

## **SUNY Professional Skills Preparatory Course for All Majors: Frequently Asked Questions**

### **What is the format of the course?**

The course is offered in seven modules and includes readings, content videos, employer advice videos, exercises and assignments that can be completed online or on paper. There is also a mechanism for students to communicate with an instructor and/or other students in the same class to provide interactive feedback or discuss class issues online. Throughout the course, students are encouraged to partner with career services on their campus.

### **How can I offer this course on my campus?**

This is a Creative Commons licensed course. You can modify the course and its offerings into whatever form fits your campus needs. Therefore, it can be offered as a one-, two- or three-credit course, or as a non-credit option. The course can be offered under the auspices of career services or an experiential learning office, through an academic studies unit, or through any academic department as an independent offering or capstone requirement. The course content is free, but understand that, as with any course, the impetus is on each individual offering the course for credit to work through the appropriate campus approval process. Campuses will also be responsible for hosting the content and offering the technology needed to support the course.

### **What expectation does SUNY have of my use of the course?**

We ask that you access the course free of charge by emailing [AppliedLearning@suny.edu](mailto:AppliedLearning@suny.edu). When you are sent the content you will be asked to complete a short survey. This will help us to track multiple offerings of the course on each campus and to more effectively address technology issues and fixes. Particularly in this first year, we would like to 1) track how the course is used; 2) collect and share best practices; 3) encourage your suggestions for improvement.

To assist in the assessment process during the first year release of the course, we will ask you to share with us how you offered and implemented the course, how you delivered the course, prominent trends in academic years and majors of student enrollees, and any useful feedback from students and faculty instructors. This information will be gathered in survey format.

### **Do I have to teach this course online?**

The course can be delivered in multiple modalities: solely online, in a traditional face-to-face class venue, or through a mix of the two. The course can also be delivered as an individualized self-paced program series. Feel free to design your own course delivery mode!

### **Do I have to use all the modules?**

No. It is recommended to follow the sequential steps of the course in correlation with the recommended companion E-textbook, but you may certainly review the content and select those modules that best suit your campus needs.

### **Is there a companion textbook for the course?**

*The recommended E-Textbook for the All Majors course is: Ready to Launch Your Career: A Winning Process to Create Your Professional Future* by Dean C. Millar, University at Buffalo and Mark S. Savage, Cornell University, published by Pearson Prentice Hall. Anticipated cost is \$19.95.

### **How can I integrate this with students going out on internship or co-op?**

The course can be offered as a mandated course for students enrolled in a co-op or internship program. It can also be used as a tool for students to self-pace their work as part of an overall experiential education or career development course. It really depends on which model best suits your campus.

**During which year should students take this course?**

Ideally, sophomore year. Ultimately, the goal is for students to take the course prior to their application and completion of an experiential learning engagement. Students need to understand what to expect and how to prepare for transition into the workplace, from selecting their best-fit opportunity, to effectively capitalizing on their work projects and mentors with whom they will work. As students work on building their career-focused resumes, networks and aspirations, our goal is to help them recognize and expand their knowledge and professional soft skills to become “best job candidates” upon graduation.

**Might a student who is senior consider taking course?**

Absolutely. It may even be of interest to graduate students who may not yet have experienced a real work environment. The practical knowledge is definitely worthwhile, and it will help them to develop skills for their transition into the workplace.

**For more information:**

<http://www.suny.edu/applied-learning/skills/>