussing course topics with peers, developing presentation slides/visuals, creating concept maps to organize thoughts/ideas, asking questions for further understanding or to demonstrate engagement/interest, employing active listening and persuasion/influencing skills, applying storytelling to communicate a point, develop an effective elevator speech for yourself and/or project/product.

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Participating in group projects, conducting lab work with a partner, writing a group paper, adapting and compromising with others as needed,, managing conflict in a timely and effective manner.

Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Solving hypothetical or actual problems related to the course, gathering and analyzing information, summarizing and interpreting data, contributing to a debate, analyzing case study scenarios to formulate a solution, writing a research paper, participating in a project-based service-learning opportunity, understanding and/or respecting diverse perspectives.

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Planning and completing projects, using creativity to solve a problem, evaluating the work of peers, building mutual trust with others, motivating others under a shared vision/goal, practicing ethical decision-making.

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Following deadlines for assignments, attending classes on time, adhering to the College's integrity code, ensuring assignments are free from errors, holding self and others accountable, reporting on updates.

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Creating a presentation using virtual tools, learning and utilizing new technologies to manipulate information, identifying proper technology for specific tasks, evaluating data privacy and security concerns, ensuring the well-being of self and others through proper use of technology, teaching someone else to utilize a new technology.

Equity and Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Discussion opposing viewpoints, engaging in cross-cultural interactions and experiences, advocating for historically marginalized groups, seeking feedback from multiple perspectives, adapting to diverse environments.

Career and Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Identifying areas of strength and growth, utilizing faculty or peer feedback to improve, seeking out opportunities to learn and gain experience, reflecting on career and self-assessment results, exploring career options, connecting with alumni and other industry professionals, creating and managing professional documents resume/CV, cover letter, personal statement, etc.)