Mission and Goals

The Career Development Centre (CDC) empowers students and alumni with the skills, tools, resources and self-knowledge they need to achieve their career goals. Through advising, coaching and programming, we support students in their journey to develop the confidence, adaptability, resiliency and their personal brand that will enable them to effectively navigate their careers throughout their lifetime. The CDC strives to engage students early in their educational journey to plant the seeds of career development as a fluid and ongoing process that requires preparation, intentional thought and skill development. We provide students with holistic career preparation ranging from program selection, career exploration, skills obtainment, relationship building, personal brand establishment, job search skills and thriving in the workplace.

Desired Outcomes

GOAL #1. Increase the visibility of the CDC
GOAL #2. Students participate in career learning activities to develop their career awareness and explore various career pathways
GOAL #3. Facilitate student connections with industries and employers
GOAL #4. Partner with faculty and staff resulting in increased capacity, consistent messaging, and a ‘culture of career’

Program Scope and Structure

The CDC was created in October 2015 by merging two former offices to form a centralized structure with two career development advisors specializing in specific Faculties. Today we are an office of five and an additional team of student career ambassadors located in the Centre for Student Success in the Library building, LB 149.

Career advisors provide career-related support to students and alumni in all areas of study. In addition to students and alumni, staff collaborate with faculty and other student services to encourage students to engage in career development activities throughout their time at Capilano University. We offer training aimed at enabling students and alumni to develop the skills to make important decisions with confidence to effectively manage their careers throughout their lifetime. We work closely with faculty to develop appropriate career-related content for delivery and integration into their classrooms. To support this critical component of a student’s overall educational experience, the CDC collaborates with the Alumni Office, Advising Centre, First Nations Student Services, Registrar’s Office, and the Centre for International Experience (CIE) amongst others. We engage students and alumni through providing the following support:

1. Individual career advising and coaching
2. Drop-in hours
3. CapU Launch
4. Workshops (lunch & in-class)
5. Career information and resources in print and online
6. Career Development Month
7. Career cafes/meetups
8. Class presentations introducing the CDC
9. Career presentations and workshops in classes
10. Explore Capilano events
11. New student orientation including Centre for International Experience (CIE) orientation
12. Well-Being Week
13. Presentations & workshops tailored to specific student populations
Program Impacts

CDC staff are committed to reaching out to students and campus partners to engage students in the career development process. This is achieved through one-on-one appointments, lunch workshops, in-class workshops, social media, the CDC website and events connecting industry with students and alumni.

Perspectives

Student perspectives

“...I have no doubt other Capilano students will find their burden lifted over job searches and applications if they look for career advisor’s help. I think this is what makes Capilano University stand out and be special universities in Lower Mainland.” – Engineering student

“With every step you helped me, I feel more confident to be ready for any accounting job. Thanks for your help again.” – Accounting Assistant Student

Facultyperspectives

“After participating in CDC workshops, ... students told us they felt much more confident about their job interviewing and business networking skills. Students really appreciated the chance to practice these skills with the help of enthusiastic and skilled professionals.” – Ki Wight, Motion Picture Arts & Communication Studies

“I appreciate the extra effort [the CDC] takes to cater to the film and documentary industries we work in. They’ve been a great support to my teaching, my students, and make job hunting fun and informative.” – David Geary, Indigenous Independent Digital Filmmaking, School of Motion Picture Arts, & School of Communications

“Working with the CDC to customize workshops for my students has been a great success. It is a pleasure to work with a small team of professionals who understand student concerns in the job search process.” – Christy Dodds, Faculty, School of Tourism Management

Future Goals & Directions

Implement strategies to build visibility of the CDC office. With a new dedicated space for the CDC in the CapU Centre for Student Success, we expect more visibility and to become even more accessible to students.

Continue to strengthen collaborative relationships with faculty, staff and employers to engage students in career development activities. “It takes a village” to provide the wide network of support required to help students and alumni achieve their professional goals. We value and rely on our relationships with our campus partners.

Educate students about career development as an evolving process requiring intentional thought and action throughout their lives. Engage students in their first year at Capilano University to begin their career journey by participating in career development activities.

Integrate career modules into courses. Provide more accessible resources to faculty by creating an e-Learn site with career module examples for in-class use from workshop and presentation materials. Continue ‘Don’t Cancel That Class’ program to encourage faculty to invite CDC as guest speakers instead of cancelling a class.

Educate students about experiential learning opportunities that develop transferable skills and explore career options. Identify and promote experiential learning opportunities such as volunteering, classroom assignments, research projects, on-campus opportunities and the CDC job board to students.

The CDC also creates opportunities for students to connect with professional communities through initiatives such as:

1. Jobs for U! – Hiring Fair
2. Alumni Panels – Cap to Career (C2C)
3. Industry Speaker Panels
4. Industry Day
5. Creating Connections – Networking Event
6. Dean’s Choice Industry Event
7. Company tours
8. Dining etiquette training
9. Link Up program
10. Financial Planning internship directed study program
11. Various external networking and professional development events
12. Company information sessions and tabling
13. Online job and volunteer board
14. Organizational spotlight

...
Program Highlights
We have recently introduced and revised existing programming to further ensure student engagement in career development activities, specifically focused on new students. Some of these initiatives include student employment opportunities, dining etiquette training, company tours, email writing workshop, Job Search Skills Bootcamp, Career Chat sessions and our new CapU Launch which includes introduces a competency framework and Link Up programs starting in fall 2019. We also implemented a new platform to improve user experience and increase operational efficiency.

Career Hub
Career Hub is the CDC’s new career engagement management platform. It conveniently allows students to book appointments, view job postings, register for events and workshops and access resources all on one platform. The new system also improves the employer experience giving them the ability to post jobs and collect applications. Career Hub efficiently tracks metrics and produces data reports to help assess student engagement in various career development activities.

CapU Launch
CapU Launch is a co-curricular program designed to help students build their clarity, confidence and competencies in the areas of career development and readiness throughout their academic journey at CapU. It is a flexible and self-paced program designed for students in 2-4 year programs. CapU Launch is intended to prepare students to launch their careers upon graduation by engaging in personal reflection, exploring various career options, developing essential skills, and establishing a professional network. Upon completion of the program, students should be able to develop and articulate the 10 CDC competencies:

1. Critical thinking, problem solving
   - Uses logic, research and reasoning abilities to understand complex problems and apply viable solutions

2. Teamwork & collaboration
   - Able to work with others productively and effectively by leading self and others to contribute ideas, manage conflict constructively and achieve common goals

3. Communication skills
   - Expresses ideas, opinions and information clearly, persuasively and professionally both written and verbal

4. Social Intelligence (interpersonal, social awareness/perceptiveness)
   - Aware of personal emotions and behaviours and how it affects others
   - Understands the reactions of others and able to appropriately respond to their needs

5. Professionalism (work ethic, time management, positive attitude, responsible)
   - Demonstrates tact, work ethic, time management, positive attitude, integrity, proper conduct and ethical and responsible behaviours in professional interactions
   - Committed to ongoing personal and professional development

6. Judgment and decision making
   - Evaluates various options and alternatives to arrive at an informed decision

7. Digital fluency
   - Able to use, understand and select suitable digital tools and technologies to achieve a desired outcome

8. Global/Intercultural fluency
   - Communicates, navigates and operates effectively with individuals from diverse backgrounds and within various cultural contexts

9. Adaptability
   - Transitions and adjusts to challenges, expectations and new situations appropriately by demonstrating agility, resourcefulness and flexibility

10. Creativity
    - Able to conceive of new ideas and novel adaptations to different contexts
# Overview of CapU Launch Program

## CapU Launch Overview
(yellow = mandatory activities; blue = optional activities)

### Getting Started
- Info session
- Application
- Orientation
- Meet with an advisor
- Create ePortfolio

**Reflection reports will be posted to ePortfolio and can be completed in any form (written, video, artwork, design, song, storyboard etc.) as long as it answers the questions guiding the reflection.**

### Self-Discovery
- Career exploration workshop
- Find Your Purpose workshop
- Complete Module 1 Unit 1 of the Education & Career Planning (EDCP) on Moodle: Exploration

### Exploration/Research
- Must complete at least 3 optional activities
- Complete Module 1 Unit 2 of EDCP: Decision Making
- Create a Career Action Plan (CAP)
- Attend CDC, CCR approved or external events
- Any external event must be approved by CDC
- Info interview
- Job shadowing
- Join professional association/chamber
- Attend CapU workshops
- Experiential

### Job search skills
- CDC workshops
- Resume
- Cover letter
- Interview skills
- LinkedIn
- Mock interview with advisor
- Complete Module 2 of EDCP: Job Search Skills
- Create resume
- Create cover letter
- Student success workshops
- Job search skills program
- ePortfolio workshops

### Career management
- Complete Module 3 of EDCP: Career Insights

### Skills development/application
- Must complete at least 2 optional activities and at least 25 hours for each type of optional activity
- Experiential
  - Practicum
  - Internship
- Volunteer (on & off campus)
- Co-curricular project
- Work experience
- Student employment
- Case competition
- Student government
- Clubs/Associations
- Peer to Peer
- Study abroad
- CCR approved experiential activities
- Skills articulation workshop
- Skills articulation reflection

### Final reflection
- Submitted on ePortfolio
Link Up Program

The Link Up Program (Link Up) provides students with opportunities to practice networking, expand their knowledge of potential careers and to directly connect with industry professionals. The program achieves this by alleviating financial barriers to attend events, conferences, mentorship programs or join professional memberships. Link Up will also support those students who are not comfortable attending networking or professional, industry related events on their own. They will be able to apply to participate in an Explore with CDC event. Explore with CDC takes place each term and includes a CDC staff member accompanying a group of 3-10 students to select speaker and/or networking events. We offered our first Link Up Explore with CDC event in June 2019 which resulted in a waitlist of students. The selected students were asked to submit a reflection of their experience.

What Students Had to Say

“I would love to continue to do events like this in the future as I felt very lucky to be apart of this event. These types of events allows students to learn from successful leaders and role models and how even they can start from nothing.” – School of Business Student

“This was a really good experience for me, I really enjoyed listening to the interview and seeing that Jim Treliving, with so much money, was so down to earth...What I took away from this event is that Jim’s success didn’t happen overnight, and he failed many times. He also took chances and had fun with what he was doing. I think going forward, I should work on being more focused on myself and what I can do to reach my goals instead of paying more attention to what everyone else is doing.” – School of Communication Student

“I am glad that Career Development Centre takes such initiatives to empower students and help them grow in every field. Keep up the good Initiative! It was a wonderful learning experience hearing Jim Treliving talk about his life and success.” – School of Tourism Student

“This event was a fantastic experience to attend, and met some kind and very bright individuals. Happy to represent the university in this fashion, and will continue to advocate students to use the services the career development centre employs.” – School of Business Student