



REAFFIRM  
2016-2017



HIGHER LEARNING COMMISSION  
A COMMISSION OF THE NORTH CENTRAL ASSOCIATION

## Department Checklist for Career Development

### General

1. Who is your department's dedicated contact for students seeking information about careers?
2. Do advisors and instructors in your department know about available career resources on campus (e.g. individual career coaching/advising/consulting, career courses, job search and placement services)?
3. Do you have dedicated career-specific resources readily available for advisees (e.g. library/handout/web)?

### Curriculum & Advising

1. Does your department intentionally include career development in the curriculum (e.g. dedicated courses, as a topic in some courses, at targeted times during the undergraduate career)?
2. How are instructors in your unit supported in developing and implementing such curriculum?
3. What career development topics or issues are covered within your unit's curriculum?
4. What assignments or activities around career development does your curriculum incorporate?
5. How does your unit assess the quality of the curriculum with respect to students' career development?
6. Does your unit support non-credit based experiential learning opportunities (e.g. internships, job shadowing, service-learning) and, if so, how does it promote these experiences to students? Track and record students' participation within them?
7. How does your unit review or assess the quality of the career development experiences it provides?

### Post-Graduation Outcomes and Data

1. Who collects the data for your unit regarding post-graduation outcomes? How is this data used to inform program or curricular discussions?
2. Does the department and/or college engage in exit interviews with graduates? If so, at what point? How is this data used for program improvement?
3. Does the department have current information on its website related to post-graduation outcomes?