

Sycamore Career Ready Certificate – Completion Checklist

Core Competencies & Requirements

Part 1. Professional Identity

Students develop an understanding of their professional strengths and weaknesses, working style, workplace preferences and use these to evaluate their personal fit for specific jobs, employers and professions.

Complete **BOTH required Self-Assessment** activities:

Career Advisor Approval*	Date of completion	Activity	How to complete	Required proof of completion
		Complete all 4 sections of MyPlan or other approved career assessment tool.	Access MyPlan via: http://indstate.myplan.com/ . Retrieve the license code from the log in page (or call Career Center to receive updated code). Complete the personality, interests, skills and values sections.	Career advisor will have administrative access to your completed results. Do not mark your results as “private” – make sure you have shared your access with the administrators.
		Schedule and attend an individual 60 minute MyPlan review and career planning appointment with your career advisor.	Schedule your MyPlan appointment through Sycamore Career Link. Come prepared to discuss your results as well as your future career goals.	Either print your MyPlan results and bring to your appointment or be ready to access your results online in your session.

Complete **at least ONE (1)** of the professional identity activities:

Career Advisor Approval*	Date of completion	Activity	How to complete	Required proof of completion
		Volunteer for 6 hours with an organization in an area of career interest.	Through the Center for Community Engagement, faculty, staff, or your personal network, identify a volunteer/service opportunity where you can serve for a minimum of 6 hours.	Complete a written reflection on your experience along with contact information for the site or project supervisor, location, and hours served. Submit to your career advisor.
		Complete a 3 hour job shadow experience.	Working with your career advisor, faculty, staff, or personal network, identify a work place and contact with whom you can shadow at their place of employment for a minimum of 3 hours.	Complete a written reflection on your experience. Submit to your career advisor with contact information for your site host, location, and hours shadowed.

		Conduct an informational interview with a professional in your area of career interest.	Working with your career advisor, faculty, staff, or personal network, identify a professional with whom you can conduct a 30-60 minute informational interview. Interview must be done in person. Guidelines to conducting an information interview available at www.indstate.edu/carcen or through your career advisor.	Complete a written summary of your interview questions, the professional's answers, along with complete contact information for the professional. Submit to your career advisor.
		Attend a professional conference in your field of interest.	Identify a seminar, conference, professional association meeting, etc. to attend in the area of your career interest. Associated costs must be paid by the student.	Complete a written summary of the sessions you attended at the conference along with a program or brochure from the conference. Submit to your career advisor.

Part 2. Professional Skills & Self-Marketing

Students learn communication and other transferrable skills most highly sought by employers, as identified by the National Association of Colleges and Employers (NACE) annual [Job Outlook](#) Survey. Students learn effective means to convey their professional identity and to promote themselves as job and graduate school candidates.

Complete **ALL of these required** Professional Skills / Self-Marketing activities:

Career Advisor Approval*	Date of completion	Skills Activity	How to complete	Required proof of completion
		Create a draft resume and cover letter and have them critiqued by a career advisor.	Attend a walk-in session or make an appointment with your career advisor to review both documents. Pick up resume and cover letter guides in Career Center or online at www.indstate.edu/carcen .	Provide drafts with reviewer's comments, initials, and date to your career advisor.
		Submit your revised resume to Sycamore Career Link (it must be approved online by the administrator before it becomes active).	Log into your SCL account, and submit your resume under the "documents" section. If it is not approved by the administrator, you will receive an email asking you to revise it.	Send an email to your career advisor once your resume has been approved. They have administrative access to your SCL resume.
		Complete a 60 minute Mock Interview with a career advisor.	Make appointment through Sycamore Career Link with a career advisor. Review Interview Guide prior to mock interview for preparation. Interview attire is required.	Provide completed rubric (distributed and scored by your interviewer to your career advisor.
		Complete 2 "unique selling point" experiences.	Select activities that demonstrate a unique skill or experience that distinguish you from other candidates. Complete the essay/reflection for each experience – see explanation below.	Submit the essay/reflection to your career advisor.

Complete **at least three (3)** Skills activities/workshops from the **Optional** approved list below:

Career Advisor Approval*	Date of completion	Name of Skills Activity/Workshop	How to complete	Required proof of completion
#1			Attend a workshop or activity hosted by the Career Center. Request approval from your career advisor to attend an event focused on career exploration or professional development not hosted by the Career Center.	Scan into the session and send your career advisor an email letting them know you attended OR send the completed activity documentation as specified in the Optional List.
#2				
#3				

Part 3. Professional Experience

Students gain practical experience in a professional environment to apply their academic knowledge, develop a professional network and graduate with career-related experience. Students also learn professional workplace expectations to transition successfully from student to professional.

Complete **at least 200 hours** from the listed professional experiences. The 200 hours may be obtained from one category or from combining experience in more than one category. It is recommended you meet with your career advisor prior to completing these experiences to make sure they will meet the requirements. Students must report any internship or field placements in Sycamore Career Link. Go to "I want to...Report an internship or field experience."

Career Advisor Approval*	Date of completion	Professional Experience	How to complete	Required proof of completion
		Internship(s)	Working with your career advisor, faculty, staff, or personal network, identify an internship that will enhance your professional experience and skill set. Must be approved by career advisor prior to start.	Provide your site supervisor contact information to your career advisor, have your site supervisor complete the evaluation along with a time sheet of completed hours, and complete your own post-experience evaluation.
		Significant research project relevant to career field.	Working with your faculty, identify a research project that will enhance your experience and skill set. Must be approved by career advisor prior to start.	Provide your faculty research advisor contact information to your career advisor, have your faculty advisor complete the evaluation along with a time sheet of completed hours, and complete your own post-experience evaluation.
		Practicum or field placement / service-learning / experiential education	Working with your career advisor, faculty, staff, or personal network, identify a field or practicum experience that will enhance your professional experience and skill set. Must be approved by career advisor prior to start.	Provide your site supervisor contact information to your career advisor, have your site supervisor complete the evaluation along with a time sheet of completed hours, and complete your own post-experience evaluation.

		Student Employment (can count only up to 100 hours of your total)	Working with your career advisor, faculty, staff, or personal network, identify a student employment position that will enhance your professional experience and skill set. Must be approved by career advisor prior to start.	Provide your site supervisor contact information to your career advisor, have your site supervisor complete the evaluation along with a time sheet of completed hours, and complete your own post-experience evaluation.
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Complete **BOTH (2)** of the following professional practices:

Career Advisor Approval*	Date of completion	Professional Practices	How to complete	Required proof of completion
		Attend an ISU Career Fair.	Career Fairs are held once every fall and spring semesters – see calendar of events for dates. It is expected you speak with a minimum of 3 employers or graduate schools at the fair.	Scan into the Career Fair and send your career advisor an email letting them know you attended. Provide business cards or brochures of the 3 organizations with which you spoke.
		Attend a Networking Event	Attend an alumni networking event, professional association networking event, or Networking and Etiquette Workshop/Dinner.	Either scan into the event, or provide documentation of attendance to your career advisor.

Final Portfolio & Completion Appointment – Required:

Students will complete a professional portfolio with documents that represent their professional experiences and skills (either an electronic or paper portfolio, depending on the standards in their career field). Portfolios and career planning will be discussed in a final appointment with a career advisor. Think about items or documents that demonstrate to employers your skills, accomplishments, and things that set you apart from other candidates.

Career Advisor Approval*	Date of completion	Portfolio Items	How to complete	Required proof of completion
		Final Professional Resume	Must be approved by advisor; critiques will be done until it is approved.	Bring to final appointment with career advisor AND upload into Sycamore Career Link.
		Professional Cover Letter	Must be approved by advisor; critiques will be done until it is approved.	Bring to final appointment with career advisor AND upload into Sycamore Career Link.
		3 Professional References	Identify 3 references (faculty, job or internship supervisors, staff advisors, etc.) and submit their names, titles, companies or organizations, telephone numbers, and email addresses. References may be checked.	Bring to final appointment with career advisor

		Unofficial transcript	Access your transcripts through your MyISU Portal.	Bring paper copy or send electronic copy to career advisor by final appointment.
		Major/Industry Specific documents: licenses, design samples, writing samples, project work, research project summaries, certifications, awards, training certificates, publications, presentations, etc.	Discuss supplemental documents with your faculty and career advisor. What documents or samples would an employer in your career field like to see? What will market your skills and experiences?	Bring paper copies or send electronic copies to career advisor by final appointment.
		Final appointment / exit interview with Career Advisor	Set an appointment with your career advisor through Sycamore Career Link.	Be prepared to discuss your progress through this program, what you have learned, and how you can incorporate that learning into your professional identity and job search.

***NOTES:**

Career Advisors reserve the right to deny credit for any experiences based on their judgment of the quality of the experience and the level of proof provided.

Career Advisors may also grant credit for activities or experiences deemed appropriate but not specifically listed on this document. Students must seek and gain prior approval before counting that activity or experience toward the requirements.

Professional Skills – List of Approved Workshops/Activities for Optional Items (you must attend at least 3)

- Any Career Center hosted career development or professional skills workshop (Resume Writing, Interview Skills, etc.)
- Create a LinkedIn profile (at least 90% complete) and send for review by a career advisor
- Meet with a career advisor to review a graduate school personal statement
- Attend other professional/employer/industry panels as pre-approved by your career advisor
- Attend a career fair not sponsored by ISU (documentation required)

Unique Selling Point Experiences

Select activities that demonstrate a unique skill or experience that distinguish you from other candidates. Submit an essay that summarizes and explains each of these skills/activities. Include what lessons you learned from the experience, how it will help you in your future career/workplace, and why it sets you apart. Examples of “unique selling points” include: study abroad, membership in a multicultural organization, membership in a leadership or service organization, web design or graphic design skills, multi-lingual abilities, athletic participation/leadership, Greek organization leadership role, music/art/creativity skills, a major program or project that you organized/managed, membership in a professional association related to your career interests, etc. Unique Selling Point activities should be discussed and approved with your career advisor.