

ELEVATE SYLLABUS

ATU Career Services

About This Class

ELEVATE is designed to help you develop as a professional. You will complete 6 milestones consisting of 2-4 assignments each. These milestones range in topics from self-assessment to experiential learning. When you are finished, you will be equipped with the knowledge to help you be successful in your career search, a certificate recognizing your efforts, a padfolio to use in future interviews, and an email documenting your progress sent to professors in your program of study.

Course Overview

Milestone 1: Self-Assessment

- 1a: Self-Assessment Options - Complete the Focus2 and one additional self-assessment.
- 1b: Self-Assessment Reflection - Consider learning outcomes and future application of your results

Milestone 2: Career Action Plan

- 2a: Career Research Activity - Research 3 career options you are interested in.
- 2b: Career Job Search - Find real positions for your chosen careers on our Handshake platform and compare them to research findings.
- 2c: Career Action Plan - Create your CAP to help you consider your strengths & weaknesses, outline your career goals, and plan how to accomplish those goals.

Milestone 3: Resume & Cover Letter

- 3a: Approved Resume - Create your resume, request a Resume Critique appointment with Career Services to receive advice, then correct your resume according to our feedback.
- 3b: Approved Cover Letter - Create your cover letter, request a Cover Letter Critique appointment with Career Services to receive advice, then correct your cover letter according to our feedback.

Milestone 4: Practice Interviews

- 4a: Practice Interview #1 - Record your answers to 10 interview questions using Big Interview (atu.biginterview.com).
- 4b: Practice Interview #2 - After receiving feedback from 4a, complete a second set of interview questions.
- 4c: Practice Interview Reflection - Reflect on your mock interview experience and how you might use what you've learned in future interviews.

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Course Overview (continued)

Milestone 5: Networking

- 5a: Networking/Career Fair Tracking - Record information about the professionals you have connected with.
- 5b: Networking Follow-up - Follow-up with 3 professionals from your tracking log.
- 5c: Networking Reflection - Reflect on your networking experience.
- 5d: Career Action Plan Update 1 - Update your CAP from Milestone 2 using information learned from networking experience.

Milestone 6: Experiential Learning

- 6a: Experiential Learning Opportunities - Complete an experiential learning opportunity and write a one-page paper about your experience and how it relates to your CAP.
- 6b: Experiential Learning Reflection - Review your experience and learning outcomes in relation to the goals in your CAP.
- 6c: Career Action Plan Update 2 - Update your CAP from Milestone 5 using information learned from your experiential learning experience and create a new career goal.

Benefits

Each Milestone of ELEVATE includes:

- **NACE Core Competencies** met by activities included in the milestone.
- **Return on Investment (ROI)** for each milestone.
- **Recommended Experiences** to assist your development as a professional.
- **Additional Resources** to assist you in learning more about concepts taught within each milestone.

Approximate Time Required

30 min	Assignments 1a, 1b, 2a, 2b, 2c, 4c, 5c, 5d, 6c
1 hour	Assignments 3a, 3b, 4a, 4b (will need to allow time for feedback)
1-2 hours	Assignments 5a, 5b, 6b
10+ hours	Assignment 6a (depends upon chosen experiential learning activity)

Suggested Timelines

ELEVATE can be completed in:

- 1 Semester: 1-2 assignments a week
- 1 Academic Year: 1 Milestone a month
- Up to 10 Semesters: At your own pace*

*If self-enrolled, you must complete ELEVATE before graduation. Once you no longer have access to BlackBoard, you lose access to ELEVATE as well.