



FACULTY TOOLKIT

UAFS empowers the social mobility of its students and the economic growth of the River Valley through exceptional educational opportunities and robust community partnerships.



BABB CENTER FOR
CAREER SERVICES

Are your students **CAREER READY?**

These competencies have been identified by the National Association of Colleges and Employers (NACE) as the most desirable traits for a new graduate/employee. We want our Lions to be career ready with these skills and attributes.



COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



EQUITY AND INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures, races, religions, socio-economic statuses, etc.



PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the best interest of the larger community and workplace.



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



Career and Self-Development

Proactively develop oneself and one's career through continued personal professional learning, awareness of strengths and weaknesses, navigation opportunities, and networking to build relationships.



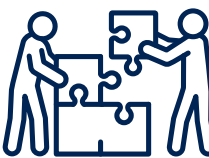
CRITICAL THINKING

Identify and respond to needs based on understanding of situational context and logical analysis of relevant information.



LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.

BABB CENTER *Overview*



Our Vision

The Babb Center for Career Services provides career education programs to students and alumni to develop workforce-ready graduates with professional skills. We connect students with employers to gain valuable experience in their field of study.

Lions CareerLink

Lions CareerLink (a Symplicity platform) is our online job board and resource center for all UAFS students and alumni. All students automatically have a single sign-on account associated with their UAFS credentials that reflects their major and anticipated graduation date. A robust internship/experiential learning program will be housed in CareerLink.



Scan the QR code
to visit us online.

uafs.edu/academics/academic-guidance/career-services

What We Offer Students

- Career Exploration Assessments
- Resume Writing and Review
- Cover Letter Review
- Job/Internship Search
- Interview Skills Workshop
- Practice/Mock Interviews
- Networking Events with Employers
- Career Fair Events Each Semester
- 1:1 Career Counseling and Exploration
- Clifton Strengths for Students Assessment

Certificate of Distinction

Students who complete workshops, attend events, and develop their professional skills with our office can achieve a Certificate of Distinction in Professional Development. This is on their transcript and awarded by the Babb Center, the provost, and the registrar. The Certificate of Distinction is an outstanding way for a student to stand out to employers as an excellent candidate who went above and beyond to be ready for their career.

Contact and Follow Us!

CareerServices@uafs.edu

479-788-7017



@uafscareerservices



FACULTY ENGAGEMENT Menu

Schedule a Classroom Presentation

Go to our Faculty Resources page and fill out the form for us to present on a topic you choose at your convenience.

Incorporate Career Assignments into Class

We have a Blackboard organization with workshop videos and resources. Students can upload their resume or complete workshops, and we can track participation for your class.

Invite Employers to Network with Your Class

Coordinate with our office to identify and invite employers or alumni to connect with your students about their career paths.

Incorporate Skills into Your Syllabus

Showcase essential career readiness skills students will develop through their class assignments so they can better articulate them.

Partner with Us on Experiential Learning Opportunities

Experiential learning and internships can be posted and approved in Lions CareerLink. Please share opportunities so we can help students get great experience.

STUDENT EMAIL Template

Use this template to easily let your students know about our services and resources. Feel free to customize as needed, and let us know if you have any questions!

New Message

To student@uafs.edu

Subject Important information about Babb Center

Hi Students/Class,

An important resource I'd like to remind you about at UAFS is the Babb Center for Career Services. The Babb Center can help you explore possible career paths that fit your major and interests, search for jobs and internships, prepare for interviews and grad school applications, connect you with employers, and more. They also offer workshops and events each semester so you can learn professional skills and network with employers. Whatever your career goals may be, the Babb Center staff can support you along the way – don't wait until graduation to use them!

The Babb Center is located on the second floor of Boreham Library. You can stop by anytime 8 a.m. to 5 p.m. Monday-Friday, but I also recommend utilizing Navigate to make an appointment – just choose Career Services as your "Care Unit" when scheduling. Be sure to ask them about the certificate program when you go!

Also, make sure to log in to Lions CareerLink where you can upload your resume and find internship and job opportunities waiting for you to apply. I highly encourage you to seek out these resources and opportunities during your time at UAFS. Check out their webpage and follow them on Instagram for tips, upcoming events, and more.

Send



UAFS

BABB CENTER FOR CAREER SERVICES

CAREER READINESS IN YOUR Syllabi

National research has shown that college students who receive career advice from faculty will have greater career mobility. One such way for faculty to support students is by connecting the coursework students will be completing to their career plans. You can make these connections explicit in your course syllabus in the ways described below (e.g., syllabus statements, assignments and activities, resources). This is a great first step, as it can be done without changing a single thing about your curriculum!

First, it's important to identify which of the NACE essential career readiness skills students will develop as a result of your course. (See skills on page one.) From there you can highlight these skills for your students in the various sections of the course syllabus using the examples provided.

Remember to also refer your students to the Babb Center for further assistance in translating these skills into their resume and interviews for internships, jobs, graduate school, and more. If your syllabus has a resource section for students, consider including some or all of the resources listed below in the Example Resources section.

If you are interested in incorporating assignments into your curriculum that focus even more intentionally on career education, the Babb Center's Faculty Engagement Menu lists several options for doing so. For assistance please do not hesitate to contact us at CareerServices@uafs.edu.

Example Syllabus Statement 1

This course will provide you with the development of the following essential skills: [insert relevant skill(s)]. These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career at the Babb Center for Career Services: CareerServices@uafs.edu

Example Syllabus Statement 2

Essential Skills Developed:

- **Communication:** This course will build your verbal communication skills through weekly discussions on assigned readings. You will also have several presentations in which you will share your research with the class. You will develop written communication skills through assignments including weekly reflections and a final paper.
- **Teamwork:** This course will build your teamwork skills during your final paper/presentation assignment in which you will work with a team to write a paper on a research topic and present your findings together to the class.

You can learn more about these essential skills and how to connect them to your career at the Babb Center for Career Services. CareerServices@uafs.edu

ESSENTIAL Resources

LIONS CAREERLINK

Lions CareerLink is the one-stop shop for students to upload their resume for review, apply for internships and jobs, and find resources, announcements, and employers. Please encourage students to go to Lions CareerLink or download the app.

If you have internships in your department, please consider utilizing our Experiential Learning program for tracking, evaluations, and more.

NAVIGATE

Students can make an appointment with a staff member in our office through the Career Services "Care Unit" in Navigate. They can choose what they need help with and select their major so they will receive specialized assistance.

FOCUS2

The Focus2 assessment is free for all students and helps them narrow down a major and career path. If you have a student struggling with their major choice, send them to our website to take this assessment. A code is required. We can also visit with them about their results.

BLACKBOARD

Workshop presentations and resources are in the Career Services organization in Blackboard for use by students and faculty.

NUMALink

All workshops and Career Services events will be posted in NUMALink so students can easily see the opportunities to participate.

UAFS.EDU

Check out the Faculty Resources on the Babb Center for Career Services page.

UAFS CAREER ADVISORS BY MAJOR

Jeff Adams

Assistant Director

Jeff.Adams@uafs.edu

College of Arts and Sciences

Biology

Chemistry

Computer Science

Criminal Justice

Geoscience

Information Technology

Mathematics

Engineering

UC Mechanical Engineering

UC Electrical Engineering

College of Business and Industry

Applied Science

Automotive Technology

Computer Assisted Design

Diesel Technology

Electrical Engineering
Technology

Electronics Technology

General Technology

Industrial/Electrical
Maintenance

Organization Leadership

Robotics

Unmanned Aerial Systems

Welding

Jeanetta Henry

Career Coordinator

Jeanetta.Henry@uafs.edu

College of Arts and Sciences

English

General Education

General Studies

Graphic Design

History

Media Communications

Music

Political Science

Rhetoric and Writing

Spanish

Studio Art

Theatre

Undeclared Majors

College of Health, Education, and Human Sciences

Accelerated Nursing - BSN

Dental Hygiene

Emergency Medical
Technology

Imaging Sciences

Nursing - BSN

Psychology

Radiography

Social Work

Sonography

Surgical Technology

Susan Krafft

Executive Director

Susan.Krafft@uafs.edu

College of Business and Industry

Business Administration

Business Administration
-Online

All Concentrations

Certificate of Distinction in Professional Development

Kayla McGrew

Career & Internship

Coordinator

Kayla.McGrew@uafs.edu

College of Arts and Sciences

Biology - Teacher Licensure

English - Teacher Licensure

History - Teacher Licensure

Mathematics - Teacher
Licensure

Music Education

College of Health, Education, and Human Sciences

Early Childhood Education

Elementary Education K-6

Middle Childhood

Education 4-8



To make an appointment with any member of our staff, please utilize Navigate! Choose Career Services as your Care Unit.



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