Career Center
UNIVERSITY OF SOUTH CAROLINA

CAREER CENTER FACULTY TOOLKIT

HELPING YOUR STUDENTS BE CAROLINA CAREER READY

The mission of the University of South Carolina Career Center is *to educate and empower students and alumni in their development of lifelong career management skills, build mutually beneficial networking relationships between job seekers and employers, and serve as a planning resource for university faculty.* As a knowledge center, the University Career Center translates labor market trends, career readiness frameworks, and student outcome data into actionable insights that inform institutional strategy and student success initiatives.

Vision & Core Functions

The Career Center strives for continuous improvement in our core function outcomes, while aligning with the intended outcomes of Student Affairs & Academic Support and with the priorities of the University.

Career Development & Education

Students will learn about themselves and their career options and develop a plan to help them reach their career goals.

Creating a Career Ecosystem

Students will be provided with increasing touchpoints across the broader campus community to engage earlier and more often in professional development conversations.

Documenting & Sharing Career Outcomes

Students will be provided with career outcomes data to help them make more informed career decisions.

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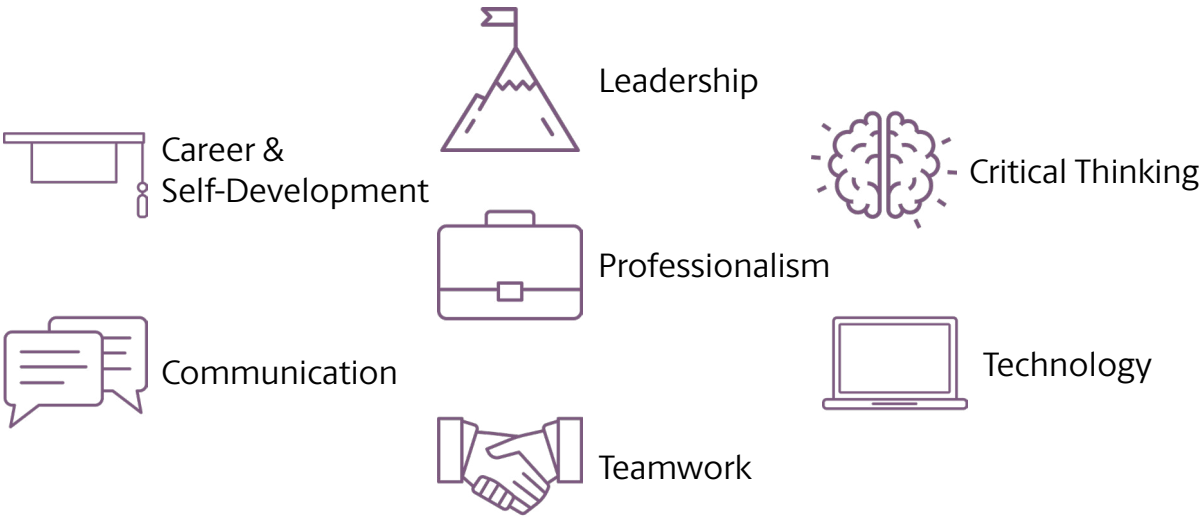
What We Offer to Students

- Career coaching & career assessments
- Resume & cover letter review with Career Studio Peer Educators
- Career, job & graduate school fairs
- Employer visits
- Headshot booth
- Mock interviewing through Big Interview
- Mentoring through the Mentorship Hub
- Internships, co-ops, part-time & full-time jobs through Handshake
- Workshops, panels & other programming
- Guidance & resources on professional documents & personal branding
- Info on career paths & estimated salaries through Gamecock GradStats
- Financial support through the South Carolina Internship Program and Richter Internship Scholarships & Mini-Grants
- Access to various online career tools through our Career Center Toolkit
- In-depth resources for everything career in our Cocky Career Guides
- Four-year career plans to help build a solid foundation for career success
- 24/7 answers through Cocky Career Ready, our customized ChatGPT
- Assistance with graduate school preparation through our Pre-Professional and Graduate School Advising office
- Assistance for current graduate students through our Graduate Student Career Services

Are Your Students Career Ready?

Career readiness is all about building the skills and confidence you'll need to succeed — not just in your first job, but throughout your whole career. These are career readiness competencies employers look for:



Career Center Faculty Engagement Menu

At the USC Career Center, we understand that our faculty play a central role in students' development. You're shaping their critical thinking, their curiosity and often, their career direction. You are among the first people students trust when thinking about their future. But you don't have to shoulder that responsibility alone.

Partnering with the Career Center gives your students access to expert guidance and tools. From classroom presentations to industry connections, we're here to further your impact. The Career Center offers ready-to-use resources, training and events, and a dedicated team to support faculty who want to integrate career development in a meaningful way.

Ready to integrate career development into the classroom? We offer:	• Pop-up/drop-in Career Coaching hours in your college • Topical classroom presentations such as job fair prep, resume & cover letter writing, interviewing and graduate school preparation • Lesson plans or class assignments related to career goals & success • Assessment tools to help students clarify their interests, values and personality traits
Do your students need real-world experience or advice? We offer:	• Specialized mentor/mentee groups for your college through the Mentorship Hub online platform • Internship & co-op consultations • Tools to measure employment-related competencies in student experiences • Financial support through the South Carolina Internship Program and Richter Mini-Grants and Internship Scholarships • Mock interviews via tech platforms or in class exercises
Looking to connect your students with employers? We offer:	• Employer tabling in your area or at your event • Expert panelists for specific events • Employer engagement & consultations • Job shadowing & employer site visits • Various job fairs each semester, including All Majors Fair, STEM Fair, Health Professions Fair, Law School Fair, Education Recruitment Day and Part-Time Job Fair
Curious about the data and tech tools we have available? We can:	• Offer consults on graduate career outcomes and labor market trends • Provide demos of tech tools that support career mentoring, outcomes, readiness skills and opportunities
Ready to take your Career development knowledge to the next level? You can:	• Connect with Career Services and discover tailored support for your students, enhanced resources for your courses, and strategic partnerships for your programs, making every Gamecock ***Carolina Career Ready*** • Contact Dr. Justin Lawhead, Assistant Vice President for Career Readiness and Post Graduate Student Success, at dlawhead@mailbox.sc.edu to discuss next steps

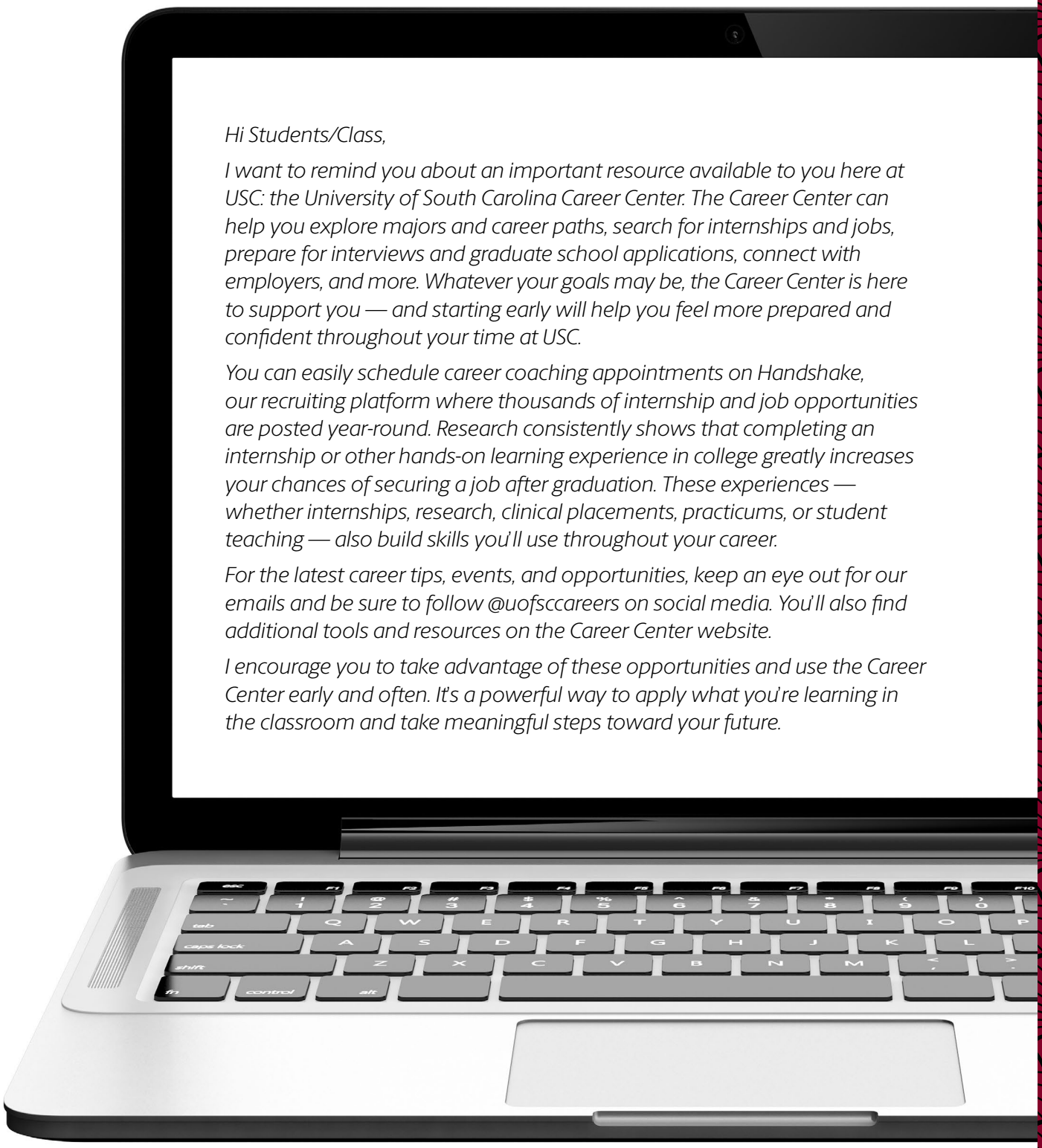
*Become part of the Career Center network by becoming a **Career Champion**.*

USC CAREER CHAMPION EDUCATION

Student Email Template

We know students look to their professors and instructors for guidance, and your encouragement makes a real difference in how they engage with career development. With that in mind, we've created a brief email template you can share with your students to remind them of the many resources, programs, and events available through the USC Career Center.

Please feel free to customize the message to fit your course or communication style. Thank you for partnering with us to help students explore their goals, build their skills, and take confident steps toward their future careers.



Hi Students/Class,

I want to remind you about an important resource available to you here at USC: the University of South Carolina Career Center. The Career Center can help you explore majors and career paths, search for internships and jobs, prepare for interviews and graduate school applications, connect with employers, and more. Whatever your goals may be, the Career Center is here to support you — and starting early will help you feel more prepared and confident throughout your time at USC.

You can easily schedule career coaching appointments on Handshake, our recruiting platform where thousands of internship and job opportunities are posted year-round. Research consistently shows that completing an internship or other hands-on learning experience in college greatly increases your chances of securing a job after graduation. These experiences — whether internships, research, clinical placements, practicums, or student teaching — also build skills you'll use throughout your career.

For the latest career tips, events, and opportunities, keep an eye out for our emails and be sure to follow @uofsccareers on social media. You'll also find additional tools and resources on the Career Center website.

I encourage you to take advantage of these opportunities and use the Career Center early and often. It's a powerful way to apply what you're learning in the classroom and take meaningful steps toward your future.

Incorporating Career Readiness into Your Syllabi

National Association of Colleges and Employers research shows that students who receive career guidance from their faculty experience stronger career mobility and confidence after graduation. One powerful way to support your students is by helping them see how the work they're doing in your course connects to their future career plans. You can make these connections clear in your syllabus through statements, assignments, activities, and resource links — all without changing your existing curriculum.

A helpful first step is identifying which of the NACE Career Readiness Competencies your course already develops. Once you've pinpointed those skills, you can highlight them throughout your syllabus using the examples provided below.

We also encourage you to refer students to the University of South Carolina Career Center for additional support. Our team can help them translate the skills they're gaining in your class into strong applications, résumés, interviews, and graduate school materials. If your syllabus includes a student resources section, consider adding some or all of the items listed later in the Example Resources section.

If you're interested in integrating more intentional career development, the USC Career Center's Faculty Engagement Menu outlines several options. And as always, we're here to help — please don't hesitate to reach out to us at career@sc.edu.

Example Syllabus Statement 1

This course will provide you with the development of the following essential skills: [insert relevant skill(s)]. These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career at the USC Career Center, sc.edu/career.

Example Syllabus Statement 2

Essential Skills Developed:

Communication: This course will build your verbal communication skills through weekly discussions on assigned readings. You will also have several presentations where you will share your research with the class. You will develop written communication skills through assignments including weekly reflections and a final paper.

Teamwork: This course will build your teamwork skills during your final paper/presentation assignment where you will work with a team to write a paper on a research topic and present your findings together to the class.

You can learn more about these essential skills and how to connect them to your career at the USC Career Center, sc.edu/career.

Example Assignments & Activities

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with others.

Examples: Writing papers and professional messages, presenting to the class or guests, discussing course topics with peers, creating presentation visuals, asking clarifying questions, practicing active listening, applying storytelling techniques, developing an elevator pitch.

Teamwork

Build and maintain collaborative relationships to work toward shared goals while valuing diverse viewpoints.

Examples: Group projects, partner lab work, co-writing assignments, adapting and compromising, managing conflict effectively.

Critical Thinking

Identify and respond to needs using situational context and logical analysis.

Examples: Solving course-related problems, gathering and interpreting data, engaging in debates, analyzing case studies, writing research papers, participating in service-learning projects, considering diverse perspectives.

Leadership

Recognize and use personal and team strengths to achieve goals.

Examples: Planning and completing projects, solving problems creatively, evaluating peer work, building trust, motivating teammates, practicing ethical decision-making.

Professionalism

Demonstrate effective work habits and act responsibly within the academic or workplace community.

Examples: Meeting deadlines, attending class on time, upholding academic integrity, submitting error-free work, holding oneself and others accountable, reporting progress updates.

Technology

Use technology ethically and effectively to complete tasks and achieve goals.

Examples: Creating digital presentations, learning new tools, selecting appropriate technologies for tasks, manipulating information, understanding data privacy and security, teaching others how to use new technology.

Career & Self Development

Proactively develop one's skills, knowledge, and career awareness.

Examples: Identifying strengths and areas for growth, applying feedback, seeking learning opportunities, using career assessments, exploring career paths, connecting with professionals, creating career materials (résumé/CV, cover letter, personal statement).

Example Resources

USC Career Center	Whether you're exploring majors, preparing for internships, or launching into life after graduation, we're here to help you build skills, discover options, and connect with opportunities that move you forward. sc.edu/career
Handshake	Your one-stop shop for USC-approved internships, part-time jobs and full-time positions, plus easy appointment scheduling with career coaches. sc.joinhandshake.com
Candid Career	Watch real professionals share honest insights about their day-to-day work, career challenges and what they wish they'd known when starting out. univsouthcarolina.candidcareer.com
What Can I Do With This Major?	Explore unexpected career possibilities for your degree and see how other students turned their major into amazing careers. bit.ly/CareerCenterToolkit
Gamecock GradStats	Get the real numbers on where USC alumni work, what they earn, what skills they need in their work and how their careers have progressed over time. sc.edu/gradstats
Mentorship Hub	Connect directly with USC alumni working in your field of interest for advice, informational interviews and potential job leads. mentorshiphub.sc.edu
Cocky Career Guides	We've got you covered with your go-to resources for everything career — fair prep, grad school exploration, resume updates, LinkedIn literacy and more. bit.ly/CockyCareerGuides
Career Connected Classroom	Connect students with professionals who bring course concepts to life, explore career pathways, and demonstrate how classroom learning translates to the workplace — many of them University of South Carolina alumni. bit.ly/FacultyPartnerships
VMock	An AI-powered career readiness platform that provides students with instant, personalized feedback on resumes and other career documents, complementing career services and supporting career preparation across campus. **Coming Fall 2026!**

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