



University of Evansville

Schroeder Family School of Business Administration

BUS400: Schroeder Skills for Career Success Program

Goal: Through the Schroeder Skills for Career Success Program, business students develop their professional careers and networking contacts by participating in experiential learning opportunities and career development activities during their time at UE.

Students in the Schroeder Family School of Business Administration must complete the Schroeder Skills for Career Success Program to be eligible for graduation. The semester you intend to graduate, you will register for BUS400. This is a zero-credit hour course and does not have any meeting times or coursework associated with it.

Students must earn a minimum of 500 points total. (* required component)

I. CAREER READINESS - Must earn a minimum of 250 points from this category:

- Résumé & Cover Letter
 - ***Résumé Workshop** - recommended completion by the end of sophomore year (20 points)
 - ***Approved Résumé #1** - recommended completion by the end of sophomore year (20 points)
 - ***Cover Letter** - recommended completion by the end of sophomore year (20 points)
 - ***Approved Résumé #2** - recommended completion by the start of senior year (20 points)
- ***Internship** - Complete BUS398/ACCT398/ECON398 or ACCT499 (50 points)
- Subsequent Internships (50 points)
- ***Etiquette in the Workplace** - recommended completion by the end of sophomore year (20 points)
- ***Professional Communication** - recommended completion by the end of sophomore year (20 points)
- Intercultural Development Inventory (20 points)
- Career Readiness Workshops (20 points)
- Mock Interview (20 points for each interview)
- Headshot Station (10 point)
- Embrace Marketing & Communications (50 points per semester if not receiving internship/course credit)

II. NETWORKING & JOB SEARCH- Must earn a minimum of 200 points from this category:

- Career & Graduate School Fairs
 - ***Attend 1 Career Fair** (20 points)
 - Attend Additional Career Fair(s) (20 points each)
 - Career Fair Workshop (20 points)
 - Attend a Graduate School Fair (20 points)
- Employer Information Sessions (20 points per event)
- Employer in the Foyer (10 point per event)
- Networking & Job Search Workshops (20 points)
- ***LinkedIn Profile Setup** - Approved by OCS (20 points)
- Employer Open House & Networking Events (20 points per event)
- Active participation in UE Business Clubs (10 point per academic year)
- UE Alumni Mentoring Program (50 points)

III. PERSONAL DEVELOPMENT - Must earn a minimum of 50 points from this category:

- Major and Career Discernment Series (50 points)
- Life After College panel (20 points)
- Online Certifications (20 points each)
- Volunteering (10 point for every 3 hours of volunteer work, up to 40 points maximum)
- Personality Profile (10 point each, up to maximum of 40 points)
- LEAD Forward Program (50 points)

**** Transfer students and students with prior professional experience should make an appointment with Office for Career Success Staff to develop their Skills Program plan. This includes non-traditional students, military veterans, students transferring from another university and students transferring from other academic areas.**

IV. EXPECTATIONS

- Communication: Details for each program activity will be emailed to students via University email as well as distributed through the Suitable App. Students are responsible for staying up to date on emails, reviewing the requirements for each event, and tracking their progress in Suitable. Program category and point values will also be included in each communication.
- Semester End Review: Participation/points will be posted on a rolling basis to Suitable as earned. Please notify the SFSOBA Office for Career Success if there are any discrepancies. *Students are responsible for logging into Suitable, making sure participation/points are accurately recorded, and reporting any discrepancies.*
- At all Schroeder Skills for Career Success events, students are expected to:
 - Be on time (unless approved otherwise)
 - Stay for the full event (unless approved otherwise)
 - Pay attention and be considerate of the speaker - no cell phones
 - Sign in at each event by swiping your student ID
 - If these expectations are not followed, points may be withheld
- Appropriate attire:
 - Career Fairs, Graduate School Fairs, Networking Events & Open Houses require business professional attire
 - Employer Information Sessions & Employer in the Foyer may accommodate casual attire
- Additional requirements may be implemented for events; these will be communicated prior to the event.

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CAREER READINESS

Minimum 250 points

Résumé & Cover Letter

Internship

Etiquette in the Workplace

Professional Communication

Intercultural Development Inventory

Workshops

Mock Interviews

Embrace Marketing & Communications

Résumé & Cover Letter: Students are required to attend the Résumé & Cover Letter Workshop (20 points); we strongly recommend that this be completed by the end of sophomore year. This workshop is offered by OCS and will be held at least once per semester. At the completion of that workshop, students will begin developing their résumé and cover letter and will schedule individual meetings with OCS staff to complete that process. Students must upload their completed résumé to Handshake and OCS staff must approve before credit will be given for this component. Students should also provide a completed cover letter (for a real or fictitious position) to OCS staff for review. (20 points each for résumé and cover letter). Students should also upload an updated résumé to Handshake prior to the beginning of their senior year (20 points). This second résumé should be updated for any internships/work experience subsequent to the initial résumé.

Internship: All Schroeder School of Business students are required to complete at least one internship and BUS398/ACCT398/ECON398. Prior to enrolling in BUS398/ACCT398/ECON398, you must be a junior in good standing. Once you have obtained an internship, you will need to contact OCS to receive the internship contract form. You will fill this form out with your employer, attach an offer letter, and return it to OCS. Once you have completed this and the internship is approved by the professor, you will be provided with an "add course slip" for the Registrar's Office to enroll in BUS398/ACCT398/ECON398. You must work 150 hours at your internship during the semester in which you are enrolled in the course, in addition to other assignments that will be discussed by the professor of the course. (50 points per qualifying internship)

ACCT499 Internships: ACCT499 Professional Internship is a 12-credit hour course completed while working in a structured, full-time, professional assignment. Student must work at least 35 hours per week, totaling at least 540 hours at the cooperating organization. Students interested in earning internship credit through ACCT499 should contact OCS. (50 points)

Additional Internships: Subsequent internships will be considered for program points on a case-by-case basis. To qualify for program points, internships must be business related, relevant to the student's future career, and provide meaningful work experience that is different than the work performed in a previous internship. Upon completion of your internship, provide OCS with the start and end dates of your experience, a summary of the work performed, and number of hours worked, with written confirmation from your internship supervisor. (50 points per qualifying internship)

Etiquette in the Workplace: Students are required to attend the Etiquette in the Workplace workshop; it is recommended that this be done by the end of sophomore year. This workshop is offered by OCS and will be held at least once per semester. (20 points)

Professional Communication: Students are required to attend the Professional Communication workshop; it is recommended that this be done by the end of sophomore year. This workshop is offered by OCS and will be held at least once per semester and covers proper communication via memos, email, social media content, etc. (20 points)

Intercultural Development Inventory: Intercultural competency is a long-valued career readiness competency as reported by the National Association of Colleges and Employers (NACE). The IDI assesses and facilitates personal growth and insight to improve people's intercultural competence and their efforts at bridging cultural differences so that relationships are strengthened and the human condition is enhanced. Students will complete the assessment and review results with a coach. (20 points)

Career Readiness Workshops & Headshot Station: OCS will host these workshops throughout the semester. These are important topics for your career development. Additional workshops are optional but important opportunities to earn points and grow as a professional. Additionally, OCS will provide a headshot station at various times during the academic year so students can obtain a professional headshot free of charge for use in online profiles. (points vary)

Mock Interviews: OCS will host various mock interview events. Additionally, students can schedule a mock interview with OCS staff anytime. A mock interview is an excellent way to overcome interview nervousness, prepare your pitch, and receive feedback for improvement. (20 points per interview)

Embrace Marketing & Communications: Participation in this student-run marketing agency qualifies for 50 points per semester when the student is not already receiving course credit or internship program points for this activity. Students that are interested in learning more about Embrace can email embracemarcomm@gmail.com.

Networking & Job Search

Minimum 200 points

Career & Graduate School Fairs

Employer Information Sessions

Employer in the Foyer

Networking & Job Search Workshops

LinkedIn Profile Setup

Employer Open House & Networking Events

UE Business Clubs

Alumni Mentoring Program

Career & Graduate School Fairs: Students are required to attend at least one career fair (20 points). There are numerous career fairs offered by the University and others held off-campus. Students will be required to show evidence of substantial interaction with employers in order to obtain credit. OCS will provide specific details for each career fair as they are announced. Additionally, students may choose to attend a Career Fair Workshop offered by OCS to prepare for the career fair. (20 points) Students who attend additional career fairs will receive 20 points for each additional fair.

Graduate school fairs are excellent opportunities for those who wish to further their education but are not required. Graduate school fairs do not meet the career fair requirement but are optional in addition to career fair attendance. (20 points)

Employer Information Sessions: At various times throughout the school year, employers will visit campus and host an information session to help students explore various career fields and to make connections with that employer. (20 points per event)

Employer in the Foyer: At various times throughout the school year, employers will have a table set up in the SOBA foyer. Take time to connect with the representatives, learn about their company, etc. (10 points per event)

Networking & Job Search Workshops: OCS will host these workshops throughout the semester. These are important topics for your job search and developing your network. Additional workshops are optional but important opportunities to earn points and grow as a professional. (20 points per event)

LinkedIn Profile Setup: Once you have set up your LinkedIn Profile, contact an OCS representative for review and feedback. (Approved profiles will earn 20 points.)

Employer Open House: Details of employer open houses will be communicated to students; the majority of these events are by invitation only. To earn points, students must be dressed appropriately, interact with a variety of employer personnel in a professional manner, and be good representatives of the SOBA. (20 points per open house)

Networking Events: At various times throughout the academic year, the Schroeder School of Business will host guests who will lead various types of networking events. These guests might be UE alumni, local business leaders, specialists on a particular topic of interest, etc. (20 points per event)

UE Business Clubs: Active participation in a UE business club, such as Accounting Club, Finance Club, etc. qualifies for 10 points per academic year. Student must be a member in good standing and actively involved in club activities.

Alumni Mentoring Program: The UE Alumni Mentoring Program connects current juniors and seniors with UE alumni in order to establish professional support via a year-long program including monthly mentor meetings. For information about this program visit evansville.edu/alumni/studentinfo.cfm. (50 points for program completion)

Personal Development

Minimum 50 points

Major and Career Discernment Series

Online Certification

Volunteering

Personality Profile

LEAD Forward Program

Major and Career Discernment Series: Some students come into college with an idea of what they want to do, but aren't sure of what major makes sense to help them reach their career goals. Other students know what they want to study but aren't sure of what career they would like to pursue. Some students come with an understanding that they want to study business but aren't aware of what each major has to offer. The Major and Career Discernment Series will incorporate lessons from the book *You Majored in What?* and a number of group meetings to discuss and workshop ideas. (50 points)

Online Certifications: Online courses and certifications are a great way to improve your skills and develop your interests and talents. Google certifications, Coursera Courses, etc. are great places to find these opportunities, but there are many other options available. Please contact OCS before beginning your course to receive approval and obtain the requirements for receiving points. (20 points each)

Volunteering: Volunteer for the organization(s) of your choice. Hours must be provided by your supervisor at organization. Supervisors should provide students with written confirmation or email OCS with hours worked. (10 point for every 3 hours of volunteer work, up to 40 points maximum)

Personality Profile: Students earn 10 point for each completed personality profile, up to a maximum of 2 points. Approved personality profiles include TruTalent Personality profile completed through the Center for Career Development; Myers Briggs Type Indicator (MBTI) assessment completed online; DISC assessment completed online; Strengths Test completed at high5test.com, etc. Submit results to OCS to obtain credit. (10 point each, up to maximum of 20 points)

LEAD Forward Program: LEAD Forward is a year long executive leadership skills training fellowship program whose distinguished members have developed a passion for leadership, demonstrated personal growth, and desire to leave a leadership legacy at the University of Evansville. Contact Ms. Kim Flener for more information. (50 points)

Additional Information

Harlaxton Semester/
Summer Abroad

Additional Opportunities

Student Choice

Harlaxton Semester/Summer Abroad: The University of Evansville and Schroeder School of Business strongly encourage students to take the opportunity to spend a semester or summer at Harlaxton. Students who participate in a study abroad experience and participate in an information session for fellow Schroeder School of Business qualify for 20 program points in the *Personal Development* category. Additionally, any professional development and networking events completed while at Harlaxton will also be considered for program points in the appropriate category for each event. Contact OCS for details.

Additional Opportunities: In addition to the events and activities described above, other opportunities may become available throughout the semester at the discretion of the Office for Career Success. Students will be informed as opportunities become available and will be notified of the point value and corresponding category.

Student Choice: Within each category of the program (Career Readiness, Networking & Job Search, and Personal Development), you have the opportunity to choose and develop the skills and interests that you think will be beneficial to your career. Extra-curricular or off-campus activities will be considered for program points. Some examples of these events include attending a workshop, reading a personal development book, coordinating a project outside of coursework, etc. If you aren't earning course credit for the activity and it will develop your career in some way, we are happy to offer points commensurate with the work involved. Contact OCS to discuss.

Suggested Timeline for Schroeder Skills for Career Success Program

	Freshman	Sophomore	Junior	Senior
Point goal	100	100-150	100-150	100-150
Suggested Activities	*Résumé Workshop	*Approved Résumé #1 - end of year	*Internship	*Approved Résumé #2 - beginning of year
	*Professional Communication	*Reviewed Cover Letter - end of year	LinkedIn Profile Workshop	Job Search Action Plan Workshop
	Personality Profile	*Attend Career Fair(s)	LinkedIn Profile Setup	Life After College panel
	Freshman should explore career options related to their major(s) and interests by attending employer info sessions, networking events, etc.	*Etiquette in the Workplace	Headshot Station	Attend Graduate School Fair(s)
		Mock Interview	Mock Interview	
		Preparing for Interviews Workshop		
		30-second Oral Résumé Workshop		
Throughout all four years, students should develop networking skills by attending Employer Information Sessions, Employer in the Foyer, and other networking events. Additionally, participation in UE Business Clubs and personal development through volunteering, online certifications, and other activities is strongly encouraged throughout the student's time at the University.				

* required component

Note: This is only a suggested timeline for completing the Schroeder Skills for Career Success Program, not a required schedule.