Mastering Career Readiness Modules for Students

Georgia Gwinnett COLLEGE

The Georgia Gwinnett College Mastering Career Readiness D2L modules, developed by the Career Development and Advising Center (CDAC), are designed to address the career readiness and employability skills of GGC students. As a student you are enrolled in the D2L which can be completed at your own pace. You can access the Mastering Career Readiness modules by logging in to D2L and clicking on the Mastering Career Readiness tile.

The Mastering Career Readiness D2L modules contain four modules (included an Introduction and Conclusion) that provide several important aspects of career readiness including self-assessment, exploring careers and the nuts and bolts of getting and keeping jobs like resume writing, networking on LinkedIn, interviewing, and goal setting. The modules were expanded in Fall 2020 to include content related to each focus area/major/discipline.

Each module wraps up with activities that reinforce employability skills to support personal and professional achievement. Your learning will be assessed by small quizzes- one after each module (completion of all module activities and quizzes are required to release the conclusion content) and one at the conclusion (required to qualify for completion certificate).

Module Activity Breakdown

Module 1	Module 3
▪ Take the Focus 2 Career Assessment ▪ Complete ClawLink Profile	▪ Develop two goals on a goal setting worksheet ▪ Identify skills using an employability skills worksheet
Module 2	**Module 4**
▪ Build a Resume ▪ Create a LinkedIn Profile	▪ Conduct a mock interview. This can be done in person or via the Big Interview online platform ▪ Create a Professional Reference List with three references listed

Once completed the Mastering Career Modules can serve as a concrete career portfolio to share with prospective employers, community service organizations or education-related organizations. Your student career portfolio could include:

- A Resume
- A Reference List (preferably former supervisors and faculty)
- LinkedIn Profile
- Career Assessment Results
- Mastering Career Readiness Certificate of Completion

> Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace

Updated 8/2020

Frequently Asked Questions

Q: I did not request to be added to this. How did I get in it?
A: All GGC students are added to the modules. The modules are designed to assist you with gaining a better understanding of your major and/or focus area and help you to become a competitive candidate by providing you with knowledge and skills needed for gainful employment.

Q: Am I required to complete the modules?
A: Completion of the Mastering Career Readiness Modules is optional. You are not required to complete the modules but it is highly recommended as you prepare for your future career. You will not have access after graduation.

Q: How do I share with an employer once I have completed the modules?
A: Once you receive your Certificate of Completion you can add it to your resume, share with an employer via email, as an attachment to your application and upload as a document in Handshake.

Q: Is this a grade on my transcript?
A: No, the Mastering Career Readiness Modules is a non-credit bearing course and will not show on your transcript.

Q: Is this a credited course?
A: No credit is issued for completion of the Mastering Career Readiness Modules.

Q: If this is not for credit and no grade will be issued, why are there quizzes?
A: The quizzes allow the Career Development Center to assess your learning. There are no right or wrong answers to the quizzes.

Q: What if I cannot log in to my Handshake account?
A: Stop by the Career Development Center, Student Center Suite 2130 or email careerservices@ggc.edu.

Q: Can I schedule an appointment to learn more about the modules?
A: You can make an appointment through the Schedule an Appointment section in Handshake, call the Career Development Center at 678-407-5702 or stop by the Career Development Center in the Student Center Suite 2130.

Q: Do I have to complete the modules sequentially?
A: The only section that must be completed first is the Acknowledgement Survey in the Start Here section. All other modules can be completed in any order at your own pace.

Q: Can I fail this course?
A: No, you cannot fail the course. It is a non-credit bearing course.

Q: How long do I have to complete the modules?
A: You can complete the modules at your own pace. You will have access to the modules until you graduate.

Q: Will I receive feedback on my work submitted?
A: The Career Development Center will review all work and you will receive feedback no later than two weeks prior to the end of the semester.

Q: I finished the course how I get my Certificate of Completion?
A: Your Certificate of Completion will be issued once your work has been verified by the Career Development Center.