

Directions for Career Readiness Competencies (Students)

1. Schedule an appointment with a career counselor to discuss module requirements and benefits
2. Your career counselor or CDC staff member will create your EL competencies record, which is where you will complete all tasks for all modules
 - If working 3 consecutive terms
 - Term 1: Complete modules 1 through 4
 - Term 2: Complete modules 5 through 9
 - Term 3: Complete module 10
 - If not working consecutive terms
 - You should complete all modules within one full calendar year
 - Term 1: Complete modules 1 through 4 at a minimum
 - Term 2: Complete modules 5 through 10 if within the same year, otherwise, suggest completing 5 through 10 voluntarily within the same year
3. If you are required to take some or all of the modules, inform your career counselor which ones you will be taking this academic term
4. If you are not required to take modules, and are voluntarily completing them to increase your knowledge in the employer-expected areas, please inform your career counselor so that you may devise a completion plan
5. Your career counselor will explain the necessary steps and requirements of each module you will be taking
6. Upon completion of each module, notify your career counselor via email so they may begin reviewing your responses
7. Upon completion of all modules scheduled for the academic term, schedule an appointment with your career counselor for module discussions and review of scoring rubrics

Each Module Will Contain Documents and Forms

- Documents
 - Instructional document your career counselor will review with you
 - Step 1: Lesson and introduction – informational and will require uploaded acknowledgement
 - Steps 2 & 3: Activity and reflection information – informational and will require uploaded acknowledgement
 - Step 4: Completion verification – Career counselor will upload graded rubric once module has been fully completed and graded
- Forms
 - Competency Activity
 - This is where you enter the activity responses
 - Each activity response must be meaningful and has a minimum word count requirement
 - Competency Reflection
 - This is where you enter the reflection responses
 - Each activity response must be meaningful and has a minimum word count requirement

Please contact the Career Development Center at 618-650-3708 if you have questions.