

## **Rationale for FAMU Career Action Plan**

**Submitted by: Bill H. Means, EdD, Career and Professional Development Director**

In compliance with CS/HB1261, FAMU proposes a strategy to aid in the development of career action plans for all First Time in College students (FTIC). The Office of Career and Professional Development (CPDC) will create an introductory module on FAMU's Canvas online platform. Each student in the cohort will schedule a follow-up appointment with the career specialist to register with the Career Center and complete a Career Action Plan (CAP) using the Suitable platform. Suitable will allow the career specialist to design a customized career development plan using the FAMU Strike In Four: Career Action Plan and follow up.

### **Plan**

The Office of Career & Professional Development will lead the plan to assist freshmen and new transfer students in completing their Career Action Plans. However, close collaboration with the Office of Admissions, Office of Academic Advising, First Year Experience, Instructional Technology and the Registrar are imperative. The Registrar will be responsible for placing and lifting the registration holds on the students' accounts in mid-September. Once students complete the Canvas Module successfully, holds will be lifted.

CPDC will ensure the following to complete the new students career actions plans:

1. CPDC developed a Canvas module to introduce students to the Focus II Career Assessment, Career Services and the Strike-in-Four Career Plan, including Suitable mobile app
2. The career team will work with First Year Experience Office and Student Affairs during Orientations to have students complete the module
3. Instructions for the module and meeting with Career Specialists will be mailed to new students prior to orientations with the help of Admissions
4. MyFloridaFutures link added to FAMU Admissions webpage
5. CPDC will develop marketing materials to distribute on social media, via the SLS1101 Freshmen First Year Experience Course and via all new student orientations regarding the module
6. The career specialist will meet with the students to create the career actions plans and ensure completion of the module during Orientation and Welcome Weeks
7. CPDC will work with IT and the Registrar Office to place registration hold on new student accounts during first semester and prior to 2023
  - a. Timeframe for hold: The registration hold will take place fall 2022, blocking registration for spring 2023 for students
8. Holds will be lifted once students complete the Career Module successfully and meet with career specialists during orientation or individually

9. Record data of career action plans on the State University System and refer students to MyFloridaFutures

**Recent Milestones and Next Steps:**

- CPDC will create the introductory module for the Career and Professional Development Canvas Online Platform
- Work with Information Technology Systems and Registrar to develop the hold process. Holds will be automatically lifted after successful completion of the online modules
- Suitable Career Platform being customized for career specialist to coach and guide students
- Test Career Module on SLS Spring 2022 Class to be ready for Fall 2022
- Develop Marketing Campaign for the program
- MyFloridaFutures information and link added to FAMU Webpage
- Working with Admissions, FAMU Orientation and Welcome Week teams to create messaging for incoming students and allow our specialist to meet with freshmen during school opening activities for fall 2022

In order to determine student placements beyond graduation, The Career & Professional Development Center also will administer the 1<sup>st</sup> Destination Survey to graduating seniors via its current career platform just prior to graduation each semester and up until 1 year beyond graduation. The purpose of the survey is to track student's entry level career roles, matriculation into graduate/professional school or pursuit of other notable endeavors, such as military service or volunteerism including Ameri-Corps and Peace Corps. Collaboration between CPDC and Alumni Affairs will be crucial to follow up with Alumni 5 and 10 years out to determine careers pursued and salaries earned. This information will be transferred by the University to the State University System dashboard.

Email received 1/4/2022 from Dr. Bill Means regarding making students aware of employment and wage prospects to his/her declared major and student affirmation of being provided with the requirements:

1. Students will receive occupational outlook/salary data from What Can I Do With the Major, US Occupation Handbook and directed to BOG Dashboard

2. Students will confirm they have received the occupational outlook and salary data
3. Students will complete the Canvas Community Career Module
4. Students will complete a Quiz
5. Students will develop a Career Plan using Suitable Software with Career Specialists

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