

# **Class Assignments & Career Services –Best Practices**

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*In order to introduce students to Career Services and career-related topics, instructors often include required and extra-credit assignments as part of their course curriculum. We want to make it easy for you to incorporate Career Services into your courses, so we have outlined the most popular packages on this sheet.*

## **Mock Interviews:**

A Career Services counselor will visit your class for a 30-50 minute presentation on interviewing tips and what to expect during a mock interview. Students are expected to contact Career Services to schedule one-hour-long appointments during which counselors meet with them individually and conduct video recorded interviews. Students are able to watch their interview and receive feedback from the counselor. Each student receives a feedback form that can be turned in as proof that they have completed the assignment. (Without an in-class presentation, it is necessary for students to schedule two appointments to complete the mock interview process).

## **Resume Review:**

Career Services on Central Campus offers drop-in hours for resume review each day from 11:30am-2pm. Counselors are available during drop-in time to meet with students for brief 10-15-minute resume review sessions. Students who need help writing their first resume and those who need to have their resume reviewed outside of drop-in hours must schedule an appointment. Counselors will sign and stamp reviewed resumes when students indicate an assignment.

Career Services on other campuses run at varying times throughout the week. Staff recommends that students contact the individual counselor who serves the campus at which the student wishes to meet regarding his or her resume. Visit [www.cpcc.edu/career](http://www.cpcc.edu/career) and click "Our Staff & Locations" to view contact information for all Career Services offices.

## **Additional Information:**

Career Services welcomes new ideas from faculty and is willing to customize presentations and/or projects for any group of students. Additional topics suitable for class assignments include career reports, career plans, job searches, and more. Please contact us to notify us of any assignments given and/or to customize something special for your students. Central Campus Career Services office phone is 704-330-6551, and staff can be reached by sending a message to [career.services@cpcc.edu](mailto:career.services@cpcc.edu). The Faculty/Staff section of the [www.cpcc.edu/career](http://www.cpcc.edu/career) contains a link to contact information for each liaison for each academic area at The College.

Please keep in mind that, as you assign extra-credit assignments, Career Services becomes very busy with graduating students during the last several weeks of every semester and especially during this challenging economy. We request that instructors set assignment deadlines that are well before the last week of classes, encourage your students to schedule appointments early and inform Career Services in advance of the assignment so we can coordinate our staff availability to meet your assignment needs.