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THE QUALITY ASSURANCE COMMONS
for HIGHER *and* POSTSECONDARY EDUCATION

Faculty Employability Fellows Impact Project

Implementation of Professional Development Curriculum to Enhance Employability Skills

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Annie Dail
Special Project Coordinator and Instructor
Institute of Engineering
Murray State University

The goal of this proposal is to enhance employability skills across campus by offering a course on Professional Development that focuses on the employability skills necessary to thrive in the workforce.

OPPORTUNITY/PROPOSAL

Given the lack of a campus-wide approach to systemic or embedded employability skills being taught or implemented at Murray State University, Instructor Dail believes a new course that offers students comprehensive “Professional Development” is needed. While a required freshman orientation introduces students to university life, there is not a consistently offered senior seminar/“Professional Development” course(s) offered by all departments. This proposal seeks to develop employability skills necessary to thrive in the workforce.

SOLUTION

The creation of a 16-week campus-wide comprehensive professional development course that focuses on employability skills is proposed. Curriculum will include job-seeking skills such as resume and cover letter writing/preparation, job interviewing techniques, discussion of company benefits, and professional best practices. In addition, critical soft managerial skills like conducting a meeting, resolving conflict, and ethical decision making. Employability curriculum,

course outline, course documents, and presentations will be provided to allow this offering to be tailored to meet individual program needs.

Proposed Content Outline:

- Job Search Process
- Career Services
- Abilities Marketing Plan
- Professional, Ethical and Societal Responsibilities
- Placement/Company information
- Resume' (development and types)
- Employment Correspondence
- Interview (strategies and techniques)
- References
- Professional Employment Portfolio
- Lifelong Learning – Professional Development in the Workplace
- Contemporary Professional, Societal and Global Issues
- Professional Image
- Business Situations

IMPACT/IMPLEMENTATION

The Institute of Engineering will beta test this curriculum for the College of Science, Engineering & Technology. Once implemented (course IOE 399 – Professional Development), this curriculum will be provided to the Dean and Department Chairs within the College. Once IOE 399 is beta tested, Instructor Dail will continue to work with the Department Chair and Dean to promote and implement the “Professional Development” curriculum.