**Career Center – Adding Career Planning Milestones as Class Requirements (Resume Review & Mock Interview)**

**Notes to Course Instructors:**

* **Thank you for collaborating with us! Below is sample syllabus language that outlines how to communicate class requirements to your students. Copy/paste and edit as you see fit.**
* **Set a point value for completing the activities and include it as a requirement for the course. You do not need to grade students’ abilities, but rather if they complete them by the specified deadlines.**
* **Appointments with the Career Center can be scheduled online in Unify/PAWS.**
* **Please ensure that students understand that career advising availability is NOT guaranteed and that the Career Center DOES NOT provide services on a drop-in basis except for specific advertised times (e.g., Resume Review Days). If a student waits until the last minute to complete requirements, then they take a risk in the Career Center not having availability. The Career Center cannot be held responsible for students’ lack of preparation and planning.**
* **Resume reviews and mock interviews cannot be completed in one appointment.**
* **You do not need to collect anything from the student. The Career Center will track student participation and send you a report of your class roster, following the pre-determined deadlines, which outlines who completed the requirements with dates.**
* **Checklist for including resume/CV reviews and mock interviews to a course:** 
  + **Set a deadline date for the resume/CV review. We recommend the end of November for the Fall semester and end of April for the Spring semester. The Career Center will offer various drop-in Resume Review Days throughout the semester, which are open drop-in events where a student can receive a resume/CV review in 15 minutes without an appointment. Students will need to access the Career Center events calendar online in Handshake, the campus job and internship database, for a full list of drop-in events at gcsu.joinhandshake.com. If a student does not have a resume/CV, they can still schedule an appointment or drop-in for a Resume Review Day/event/drop-in time. A career advisor can work with a student to develop a resume/CV.**
  + **Set a deadline for when students must schedule their mock interview appointment. We recommend early September for Fall courses and early February for Spring courses. The Career Center is not able to send you a confirmation of who has scheduled; however, the deadline helps deter students from waiting until the last minute to schedule their mock interview appointment.**
  + **Set a deadline for when students must complete their mock interview appointment. We recommend the end of November for the Fall and the end of April for the Spring.**
  + **Communicate deadlines with the Career Center to ensure prompt reports needed for grading.**

**SAMPLE SYLLABUS LANGUAGE – COPY/PASTE AND FORMAT AS NEEDED**

**-------------------------------------------------------------------------------------------------------------------------**

**Career Planning Milestones – Resume/CV Review & Mock Interview Requirement with Career Center**

**(POINT VALUE)**

Georgia College expects undergraduate students to complete the Career Planning Milestones, a four-year plan of career-planning activities to ensure a successful transition to future internships, graduate/professional schools, and careers. For more information about the Career Planning Milestones, visit [www.gcsu.edu/career/milestones](http://www.gcsu.edu/career/milestones). You will complete foundational Career Planning Milestones as outside-of-class requirements in this course:

* **Resume/CV Review Completed by DATE**: Schedule a Resume/CV Review appointment or drop-in for a Resume/CV review with the Career Center. Drop-in Resume Review events vary each semester and dates/times will be listed in the Events menu in Handshake at [gcsu.joinhandshake.com](https://gcsu.joinhandshake.com/). Please plan ahead as appointment times can fill quickly. To schedule an appointment, select Career Center under the “Schedule an Appointment” tool in Unify/PAWS. Under the following options menu, select “Resume/CV Review” service option for Career Center availability.
* **Mock Interview Appointment Completed by DATE**: Schedule a “Mock Interview for Class” Appointment by DATE. Select Career Center under the “Schedule an Appointment” menu in Unify/PAWS. Under the following options menu, select “Mock Interview for Class” service option for Career Center availability. The Career Center cannot guarantee availability for mock interview appointments after the scheduling deadline. The Career Center DOES NOT offer drop-in times for mock interviews – an appointment is required.

How to make an appointment with the Career Center:

Online in Unify/PAWS, stop by 110 Lanier Hall, or call 478-445-5384