



Options to Incorporate Career Readiness Competencies into Syllabi

Syllabus Statements

Example: This course also helps students develop three (of eight) career readiness competencies, specifically Career & Self Development, Communication & Critical Thinking. Developing these competences while you are in college will help to ensure successful entrance into the workforce. Career readiness is considered the foundation upon which a successful career is launched.

Then list out the definitions of the career competencies you mentioned in the statement above. You can take it one step further and link specific assignments to the noted career competency.

Here is a link to the [NACE Career Readiness Competencies](#) definitions.

Syllabus Integration (Sample for a Chemistry Class)

In this course, you will be building skills that employers are seeking. The National Association of Colleges and Employers (NACE) has identified 8 career competencies that employers have deemed essential for successful entry into the workforce. Included below are four career readiness competencies you will develop in this course, with examples of how they connect to the workplace, and how you can articulate these experiences and competencies through various methods to employers.

Technology

- ***In the workplace***, you can expect to leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.
- ***In this course***, you will demonstrate this career readiness competency by utilizing computers for data analysis and to search scientific literature for background information pertaining to a research project.
- ***On LinkedIn or Handshake***, you can showcase to employers your knowledge of specific technologies you utilized in this course on your LinkedIn or Handshake profile.

Written Communication

- ***In the workplace***, you can expect to articulate your thoughts and ideas clearly and effectively in written form to people inside and outside the organization.
- ***In this course***, you will demonstrate this career readiness competency by writing a formal report summarizing an independent research project, include the following sections: introduction (including a review of the scientific literature), description of the experimental methods and procedures, experimental results including tables and graphs as appropriate, and discussion of the significance of the experimental results.

- **On your resume**, you can articulate the career readiness competency by including the title of your paper and detailing your methodology and findings in succinct bullet points.

Critical Thinking/Problem Solving

- **In the workplace**, you can expect to exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- **In this course**, you will demonstrate this career competency by writing a short paper in which arguments presented in the scientific literature are identified, analyzed and critically evaluated.
- **On LinkedIn or Handshake**, you can articulate this career readiness competency by sharing the articles you researched and the conclusions you drew from your literature review to encourage discussion with others in your field of interest.

Equity and Inclusion

- **In the workplace**, you can expect to demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
- **In this course**, you will demonstrate this career readiness competency by respectfully engaging with your peers in small group activities that will allow for your thoughtful exchange of ideas and feedback.
- **In an interview**, you can use this experience as an example of when you demonstrated this career readiness competency. (Review [21+ Behavioral Interview Questions \(+Sample Answers\) \(novoresume.com\)](#))

Oral Communication

- **In the workplace**, you can expect to utilize oral communication when articulating thoughts and ideas to persons inside and outside of the organization.
- **In this course**, you will demonstrate this career readiness competency by giving a formal presentation to a general audience on experimental results obtained for an independent research project.
- **On your resume**, you can articulate this experience and career readiness competency in the following way:
 - **Capstone Project** / January 2023-May 2024
Jefferson Community College, Watertown, NY
 - Effectively communicated and presented research findings to an audience of students, faculty and staff at a campus wide symposium.

Successfully articulating how you have attained a strong skill set in these competencies is an important aspect of pursuing and attaining future career opportunities. Your job and/or transfer school application materials, interviews, and social media presence are just a few of the many ways you can communicate your skills to others. If you would like assistance with learning how to articulate your skills, please contact [Career & Professional Development Services](#) at Jefferson Community College. Career & Professional Development Services can meet you in-person, via Zoom video and audio call to support you in a variety of ways including career exploration, resume and cover letter development, job and internship preparation, LinkedIn and Handshake profile creation, interview prep, and much more. Career & Professional Development Services also has online tools available to you 24/7 and is available to you even after you graduate!