Progression to Profession

Progression to Profession (P2P) Quality Enhancement Plan

MESSAGE TO OUR UM PARTNERS

Career Planning and Preparedness

The Career Development Center (CDC) is a prominent and active partner in the reaccreditation process for the University of Montevallo and its status as a high-quality institution of higher education. The official Quality Enhancement Plan (QEP) associated with the university's current reaccreditation efforts focuses on enhancing student career planning and preparedness. Under the banner of "Progression to Profession" (referred to as P2P), the UM Career Development Center will help to implement the concepts and practice of career planning and professional development campus-wide.

Student Learning Outcomes

The QEP/P2P Goal: Enhance student career planning and preparedness.

Student Learning Outcomes:

SLO 1: Explore and Plan – Level I - Freshman/Sophomore
Students will demonstrate an ability to describe relevant pathways to their chosen professions

SLO 2: Engage and Refine – Level II - Sophomore/Junior
Students will demonstrate an ability to revise and refine their career plans in response to relevant information

SLO 3: Create and Implement – Level III - Junior/Senior
Students will demonstrate an ability to create appropriate artifacts for chosen profession

Progression to Profession

The University of Montevallo (UM) has selected Career Development as the topic of the Quality Enhancement Plan (QEP). This initiative is designed to encourage students to develop a career plan early in their college experience and to continually review and revise this plan as they work to develop the skills and qualities valued by graduate programs and employers. Progression to Profession (P2P) is a campus-wide initiative, allowing UM to harness the benefits of a liberal arts education as a pathway toward professional success.

P2P is focused on students' career planning and preparation efforts with an emphasis on those tasks that are essential within each academic program. Through a systematic and enhanced partnership with the Career Development Center (CDC), advisors, and program faculty, students will identify career aspirations (Explore and Plan), craft and refine career plans (Engage and Refine), and create professional artifacts to be kept in digital portfolios for use in preparation for graduate school and/or career applications (Create and Implement). Assessment of P2P will be accomplished through the use of both direct and indirect measurements of student achievement. These assessments will provide ongoing formative and summative data through which the progress of students will be evaluated. The plan is flexible enough to incorporate enhancements and changes as informed by ongoing data analysis. The P2P five-year implementation plan emphasizes the importance of early and sustained career planning through a university-wide commitment to improve students' overall career readiness.

Goals, Outcomes, Results

The accreditation standards state that the institution has a Quality Enhancement Plan that focuses on improving specific student learning outcomes and/or student success. UM's specific goal is to enhance student career planning and preparedness.

SLO 1: Students will demonstrate an ability to describe relevant pathways to their chosen professions. The result of this outcome will be for students to set career goals, identify potential careers, make salary projections, identify educational requirements, and develop strategies to reach their goals.

SLO 2: Students will demonstrate an ability to revise and refine their career plans in response to relevant information. The result of this outcome will be for students to reflect on strengths, skills and progress toward goals in order to revise career plans and goal achievement strategies effectively.

SLO 3: Students will demonstrate an ability to create appropriate artifacts for chosen profession. The results of this outcome will be for students to identify the materials required for the interview process and/or graduate school application process in their disciplines and create materials that positively showcase their attributes.

Relevant Activities

You can think of the Progression to Profession model as a three-part Career Action Plan. It is a step-by-step checklist of activities, strategies and tools students can utilize to be successful in their career.

The Progression to Profession model delineates one broad goal focused on students' intentional career planning in order to be prepared for professional pursuits. The goal includes three student learning outcomes designed to impact as many students as possible.

P2P is focused on students' career planning and preparation efforts with a customized emphasis on those tasks that are essential within each academic program. Through a systematic and enhanced partnership with the Career Development Center (CDC), advisors, and program faculty, students will develop the skills necessary to identify career aspirations, to craft and refine career plans, and to create professional artifacts (career goals, career plan, resume, cover letter, professional profile) to be kept in digital portfolios for use in preparation for graduate school and/or career applications.

Explore and Plan

Activities are assigned in Foundational Course or Enhanced Advising and may occur within the program and/or in partnership with the Career Development Center.

- Identify Personality, Interests, Skills, Values
- Research and Identify Potential Careers
- Make Salary Projections
- Identify Educational Requirements
- Identify Professional Qualifications
- Set Career Goals
- Develop Strategies to Reach Career Goals

Engage and Refine

Activities are assigned in Mid-Program Course or Enhanced Advising and may occur within the program and/or in partnership with the Career Development Center.

- Identify Job Shadowing Activities
- Identify Co-curricular and Community Activities
- Identify Internship Opportunities
- Reflect on Progress
- Revise Plans and Strategy

Create and Implement

Activities are assigned in Advanced Course in the Major and may occur within the program and/or in partnership with the Career Development Center.

- Research and Create Prospect List
- Create Resume and Cover Letter
- Create Professional Profile
- Gather Contact Information for Reference Sheet
- Create Materials that Showcase Attributes (e.g. an artistic portfolio)
- Research Graduate school Application Process
- Complete Graduate School Application and Essay

Career Center Support

The UM Career Development Center pledges its support to all faculty and advisors in their effort to implement the P2P in their classes and with their students. The CDC staff is ready, willing and able to provide assistance and resources in all aspects of the P2P. We are looking forward to working with you in determining the best approach for your situation.

Explore and Plan

The CDC offers the following services and resources for Level I activities:

- Individual Appointment - Each student meets with career counselor for career and personality testing and interpretation
- Class Presentation - Group project in which career and personality testing and interpretation is conducted for entire class in one session
- Class Presentation - Group session in which career exploration methods and research materials are demonstrated
- Website Resources – Instructors and students can access informational materials on the CDC website related to career planning, career exploration, and goal setting
- Individual Appointment – Each student meets with career counselor for consultation regarding career focus and direction and to set goals and make decision about career and major
- Class Presentation – Group session in which career planning and goal setting concepts are discussed

Engage and Refine

The CDC offers the following services and resources for Level II activities:

- Website Resources – Instructors and students can access announcements posted on the CDC website for fulltime, part-time, seasonal, community, and internship opportunities
- Individual Appointment – Each student meets with career counselor for guidance regarding co-curricular and community activities that are relevant to their career path
- Individual Appointment – Each student meets with career counselor for guidance regarding job shadowing, mentoring, internship, and employment opportunities that are relevant to their career path
- Individual Appointment – Each student meets with career counselor for consultation regarding their career planning progress and to discuss further strategies

Create and Implement

The CDC offers the following services and resources for Level III activities:

- Website Resources – Instructors and students can access informational materials on the CDC website related to resume writing, letter writing, references, professional profile, interview preparation, job market strategies, and graduate school application (Materials include sample resumes and letters, templates, instructions, checklists, outlines, articles, and videos)

- Website Resources – Instructors and students can informational materials on the CDC website related to markets and industries, including databases, directories, and contact lists
- Class Presentation – Topical group session on job market strategies, networking techniques, and prospect lists
- Class Presentation – Topical group session on resume writing, letter writing, and references
- Class Presentation – Topical group session on interview preparation and strategies
- Class Presentation – Topical group session on the graduate school application process
- Individual Appointment – Each student meets with career counselor for resume critique

Career Center Staff

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