OVERVIEW

This course is designed to help students like you discover their innate talents and use them as “superpowers” to create a professional brand and navigate the job search process. Through a combination of self-reflection exercises, group discussions, and guest lectures from industry professionals, you will learn how to identify your unique strengths and develop a personal brand that sets you apart in the job market. The class will also cover practical skills such as resume writing, networking, and interviewing, as well as strategies for finding and applying to jobs that align with their passions and talents. By taking this course, you will have a clear understanding of your strengths and how to leverage them in your job search, as well as a polished professional brand and a targeted job search gameplan.

OBJECTIVES

- Understand one's own unique value in professional spaces
- Identify situations and resources to advance career outcomes
- Create tools that help communicate your professional brand
- Make decisions that advance career outcomes

PROGRAM HIGHLIGHTS

Services Offered by Professional Coaches and Mentors

- Earn while you learn! Our microcredential program compensates learners upon completion
- Insights from renowned faculty and industry experts
- Understand one’s true purpose and career path
- Gameplan (professional brand portfolio)

Services Offered by Industry Experts

- Personalized feedback, support, and network development
- Live weekly office hours with faculty and industry experts
PROGRAM EXPECTATIONS
Learners completing courses in the microcredential program are expected to:

- Complete the learning activities in the given timeframe.
- Dedicate the time necessary to complete learning activities and assignments in each module.
- Engage with material, other learners, and course facilitator(s).

WHAT WILL YOU LEARN?
In this course, students will learn:

- Professional values and business etiquette
- How to write a resume and cover letter
- Research and the practice of getting a job
- Reflect on one’s experience through reactions, feedback, and comments

WHO IS THIS COURSE FOR?
New College Students
Students who are matriculating to college for the first time will align their purpose and goals for their studies and their career interests, basing them in a foundation of their authentic identities, interests, and passions as individuals.

Students Seeking Summer Internships and Other Work-Based Learning Opportunities
Students seeking to capitalize on opportunities to earn internships and other career-accelerating opportunities through Propel, its signature partners, or other corporations and organizations will learn to identify opportunities that align with their interests and core values as well as develop and refine their resume writing and interview skills to ensure that they go through the application process with confidence while presenting their best and most authentic self.

Graduating Students
Students who are getting ready to graduate and enter the early stages of their careers will benefit from opportunities to refine their resume writing and interview skills. Participants will also learn how to navigate the workplace as early career professionals while staying grounded in their identities and the values and experiences that define them.

COURSE SCHEDULE
In this course, participants will engage in self-reflection and skill practice to prepare for success in exploring, applying for, and navigating professional internship opportunities in the early stages of their careers. Learning experiences are delivered through nine dynamic modules designed to provoke introspection and practice key skills alongside regular support from Propel staff and industry mentors.

COURSE MODULES

MODULE 1: Articulating Your Purpose
Understanding and articulating your purpose can be the difference between good and great in the classroom, in the workplace, and in all areas of your life. We start with knowing your “why” so you can use it as a roadmap for the rest of the course and your professional life.

MODULE 2: Discovering Your Superpowers
Discovering your superpowers requires you to think about how you perceive your strengths and how they have evolved and grown since matriculating to college. Reaching out to others who know you well while utilizing some career and strengths inventories will provide you with even more information about your superpowers so that you can compare how you perceive yourself, how others perceive you, and what you aspire to become.

MODULE 3: The Hero’s Journey - Your Defining Moments
We are each defined by our unique story, which is itself a compilation of defining moments throughout our lives. These defining moments inform our values, our aspirations, and our interests, and passions. Together we identify these stories and refine them so that we can highlight them in the job application process.
**MODULE 4: Your Core Values**
We each have a few core values that help us navigate decisions, act and react, and move through our careers. Articulating these core values is critical to presenting ourselves in our most authentic light.

**MODULE 5: Aligned Resume Writing**
Learn the technical process of writing a winning resume, including tips from Propel’s signature corporate partners. Then, make sure your resume reflects all the elements of your authentic self as articulated in modules 1 through 4.

**MODULE 6: Acing the Interview**
Acing the interview requires knowing the company, the role, and your interviewers as well as or better than they know you. Learn how to effectively research and “game plan” your interview so that you are prepared for success.

**MODULE 7: Be an Interview STAR**
Learn the widely taught STAR interview strategy and prepare replies that will ensure your interview responses reflect your most authentic self and everything that you have to offer.

**MODULE 8: Navigating Professional Spaces**
Learn how to navigate professional spaces and colleagues in a professional context while staying true to your values and your most authentic self. This will help you not only succeed in the interview process but also thrive in your internship and the beginning stages of your career.

**MODULE 9: Game Time**
In this final module, you will bring it all together to establish your vision and goals for your professional internship experience or first job out of college.

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**LEARNING ACTIVITIES**

**Learning Enrichments**
- Professional case studies and simulations
- Peer discussions
- Career and strengths inventories
- Professional materials and interview game plan
- Personal discovery and reflection

**Learning Engagement**
Participants will engage in learning activities that encourage self-discovery and actualization toward achieving professional goals. Learning activities, projects, and discussions based on unique interests will provide opportunities to expand knowledge and facilitate the development of culturally informed applications.

Connections to real-world professionals through videos and live conversations enrich the understanding of the job application process in the early stages of your career.

**LEARNING METHODS**
- Industry experts and credentialed guest speakers provide a rich learning environment
- Instructional methods that support diverse learners
- Activities and assessments that tap into learners’ prior knowledge and experience and encourage active learning
- Authentic assessments that include challenge-based learning, scenarios, and hands-on practice activities
- Encouraging learner motivation through selected use cases and creating real-world tools
- Scaffolding and chunking of information to support the learning of all students
- Transparency of course expectations and competencies is promoted, so students know what they will be learning and precisely what to do to grasp the concepts presented.
- Encouraging social learning through a learning community
- Adaptive learning activities, continuous feedback
**FACULTY**

**Course Facilitators, Program and Course Developers**

**CARL S. MOORE, PHD, PROPEL EXECUTIVE FELLOW:** Carl is a teacher, learning scientist, curriculum developer, and instructional designer. He also serves as the Vice President of Teaching and Learning at Howard Community College.

**HALLEEMAH NASH:** Halleemah Nash is a social entrepreneur operating as the Founder of Rosecrans Ventures, an underrepresented talent solutions firm that provides coaching and career courses for marginalized talent populations in the workforce. Nash is a graduate of Howard University and a proud product of Compton, California.