

CLAFLIN UNIVERSITY

Division of Student Development and Services

Office of Career Development



2021-2022

The Big Picture

SOPHOMORE



Plan. Prepare. Practice. Perform

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DIRECTOR OF CAREER DEVELOPMENT

803.535.5338 | CSNELL@CLAFLIN.EDU

PROGRAM COORDINATOR FOR SERVICE LEARNING
AND COMMUNITY SERVICE

803.535.5333

ACADEMIC STUDENT SUPPORT COORDINATOR
WORKFORCE DEVELOPMENT

803.535.5333

Second Year Experience

Career Development Course

LEARNING OUTCOMES

- The purpose of the Second Year Experience is to help students practice social, moral, environmental and ethical responsibility in their lives and service to the community. Students engage in curricular and co-curricular activities, enhancing their career paths.
- As a result of this course, students will be able to: 1. Develop and apply transferrable skills through service learning and community service projects; 2. define their career plan through group and individual planning sessions; 3. identify relevant processes for major exploration, experiential learning, and graduate/professional school; 4. identify appropriate career and campus resources and opportunities that contribute to goal achievement; 5. and use written and oral communication to discover, develop, and articulate ideas and view-points based on career, professional development, service learning and community service programs.

VIRTUAL ASSEMBLY ETIQUETTE

1. We will respect ourselves, peers, and speakers who are guests on our campus.
2. All students are required to have web cameras and mics on, but remain silent. Eliminate all distractions. It is importance that you listen intently to the speakers.
3. Consider your appearance on the webcam. Students are expected to wear business casual attire.
4. Ensure that your video background is professional.
5. Remember that the virtual experience has the same degree of respect as a live class.

ATTENDANCE

Your attendance is required and will be monitored. You are to be logged on 5 minutes prior to the event start time. ALL EXCUSES FOR ABSENCES FROM CLASSES MUST BE PRESENTED BY STUDENTS WITHIN SEVEN DAYS OF THEIR RETURN TO CLAFLIN UNIVERSITY. Students must be dressed in the appropriate attire and must be visible for attendance to be accepted. If you attend a virtual session for less than 40 minutes, you will not recieve credit for attendance.

GRADING CRITERIA

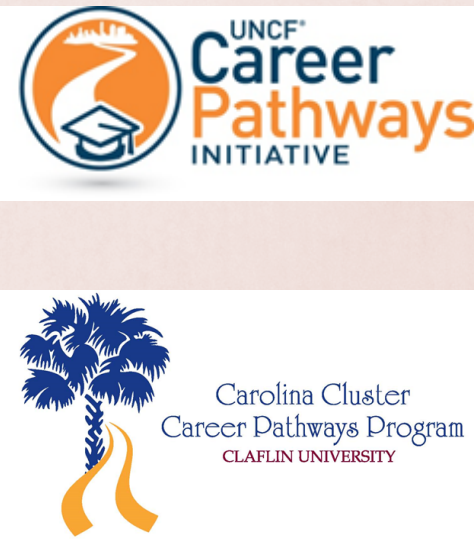
ASMB: 201		0-249 = UNSATISFACTORY (FAIL) 250-300 = PASS		ASMB: 202	
Virtual Assemblies	30 points	Virtual Assemblies	30 points		
Executive Leadership Series	20 points	Executive Leadership Series	20 points		
Financial Literacy Series	20 points	Financial Literacy Series	15 points		
Envestnet Institute (Only students last name beginning with K-Z)	10 points	E-Portfolio: Website Development	15 points		
Platform Set-up (Graduway, College Central, Handshake, LinkedIn, GivePulse)	10 points	Graduway: Mentor/Mentee Vision Board	10 points		
Graduway: Find a Mentor	10 points	Update My Resume: Career Center Resume Review	5 points		
Resume' Building: Career Center Resume Review	10 points	Video Elevator Pitch	5 points		
Elevator Pitch	5 points	Personal Statement	10 points		
How to Work a Virtual Graduate School Fair	5 points	Cover Letter	10 points		
Graduway: Interview my Mentor	10 points	How to Work a Virtual Graduate School Fair	5 points		
Complete 4 UNCF Scholarship Applications	20 points	Complete 4 UNCF Scholarship Applications	20 points		
Community Service (20+ Hours)	150 points	Career Research & Exploration Final Paper	5 points		
*(Only students last name beginning with A-J)		Community Service (20+ Hours)	150 points		
		*(All students enrolled)			
Total 300 Points		Total 300 Points			

REMINDER: YOUR GRADE ON MOODLE DOES NOT REFLECT YOUR OVERALL SCORE IN THIS COURSE. IF YOU DO NOT COMPLETE YOUR CAREER PLANNING ASSIGNMENTS, YOU WILL REPEAT THIS COURSE. IF YOU DO NOT COMPLETE THE COMMUNITY SERVICE REQUIREMENTS, YOU WILL REPEAT THIS COURSE.

PANTHERS AT WORK MENTORING

Panthers at Work Alumni Network provides our Claflin University alumni and students with access to professional opportunities such as mentoring, employment, internships and social opportunities such as events, groups and discussions. As a social networking site, opportunities are literally one click away.

CONNECT THROUGH:
<https://panthersatworkmentoringprogram.com/>



CAREER PATHWAYS INITIATIVE

The newly designed Career Pathways Program presents an exciting opportunity to build upon Claflin University's tradition of delivering high quality educational experiences. The Career Pathways Program will impact student preparation for the workforce and graduate/professional schools by helping them develop 21st century workforce competencies through curricula enhancements, experiential learning programs, and guided career pathways

CLAFLIN TIMELYCARE | RECEIVE 4 HOURS OF COMMUNITY SERVICE FOR SIGNING UP (REQUIRED)

TimelyCare provides Claflin undergraduate students with 24/7 access to medical, mental health and health coaching support. Physicians, counselors and health coaches can treat a wide range of common conditions and after talking to you, will decide on the best treatment options. All ungraduate students are required to join the Claflin TimelyCare community.

CONNECT THROUGH: www.ClaflinTelehealth.com | *** Mobile Users will be directed to download the *TimelyMD* app***

VIRTUAL ASSEMBLY

Attendance Required

****Links will be provided****

Fall 2021

August 19	Assembly Protocol 11:00 AM Business Casual Attire Virtual Zoom Conference	September 16	Constitution Day 11:00 AM Business Attire Live Stream
August 24	Carolina HBCU Professional Development Virtual Conference 9:30AM - 3:30 PM Business Casual Attire Virtual Conference Platform	October 21	2021 Virtual Graduate and Professional School Visitation Day 10:00 AM - 12:00 PM Business Casual Attire Virtual Zoom Conference
September 9	Freshman Confirmation and Matriculation Day 11:00 AM Business Casual Attire Live Stream	November 4	HBCU CDM Fall Career Fair Time TBA Business Attire Live Stream
September 21	Carolina HBCU Talent Showcase Time TBA Business Casual Attire Virtual Conference Platform		

CAREER DEVELOPMENT ASSIGNMENT

- In ASMB 201, students will actively create and revise important documents which will ensure their professional success.
- In ASMB 202, students will create a website and upload all documents and professional information to create their e-portfolio.

ASMB 201

Below is a comprehensive list of assignments students will need to submit by the specified deadline. See Moodle for further details:

RESUME BUILDING | **DEADLINE: AUGUST 26, 2021**

A brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

COMMUNITY SERVICE | **FIRST DEADLINE: SEPTEMBER 3, 2021

All community service completed between July- August 30, 2021 must be uploaded to givepulse.com

Platform Set- Up | **Deadline: September 9, 2021**

(Graduway, College Central, Handshake, LinkedIn, Give Pulse and TimelyCare

From career exploration and development resources to finding a mentor or tracking community service, the following platforms will equip students with the tools they need for reliable career planning.

GRADUWAY: FIND A MENTOR | **DEADLINE: SEPTEMBER 16, 2021**

Graduway (Panthers at Working Mentoring Program) provides an opportunity for undergraduate students and alumni to engage in mutually rewarding relationships focused on student academic and professional goals.

ELEVATOR PITCH | **DEADLINE: SEPTEMBER 23, 2021**

A written brief and detail-rich description of your professional background, qualifications and objectives.

COMMUNITY SERVICE | **SECOND DEADLINE: OCTOBER 1, 2021

All community service completed between September 1 - September 30, 2021 must be uploaded to givepulse.com

HOW TO WORK A VIRTUAL GRADUATE SCHOOL FAIR | **DEADLINE: OCTOBER 7, 2021**

A virtual guide that assist students in navigating a virtual graduate school fair and obtaining in-depth information from school representatives that will help students evaluate programs and select the graduate or professional school that matches their career aspirations.

GRADUWAY: MENTOR/MENTEE VISION BOARD | **DEADLINE: OCTOBER 14, 2021**

A vision board is a collage of images, pictures and affirmations of your dreams and is used as a tool for setting goals. Vision boards are a great way for the mentor to learn about the mentee, what makes them feel happy and encourages positive interactions.

ENVESTNET INSTITUTE | **OPENS: SEPTEMBER 24, 2021; DEADLINE: OCTOBER 28, 2021**

Investnet Institute is an educational program designed to empower students with knowledge of wealth and asset management.

4 UNCF SCHOLARSHIP APPLICATIONS | **DEADLINE: NOVEMBER 5, 2021**

A UNCF scholarship is a game-changer, especially for minority students. The purpose of these scholarships are not only for merit, but to assist students with graduating with little to no debt. Students must submit two applications. Applications must be reviewed by the Office of Career Development prior to submission.

EXECUTIVE LEADERSHIP SERIES AND FINANCIAL LITERACY WORKSHOPS | **DEADLINE: NOVEMBER 18, 2021**

Executives virtually visit the campus to provide students with valuable information regarding financial planning, prospective career paths with companies/organizations, internships, or part-time/full-time employment.

COMMUNITY SERVICE | **FINAL DEADLINE: NOVEMBER 19, 2021

All community service completed between October 1 - November 12, 2021 must be uploaded to givepulse.com. Community service hours will be approved beyond this date.

ASMB 202

Below is a comprehensive list of assignments students will need to submit to moodle and upload to the ePortfolio by the specified deadline. See Moodle for further details:

UPDATE MY RESUME (WEBPAGE) | **DEADLINE: AUGUST 26, 2021**

An updated written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.

COMMUNITY SERVICE | **FIRST DEADLINE: SEPTEMBER 3, 2021

All community service completed between July- August 30, 2021 must be uploaded to givepulse.com

Elevator Pitch (Video) | **Deadline: September 9, 2021**

A 2- 3 minute professional video that contains a brief and detail-rich description of your professional background, qualifications and objectives.

PERSONAL STATEMENT (WEBPAGE) | **DEADLINE: SEPTEMBER 16, 2021**

An autobiographical essay that many colleges, universities, and professional schools require as part of the admissions process. Also called a statement of purpose, admissions essay, application essay, graduate school essay, letter of intent, and goals statement.

COVER LETTER (WEBPAGE) | **DEADLINE: SEPTEMBER 23, 2021**

A revised generic written document commonly submitted with a job application outlining the applicant's credentials and interest in the open position.

GRADUWAY: INTERVIEW MY MENTOR | **DEADLINE: SEPTEMBER 30, 2021**

Through alumni mentor interviews, students gain insight into potential career paths and strategies for success.

COMMUNITY SERVICE | **SECOND DEADLINE: OCTOBER 1, 2021

All community service completed between September 1 - September 30, 2021 must be uploaded to givepulse.com

HOW TO WORK A CAREER FAIR | **DEADLINE: OCTOBER 7, 2021**

A virtual guide that assist students in navigating a virtual graduate school fair and obtaining in-depth information from school representatives that will help students evaluate programs and select the graduate or professional school that matches their career aspiration

CAREER EXPLORATION FINAL PAPER | **DEADLINE: OCTOBER 14, 2021**

Students will write a one-page research summary on their top career choice

E-PORTFOLIO: WEBSITE DEVELOPMENT | **DEADLINE: OCTOBER 28, 2021**

An e-portfolio, also known as an electronic portfolio or digital portfolio, is a type of learning record that provides evidence of student achievement.

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Executives virtually visit the campus to provide students with valuable information regarding prospective career paths with their company/organization, internships, co-op opportunities, or part-time/full-time employment.

COMMUNITY SERVICE | **FINAL DEADLINE: NOVEMBER 19, 2021

All community service completed between October 1 - November 12, 2021 must be uploaded to givepulse.com. Community service hours will be approved beyond this date.

Examples of all documents are available on Moodle, Graduway, and Career Development page on the Claflin website.

SERVICE LEARNING AND COMMUNITY SERVICE

Students entering into Second Year Experience should have a minimum of 20 hours completed from their first year at the university. By the end of Second Year Experience, each student must have a minimum total of 20 community service hours completed at the University. A total of 40 hours for all students is required prior to graduation. All hours must be approved through the Program for Service Learning and Community Service.

Deadlines

*Fall 2021 (ASMB 201)

Only students with last names beginning with A-J must complete community service and submit records by the following deadlines: September 3, 2021; October 1, 2021; November 12, 2021 - Final Service Day for Spring Semester

*Fall 2021 (ASMB 202)

All students enrolled in the ASMB 201 course this semester must complete community service and submit records by the following deadlines: September 3, 2021; October 1, 2021; November 12, 2021 - Final Service Day for Spring Semester

Submission Guidelines

- 1. Sign up for an account and submit all digital records via volunteer management database, [GivePulse](#).
 - 2. Complete an evaluation at the end of the activity writing a reflection (2-3 sentences) for each impact entry, on experiences throughout their service activity (via [GivePulse](#))
- *The deadline to sign up or log in and update profiles at [givepulse.com](#) is September 9, 2021.***
- **Impacts are to be immediately submitted on each date service is completed. Failure to do so, will result in non-approval of hours. LATE SUBMISSIONS WILL NOT BE ACCEPTED.****

Virtual Community Service Assignments

In order to protect our community and prevent the further spreading of COVID-19, the Program for Service Learning and Community Service will not be sending volunteers to our community partner sites. Instead, opportunities will be posted to Moodle, Graduway and sent to you via email. All community service must be completed by the deadline, November 19, 2021.


FOR THAT PROJECTS THAT REQUIRE YOU TO DONATE ITEMS, YOU WILL ITEMS OFF TO: DROP OFF AT THE GYM

Suit Up for the Occasion

Make a great first impression by dressing for success. Follow these simple steps to immediately transform your professional image.

CLAFLIN UNIVERSITY
DIVISION OF STUDENT DEVELOPMENT AND SERVICES
CAREER DEVELOPMENT

MAKE A GREAT FIRST IMPRESSION.
SUIT UP FOR THE OCCASION.



Business Professional Attire

- DRESSES
- SUITS WITH DRESS SLACKS OR DRESS SKIRTS (NO MORE THAN 3 INCHES ABOVE THE KNEE)
- DRESS BLOUSE
- DRESS SHOES

CLAFLIN UNIVERSITY
DIVISION OF STUDENT DEVELOPMENT AND SERVICES
CAREER DEVELOPMENT

MAKE A GREAT FIRST IMPRESSION.
SUIT UP FOR THE OCCASION.



Business Professional Attire

- SUITS
- SPORTS COATS
- DRESS PANTS
- DRESS SHIRT WITH COLLARS
- DRESS SHOES WITH SOCKS
- TIE
- BELT

Financial Literacy Workshop: How Money Works

Ms. Felicia Bell, Presenter

Financial Professional

Workshops will be held via Zoom on the following Thursdays at 11:00 a.m.



September 2, 2021 Foundation of Financial Literacy	October 28, 2021 Short Term: Emergency Fund, Debt Management, and Cash Flow
September 23, 2021 Concepts: Time Value of Money	November 4, 2021 Long Term: Build Wealth and Protect Wealth
October 14, 2021 Proper Protection	November 18, 2021 Essentials Class

Fall Executive Leadership Series

the series will be held on the following Thursdays at 5:00 p.m.

September 2, 2021	Career Development Stephanie Fox, BB&T now Truist- Professional and University Banking Consultant	October 28, 2021	How to accept your internship or permanent position Olivia Scott, AgFirst Farm Credit Bank - Senior Recruiter, Human Resources
September 23, 2021	Soft skills - what are they? Angela Tillery, FedEx- Managing Director, Learning & Development	November 4, 2021	Do's and Don'ts in an Interview HaQuasha Terry Pendarvis, Aflac Group Insurance -Senior College Recruiter
October 14, 2021	Why Should We Hire You Vaughan Dilworth, Geico -Diversity & Inclusion Recruiting Manager	November 18, 2021	I'm overwhelmed. How do I prioritize assignments? Carolyn Gass, Lowes Senior Analyst - Specialty Sales & Operations

LinkedIn or Left Out!

join

LinkedIn

TODAY!

The Sophomore Creed

I will choose to forget those things, which are behind me and press forward to those things that are before me.

I will cease from justifying myself when confronted by or with others.

I will choose not to do it just because someone may say "everybody's doing it."

I will.

I will believe in each person's worth and recognize that they, too, are striving for excellence.

I will refuse to doubt another person's integrity or character.

I will be of service to others, as it is my reward in life.

I will make a difference in this world.

I will.

I will press toward the mark for the prize of my Higher Calling, my purpose in life.

I will have compassion, empathy and will encourage others.

I will take pride in my appearance and in what I accomplish daily.

I will believe in myself so that others will believe in me.

I will.

I have the ability to achieve my definite purpose in life; therefore, I demand of myself, persistent, continuous action towards its attainment and I here and now promise to render such action.

I will.

I am the power. I am the magic. I can not be stopped. I am a winner. I promise to always be true to myself because I am the creator and master of my universe. I am responsible for making a positive difference in the world and to the quality of life in it.

I am.

I will set specific goals for my future and I vow to live in constant and never-ending improvement.

ALL: This is my creed, my quest.

DATES TO REMEMBER

August 12, 2021 - First Day of Classes

September 6, 2021 - Labor Day Holiday (University Closed)

September 9, 2021 - Freshman Confirmation and Matriculation Day

September 16 2021 - Constitution Day

September 21, 2021 - Career/Professional Development Day

October 4-8, 2021 - Mid Semester Examinations

October 11-12 - Fall Break (Classes Suspended)

October 21, 2021 - Graduate and Professional School Visitation Day

November 4, 2021 - HBCU CDM Fall Career Fair

November 24-26, 2021 - Thanksgiving Holiday (University Closed)

November 29, 2021 - Classes Resume Virtually

December 3, 2021 - Last Day of Classes

December 6-10 - Final Examinations



ADDITIONAL RESOURCES

Below please find contact information for Academic and Student Support Services frequently used by students

ACADEMIC SUCCESS CENTER

Dr. Denver Malcom Key, Director
Corson Hall | 803-535-5604

CAREER DEVELOPMENT AND COMMUNITY SERVICE

Ms. Carolyn R. Snell, Director
Corson Hall | 803-535-5338

CASHIER OFFICE

Ms. Le'Tasha Plush, Lead Cashier
Tingley Hall 2nd Floor | 803-535-5415

CLAFLIN BOOKSTORE

Mr. Joshua Griffin, Manager
Corson Hall | 803-535-5269

CLAFLIN PUBLIC SAFETY

Mr. Melvin Williams, Executive Director
Corson Hall | 803-535-5444

COUNSELING/ ADA / DISABILITIES

Mrs. Shatira E. Champion, Director
Goff House | 803-535-5604

DIVISION OF STUDENT DEVELOPMENT AND SERVICES

Dr. Leroy A. Durant, Vice President
Layman Hall | 803-535-5341

FINANCIAL AID

Ms. Terria Williams, Director
Corson Hall | 803-535-5334

FISCAL AFFAIRS

Mrs. Tijuana Hudson, Vice President
Tingley Hall 2nd Floor | 803-535-5492

H. V. MANNING LIBRARY

Mrs. Marilyn Gibbs Drayton, Director
HVM Room 201 | 803-535-5308

INFORMATION TECHNOLOGY

helpdesk@claflin.edu
803-535-5441

HEALTH AND WELLNESS CENTER

Ms. Helanie Hayes, Registered Nurse
Goff Avenue | 803-535-5328

MATH LAB

Mrs. Felicia Reid, Laboratory Coordinator
JST Room 107 | 803-535-5895

OFFICE OF THE PROVOST

Dr. Karl Wright, Provost
Tingley Hall 3rd Floor - S9 | 803-535-5417

PAW PRINT AND MAIL SERVICES

Mr. Daniel Compton (Printing) | 803-535-5474
Campus Center

SCHOOL OF BUSINESS

Dr. Nicholas J. Hill, Dean
GTK102 | 803-535-5200

SCHOOL OF EDUCATION

Dr. Anthony Pittman, Dean
Bowen Hall 131 | 803-535-5436

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Dr. Isaiah R. McGee, Dean
WVM 206 | 803-535-5232

SCHOOL OF NATURAL SCIENCES & MATHEMATICS

Dr. Derrick Swinton, Interim Dean
JST 207 | 803-535-5246

RESIDENTIAL LIFE

Mr. Dillon Beckford, Executive Director
Tingley Hall 2nd Floor | 803-535-5301

STUDENT SUPPORT SERVICES

Mrs. Shirley Thomas, Director
Corson Hall | 803-535-5280

WRITING CENTER

Mr. Dakota Carlson, Coordinator
GTK Room 228 | 803-535-5422

