SUBJECT: CAREER DEVELOPMENT CENTER UPDATE

PROPOSED COMMITTEE ACTION
Information only. No action necessary.

BACKGROUND INFORMATION
See attached PowerPoint presentation.

IMPLEMENTATION PLAN/DATE
N/A

FISCAL IMPLICATIONS
N/A

Supporting Documentation: Career Development Center Update

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Ms. Sandra Jakubow, Director, Career Development Center
Phone: 561.297.3988
New Career Resources & Initiatives from the Career Development Center

CAREER DEVELOPMENT CENTER

New Operational Plan

The Career Development Center was charged with developing a robust structure for internships, tools for choosing a major, employability skills preparation and tracking the outcomes of FAU graduates. In response the following has occurred:

- Established a centralized career center operation across all FAU colleges & campuses serving all majors and degrees
- Assumed operations for the Career Development Center at Jupiter
- Centralized the OWL CareerLink job portal for a single point of entry for employers, students, mentors and alumni
- Assumed program management for the College of Engineering & Computer Science Co-op Program creating a centralized Co-op model
Innovative Projects Underway

- *Major Knowledge* online assessment tool for choosing a major
- Expansion of the *What Can I Do With This Major* guide sheets
- Student Upload from Banner into OWL Careerlink and Single Sign On
- Development of Graduation Outcomes Committee for implementation of Career Destination Survey in Baseline Software
- Creation of web based PowerPoint workshops through use of Articulate e-learning software
- Established Career Center Corporate Council

Program Goals for Major Knowledge

- Assist incoming students in identifying a major that closely matches their career interests by accessing a web based online tool
- Students match their career interests to FAU majors to achieve their career goals from the time they enroll
- Get students connected to the Career Center and Academic Advisors early on
- Reduce time to graduation, excess credit hours surcharge and ultimately increase graduation and employment rates
What Can I Do With This Major?

Visit the CDC’s homepage [www.fau.edu/cdc](http://www.fau.edu/cdc) and discover applicable job titles, job and internship links, industry information links, related FAU student organizations and much more!

<table>
<thead>
<tr>
<th>Related Major Skills</th>
<th>Sample Career Titles</th>
<th>Sample Work Settings</th>
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<tbody>
<tr>
<td>FAU Student Organizations</td>
<td>Professional Associations</td>
<td>Job and Internship Links</td>
</tr>
<tr>
<td>Where to Learn More (General/Occupational Information)</td>
<td>Where to Learn More (Career Planning Websites)</td>
<td>Where to Learn More (Sample Library Resources)</td>
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Program Goals for OWL **CareerLink**

- To increase the number of students accessing the job portal
- To increase employment outcomes for students linking them to internship/Co-ops, and full-time job opportunities
- Connect students to the Professional Mentor Program
- Heightened employer ROI at FAU
Innovations in OWL Careerlink

- All degree seeking and non-degree (enrolled fall 2013) students were preloaded into the system for seamless account creation.
- Students log in using their FAU NETID and FAU Password with the implementation of Shibboleth.
- Students can apply to job postings, create save search job agents, sign up for career events, schedule on-campus interviews, view mentor profiles and the employer directory, and receive updates from the Career Center.

CAREER DEVELOPMENT CENTER

Cooperative Education/Internship Program Partnership

Career Development Center
- Oversees the student process: oversees students, coaches students, refers resumes, and registers students for credit.
- Assists employers with job descriptions, selecting majors, and offers salary guidelines.
- Sends employer and student evaluations.

Faculty & Academic Depts.
- Prepares letters of support for academic credit and international students' OPT.
- Serves as faculty of record and assigns grades of S/U.
- Announces opportunities to students and refers employers to the Career Development Center.

Employer
- Agrees to the Co-op/Internship Program Agreement and provides job description.
- Aligns job duties with student’s academic degree/major.
- Defines pay structure.
- Train, supervises, and evaluates students.

Student
- Is enrolled full-time and as a degree-seeking student.
- Meets GPA and credit requirements.
- Is not holding a RA, TA, or GA position.
- International students (F-1) are approved by ISSS.

CAREER DEVELOPMENT CENTER
FAU’s Online Job Portal

CAREER DEVELOPMENT CENTER

Looking for Top FAU Talent? Your Internship Opportunity Should be Here!

- Faculty Referrals
- Community Partners
- Corporate Employers
- Board Members

You Post the Position

We Advise Your Hire on the Credit and Non-Credit Options

Career Development Center’s Co-op/Internship Program

Committed Engagement Between Employer & Student

College Based/Managed Internship Programs

CAREER DEVELOPMENT CENTER

Experiential Learning
(Co-op/Interns, Field Experience, Practicum)

Students Registered for Credit

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<th>2011-2012</th>
<th>2012-2013</th>
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<tbody>
<tr>
<td>Students</td>
<td>3,072</td>
<td>3,693*</td>
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</table>

* 20% Increase
Career Destination Survey
Graduation Outcomes Committee

- Formed the Graduation Outcomes Committee to develop procedural guidelines for the implementation of the Career Destination Survey to FAU graduates
- Career Destination Survey built as online survey using new Baseline assessment software
- Completion of Career Destination Survey as a requirement for graduation to be piloted for Dec. 2013 graduates

Workshops on the Web

- Purchased Articulate e-learning software to build PowerPoint workshops for the Internet for 24/7 access
- Designing web based presentations on Resume Writing, Interview Skills, Job Search and Salary Negotiation
- Launch October 2013
Corporate Council

• Formed Corporate Council
• 11 Founding members serve in an advisory capacity
• Support career center initiatives, develop recruitment strategy and industry relations for FAU OWLS

Corporate Council Members

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<th>Berkowitz Pollack Brandt</th>
<th>Next Era Energy</th>
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<tr>
<td>BlackBerry</td>
<td>Northwestern Mutual, The South FL Group</td>
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<td>City Furniture</td>
<td>Northwestern Mutual, Striano Group</td>
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<td>Enterprise Holdings</td>
<td>Office Depot</td>
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<td>The FBI</td>
<td>Target</td>
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What Students are Saying

• "Not only does FAU want to gear up their students with a tool box full of knowledge, but they work hard to suit us up for landing a successful career in the real world too! Workshops like the Career Day 101 really showcased how much FAU’s Career and Development center wants to have us fully equipped for the big day next week."

• "Career Day 101 was fantastic! Now I know exactly what to bring, say, and wear for Career Fair! I learned not only how to better network with employers, but how to improve my overall first impression I have on companies. Thanks CDC!"

• “The Career Development Center Open House was so awesome! I've learned so much about this center and internships I could possibly get. I also got a great list of events going on that I can't wait to go to!”
What Employers are Saying

• “Thank you for thinking of us with the FAU Alumni Pins and for your team’s hospitality during the Career Day & Technical Fair” Microsoft Latin America

• “Office Depot is proud to announce that 14 students from Florida Atlantic University have recently joined our 2013 Summer Internship Program. In the past, FAU Interns have achieved amazing results for our organization. Some of our FAU Interns from previous years currently hold full-time opportunities as Financial Analysts, Social Media Analysts, HR Coordinators, and Merchandising Category Assistants. Thanks Career Development Center!” Office Depot

• “Our South Florida Group summer 2013 internship class is one of our largest yet with 35 in attendance. Of those 35, 15 are housed in the FTL office and 5 of those 15 are FAU students or alumni! So 1/3 of the fort Lauderdale interns came from FAU!” Northwestern Mutual The South Florida Group