

CU Professional Development Series - Checklist

The Professional Development Series is presented through D2L and is comprised of recorded workshops, webinars, guest speakers and tasks that will provide intermediate and advanced programming to enhance participants' career development and job search skills. To earn a Bronze Badge, participants must complete all 5 of the Bronze Badge sessions. To earn a Silver Badge, participants must complete two of the four silver session options and to earn a Gold Badge, participants must complete all nine of the session options. In order to be granted a badge, all sessions must be completed at a satisfactory level based on the module assessment.

****SPECIAL NOTE:** College of Business Administration and Information Sciences students receive "Mentor Eligibility Status" by earning a Bronze Badge.

Completion Checkbox	Badge		Topic	Recommended Completion Date	Project/Task
<input type="checkbox"/>	Bronze		Resumes and References: Beyond the Basics	Week 2 of the Semester	<ul style="list-style-type: none"> Make revisions to your resume and submit it for feedback via dropbox Submit a draft reference request via the dropbox that can be used for the CUmentor program Discussion Board Participation – identify 3-5 potential references
<input type="checkbox"/>	Bronze		The Art of Interview Skills	Week 3 of the Semester	<ul style="list-style-type: none"> Participate in group practice interviews and reflection process Students are encouraged to schedule a mock interview with CCPD
<input type="checkbox"/>	Bronze		LinkedIn	Week 4 of the Semester	<ul style="list-style-type: none"> Join our LinkedIn Group
<input type="checkbox"/>	Bronze		Prepare to be Mentored	Week 5 of the Semester	<ul style="list-style-type: none"> Discussion Board Q&A session
<input type="checkbox"/>	Bronze		Networking	Week 6 of the Semester	<ul style="list-style-type: none"> Complete 3 informational interview sessions and 3 job shadows by the end of the semester Submit a reflective paper from your informational interview/job shadow experiences (1-2 pages) via dropbox
<input type="checkbox"/>	Silver	Gold	Removing the Mystery of Cover / Application Letters	Week 7 of the Semester	<ul style="list-style-type: none"> Draft a cover letter tailored to the CUmentor program and submit via dropbox
<input type="checkbox"/>	Silver	Gold	Dress for Success	Week 8 of the Semester	<ul style="list-style-type: none"> Discussion Board Q&A session
<input type="checkbox"/>	Silver	Gold	Internship Search 101	Week 9 of the Semester	<ul style="list-style-type: none"> Discussion Board Q&A Session
<input type="checkbox"/>	Silver	Gold	Dining Etiquette	Week 10 of Semester	<ul style="list-style-type: none"> Discussion Board Q&A Session

Questions?

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