

Faculty Guide



ECKERD COLLEGE

CAREER CENTER





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As faculty, you play an integral role in student success. The Career Center is here to partner with you and support your efforts to help students build meaningful careers. This guide serves as a collaborative resource for incorporating career development into your work with students.

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Classroom

Request a Classroom Workshop

We are available to visit classrooms to share resources and present on career development topics. Possible workshop topics include:

- Major and Career Exploration
- Resume and Cover Letter Development
- Networking Strategies and LinkedIn
- Experiential Learning and Internship Search
- Full-Time Job Search
- Interviewing Skills
- Graduate and Professional School Preparation

Please submit the request at least two weeks in advance in order to ensure staff availability. To request a classroom workshop, please contact us at careercenter@eckerd.edu.

Include Career Development Class Assignments

Incorporate assignments with a career development focus into your syllabus. Below, we have provided sample assignments that could be implemented. We can also collaborate to create customized assignments.

- [Informational Interview Assignment](#)
- [Strong Interest Inventory Assignment](#)
- [Resume Assignment](#)
- [Career Advisor Meeting Assignment](#)
- [Skills Assignment](#)
- [LinkedIn Assignment](#)

To request or coordinate a class assignment, please contact us at careercenter@eckerd.edu.

Highlight Career Advising and Resources on Syllabi

To help encourage students to utilize the Career Center, you are welcome to use this language on your syllabi:

The Career Center welcomes students from every class and major to meet with a Career Advisor. More than reviewing resumes and cover letters, the Career Center team helps students research opportunities, apply for positions, and craft their professional stories. Students can schedule a one-on-one appointment on TritonTrack. (<https://eckerd.edu/tritontrack>).

Students can find resources on the Career Center website (<https://career.eckerd.edu/home>) with information about career exploration, on-campus employment, internships, interviewing, graduate school, job search strategies, resumes, cover letters, and more!

Invite Alumni and Employers to the Classroom

We can help facilitate collaboration with professionals. If you would like to discuss hosting an alumni panel, employer information session, or presentation in the classroom, please contact us at careercenter@eckerd.edu.

Mentoring

Guide Students Through Reflective Career Questions

Being knowledgeable in all areas of the world of work is not a prerequisite to helping students with career-related questions or concerns. Creating a space where students can reflect on their interests, skills, values, and awareness of career options can be very valuable to their career development process.

Below, we have provided worksheets and resources to help facilitate impactful career development conversations that could be used in meetings with mentees. These conversations can also help assess a student's confidence in making career decisions and determine topics they need to discuss with a Career Advisor.

- [Self-Knowledge Reflection](#)
- [Options Knowledge Reflection](#)
- [College to Career Guide](#)
- [What Can I Do With This Major?](#)
- [Career Journal Reflection Questions for Winter Term](#)

Collaboration

Co-host an Event with the Career Center

We are able to provide assistance with the development and execution of career development events and programs. This could include assistance with logistics, financial support, and promotion.

Sponsor Independent Academic Internship

With faculty support, any internship may qualify for academic credit. Once a student has secured an internship, they may elect to complete the [Independent Academic Internship form](#). A faculty sponsor would work with the student to determine the learning goals, assignments, and required hours. Following the completion of these details, the student would ask the employer, faculty mentor, Career Center, and the Registrar to sign the form.

Independent Academic Internships completed over summer are charged at a discounted rate of \$500. Please also encourage students with underfunded or unpaid internships to apply for [Academic Internship Funding](#) (AIF).

Request a Faculty Account in TritonTrack

Explore TritonTrack through a student's perspective. TritonTrack allows students to:

- Identify and apply to job and internship opportunities
- Access the database of Career Contacts
- Create appointments with Career Advisors
- Create appointments to complete on-campus employment paperwork
- RSVP to Career Center events

To request an account, please contact us at careercenter@eckerd.edu.

Share Employment Opportunities for Students

Please share internships or job opportunities for students and alumni by sending postings to careercenter@eckerd.edu. We can share the position(s) in TritonTrack, in our weekly newsletter, on social media, or in our [LinkedIn networking group](#).

Share Alumni Updates

Faculty are often the first to know about significant life and career events in the lives of our alumni. Please share updates with Alumni Engagement and the Career Center by writing to success@eckerd.edu. Additionally, if alumni would like to become more involved with supporting students' careers, please encourage them to contact the Career Center.

Strategize with the Career Center

We are available to discuss the creation and implementation of career development initiatives to help prepare your students for a successful transition to the world of work. We invite collaboration through attending Collegium meetings and partnering to host students' events. The director also invites individual meetings to discuss your career development priorities. To schedule a meeting, please contact Grant Bailey at baileygj@eckerd.edu.

Readings

Career Readiness

1. [NACE Career Readiness Competencies](#)
2. [What Employers Want](#)
3. [Knowing Their Worth: Three Ways to Help Students Connect a Liberal Arts Degree to Career Paths](#)
4. [The Art of Employment: How Liberal Arts Graduates Can Improve Their Labor Market Prospects](#)

Career Center

1. [Career Center External Website](#)
2. [Career Center Organizational Chart](#)
3. [Student Affairs Programmatic Organizational Chart](#)
4. [Student Affairs Website](#)
5. [Eckerd Edge](#): Eckerd's commitment and promise to matriculating students