



CREDENTIAL CROSSWALK

Course Information

Institution: SUNY Oneonta	Department/Program: Gen Ed
Course Name and Number: PROF 2094 Special Topics: Leveraging AI for Career Search	Credit Hours: One (1) credit or 40 hours
Course Level: ☒ Introductory ☐ Intermediate ☐ Advanced	Delivery Mode: ☒ In-person ☐ Online ☐ Hybrid

Course Specific Student Learning Outcomes

List all course outcomes and their emphasis in the curriculum.

Course Learning Outcomes	Emphasis (Low / Medium / High)
1. Students will identify potential career fields by exploring various jobs through career assessments, and classroom discussions.	High
2. Students will evaluate campus and online career resources to understand how these tools support academic and career decision-making.	High
3. Students will develop a personal mission statement that clearly articulates their values, goals, and definition of meaningful work.	High
4. Students will analyze at least three occupations aligned with their interests, abilities, and work values, describing each occupation's tasks, entry requirements, job outlook, and recommended majors.	High
5. Students will create a personalized career plan that integrates insights from assessments, class activities, and research to outline next steps toward their chosen career path.	High

Evidence of Learning

The work completed in the course and its alignment with student learning outcomes.

Assignment / Assessment (Exam, Discussions, Quizzes, Projects)	Student Learning Outcome Alignment
Reflection Journal	SLO2, SLO3, Communication, Problem-Solving, Critical Thinking
My Career Story So Far: A Reflection	SLO3, Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis
FOCUS2Career Online Assessment and Worksheet	SLO1, SLO2, SLO3, SLO4, Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis, Digital Literacy
Degree Works	SLO2, Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis, Digital Literacy.
Campus Networking Assignment	SLO1, SLO2, Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis, Cultural Competency
Presentation	SLO1, SLO2, SLO3, SLO4, Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis, Digital Literacy
Career Plan-Final Project	SLO1, SLO2, SLO3, SLO4, SLO5 Communication, Problem-Solving, Critical Thinking, Time Management, Adaptability, Research and Analysis, Digital Literacy

Transferable Skills

common workforce related transferable skills. Add any other non curricular skills not already listed.

☒ Communication	☒ Problem-Solving
☒ Critical Thinking	☒ Time Management
☐ Ethical Reasoning	☒ Adaptability
☐ Cultural Competency	☐ Leadership
☒ Research & Analysis	☒ Digital Literacy
☐ Collaboration	☐ Other (Specify) _____

Additional Course Information

Copy and paste syllabus, book information, course schedule or other relevant course information can be included here.

COURSE CATALOG DESCRIPTION

PROF 1000- Survey of Career Fields 1 s.h. - Exploration of career fields and the world of work. Includes use of interactive computer guidance system FOCUS2Career, and informational interviews. Pass/Fail Option. Prerequisite(s): Available to first-year students and sophomores only.

(Aligns with OSCQR standard 1.2)

COURSE GOALS/OBJECTIVES

The purpose of this course is to assist students in choosing a career and/or major by meeting the following objectives:

1. Students will identify potential career fields by exploring various jobs through career assessments, and classroom discussions.
2. Students will evaluate campus and online career resources to understand how these tools support academic and career decision making.
3. Students will develop a personal mission statement that clearly articulates their values, goals, and definition of meaningful work.
4. Students will analyze at least three occupations aligned with their interests, abilities, and work values, describing each occupation's tasks, entry requirements, job outlook, and recommended majors.
5. Students will create a personalized career plan that integrates insights from assessments, class activities, and research to outline next steps toward their chosen career path. These objectives will be achieved through lectures, class discussion and participation, completion of in and out of class assignments, and a series of structured exercises and activities.

(Aligns with OSCQR standard 1.9)

TEXTBOOK(S) & OTHER REQUIRED MATERIALS & TECHNOLOGY

There is no textbook requirement for this course.

COURSE ASSIGNMENTS/ACTIVITIES

This course includes a series of assignments designed to help you explore career options, develop self-awareness, and practice essential skills for academic and professional success. Assignments range from reflection journals and career assessments to networking activities and presentations. Each task is intended to connect classroom learning with real-world applications and your personal goals. Detailed instructions and grading rubrics for all assignments are available on Brightspace.

Reflection Journal Due to the end of each class

At the end of each class, you'll write a short reflection journal. Think of this as your personal space to capture what you learned, what surprised you, and how you're feeling about your career journey. I will provide a reflection paper for each class and collect them when you finish.

Why do we do this?

Reflection helps you connect what we do in class with your own goals and experiences. It's a chance to pause, think, and grow.

5 points for each reflection journal paper in total of 50 points.

My Career Story So Far: A Reflection Due 1/29/2026

This assignment is designed to help you explore your personal experiences, values, and strengths as they relate to your future career decisions. You will write a short reflection (250–300 words) that answers guiding questions about your journey so far, what matters most to you, and what uncertainties you may have.

You'll also add a creative element such as an image, quote, or song lyrics that represent your current feelings about your career path and explain why you chose it.

Purpose:

This reflection encourages self-awareness and helps you connect past experiences to future goals. It's an opportunity to think deeply about what drives you and what you want to achieve.

Your reflections will be graded based on:

- Personal Insight – Honest and thoughtful responses
- Connection to Experiences – Linking past experiences to future goals
- Values & Strengths – Identifying what matters most to you
- Creative Element – Including and explaining an image, quote, or lyric
- Clarity & Organization – Well-structured and easy to follow

Each category is worth 10 points, for a total of 50 points per reflection.

FOCUS2Career Online Assessment and Worksheet Due 2/5/2026

FOCUS2Career is an online self-assessment tool designed to assist in the career decision-making process. Use the instructions in your Brightspace. Complete the inventories under Self- Assessment (Work Interests, Personality, Skills, Values, and Leisure Interests). Then, complete the FOCUS2Career Worksheet that will be available on Brightspace. The worksheet must be filled out completely!

Each task is worth 25 points for a total of 50 points.

Degree Works Due 2/10/2026

- Print Your Degree Works Audit
 - Log in to your student portal and print your Degree Works. Bring it to class.
 - Look at your completed courses, in-progress courses, and remaining requirements. Highlight anything that surprises you or confuses you.
- Prepare 3 Questions for Our Guest Speaker
 - After reviewing your Degree Works Audit, write down three questions you want to ask the guest speaker who will be with us for the next class. These questions can be about understanding your degree requirements, planning future courses, using Degree Works effectively or anything that still feels unclear

Each task is worth 25 points, for a total of 50 points.

Campus Networking Assignment Due 2/17/2026

This assignment is designed to help you build meaningful connections on campus and learn from others' experiences. You will reach out to a faculty member, alumnus/alumna, or Career Planning and Networking Center staff to learn about their career journey, gather advice, and discover what skills and experiences are most valuable in today's job market.

After your conversation, you will write a brief reflection (200–250 words) summarizing:

- Whom you spoke with and why you chose her/him/them
- The most helpful advice she/he/they shared
- Skills or experiences she/he/they emphasized
- How this insight will shape your next steps

Purpose:



Networking is a key part of career success. This assignment helps you practice professional communication and gain real-world insights to guide your academic and career decisions.

This assignment is worth 50 points.

Presentations Due 2/24/2026

- Each student will create a 10-15 minute presentation on a career of choice and then present it to the class.
- Each student will be required to upload to Brightspace.
- Each student will choose a career you learned about through FOCUS2Career and other resources.
- Each student will be asked to research her/his/their chosen career in depth and to include the following in the presentation:
 - How you became interested in this career
 - The major responsibilities of this career area
 - The route to enter this career
 - The best major(s) for someone considering this career
 - The skills needed to be successful in this career
 - The job outlook for this career
 - The personality type best suited to this career
 - The reasons why you believe this career would be rewarding for you
 - A work site page with 3 sources of information.

Content of your presentation-70 points, delivery of material-30 points for a total of 100 points.

*Failure to give the presentation on the assigned date without prior notification to the instructor will result in a deduction of 25 points – NO EXCEPTIONS!!

Career Plan-Final Project Due 2/26/2026

- Choose three careers from any of the assessments you completed during this mini session that you believe best align with your interests, abilities, and/or work values.
- In your paper, briefly explain why you selected each of these three careers and justify your choices using information gained from specific activities or assignments completed in this course. You will lose points if you do not connect your career choices to course material, assignments, or activities.
- Next, select one of the three career options that you plan to pursue further. Explain why this career is a strong match for you based on details and insights you gathered during this class (such as your skills, interests, values, or personality).

- Finally, describe the steps you will need to take during the rest of your college years to prepare for this career using the SMART Goals materials. Be detailed and include a clear, realistic timeline. This should serve as your personal plan for success.
- Papers should be typed, 3-5 full pages in length (between 800-1500 words), using size 12 Times New Roman font, double-spaced, with 1-inch margins.

Brief explanation of choice of careers – 40 points, Choice of one career and explanation of why this career is a good “fit” for you - 25 points, Description of action to be taken to prepare yourself for this career – 25 points, Grammar & Spelling – 10 points for a total of 100 points.

Failure to give presentation on the assigned date without prior notification to the instructor will result in a deduction of 25 points – NO EXCEPTIONS!!

(Aligns with OSCQR standard 4.29, 4.30, 4.31)

LATE ASSIGNMENT & MAKE-UP TEST POLICY

Assignments are due at the beginning of class on the date specified. Five (5) points/ are deducted for late assignments. If you know in advance that you will be absent from class on the day when an assignment is due, it is required that you hand in the assignment early or send it to class with a classmate. Excused absences are defined on the University’s website and students need to relay these absences to the faculty member prior to the absence.

COURSE CONTENT OUTLINE

Class	Date	Outside-of-class assignments due at the start of class	Lecture and Discussion Topic	In-Class Activities
#1	1/27/2026 TUE	None	• Syllabus Overview • Career Myths	• Welcome activity • Journal #1
#2	1/29/2026 THU	My Career Story So Far: A Reflection	• Career Planning Process	• Activities from Book Five by Dan Zadra • Journal #2
#3	2/3/2026		• Job vs Career	• Life Timeline Rainbow

	TUE		• Why Career Assessments Are Important • FOCUS2Career Overview	• Journal #3
#4	2/5/2026 THU	FOCUS2Career Assessments FOCUS2Career Worksheet	• FOCUS2Career Reflection • Comfort Zone to Growth Zone	• Dream Job Meditation • Speed Networking • Journal #4
#5	2/10/2026 TUE	Degree Works	• Degree Works • Guest Speaker: D.J. Bevivino, Academic Advisor	• Degree Works Review • Journal #5
#6	2/12/2026 THU		• NACE Competencies	• Are You Career Ready? Checklist • NACE Worksheet • Journal #6
#7	2/17/2026 TUE		• CPNC Services • Other Resource on Campus	• Time Management Activity • Journal #7
#8	2/19/2026 THU	Campus Networking Assignment	• Goal Setting • Building your Resume	• Smart Goal Activity • Journal #8

#9	2/24/2026 TUE	All Presentations	- Cover Letter - Interview Skills	- Elevator Pitch - Student Presentations Group #1 - Journal #9
#10	2/26/2026 THU	Career Plan- Final Project	Course Review	- Student Presentations Group #2 - Journal #10

GRADING POINTS/WEIGHTS

Assignments and Other Grades	Points Breakdown	Total Points
Reflection Journal	5 points per class X 10	50 Points
My Career Story So Far: A Reflection	50 points	50 points
FOCUS2Career Assessment and Worksheet	100 points	100 points
Degree Works	50 points	50 points
Campus Networking Assignment	50 points	50 points
Presentation	100 points	100 points
Career Plan (Final Project)	100 points per assignment X 1	100 Points

Credential Information

Credential Title: Accelerate Your Job Search with AI Specialization	Issuing Body: Google
Credential Type: ☐ Badge ☒ Certificate ☐ Stackable Credential	Credit(s)/Hours/Units: 8 hours
Industry / Field: Career Planning and Networking Center or Career Services	Intended Learner: ☒ Entry-Level ☐ Mid-Level ☐ Advanced
Assessment Method Used: Complete all four modules of the credential	Minimum Proficiency Required(e.g. score): Score %80 on each assignment
Training and verification websites: Accelerate Your Job Search with AI Coursera	

Credential Outcomes:

These are the measurable outcomes of the credential. They are in the certificate and align with the learning being done. If you are having issues locating these within the credential, reach out and we can assist in locating them.

Credential Outcome	Level (Intro / Applied / Mastery)
Uncover Your Transferable Skills with AI	
Students will identify and articulate your transferable skills using AI tools like Gemini to connect past experiences with future career opportunities	Intro
Students will develop a professional career identity statement that clearly communicates your unique value proposition to potential employers	Intro
Students will apply AI-powered career exploration tools like Career Dreamer to uncover new career possibilities and transition strategies	Intro
Plan Your Job Search with AI	
Students will develop and implement a comprehensive, personalized job search plan using Gemini to outline strategic steps and timelines	Intro

Students will create compelling resumes and cover letters using AI tools, including techniques for customizing materials for specific job opportunities	Intro
Students will build and manage a professional online presence that effectively showcases your personal brand and attracts potential employers	Intro
Manage Your Job Applications with AI	
Students will use job search platforms effectively and create organized tracking systems with Google Sheets to manage applications and opportunities	Intro
Students will apply networking best practices to build professional connections, using AI tools like Gemini to craft outreach messages and maintain relationships	Intro
Students will develop strategic approaches to job searching beyond traditional online applications through expanded networking efforts	Intro
Prepare and Practice for Interviews with AI	
Students will prepare for different interview formats and create compelling professional pitches using AI tools to make strong first impressions	Intro
Students will apply the STAR method to structure interview responses and use NotebookLM for comprehensive interview preparation and company research	Intro
Students will conduct effective mock interviews using Gemini Live and implement professional follow-up strategies to maintain positive impressions with employers	Intro

Additional Credential information

Copy and paste relevant credential information.

Advance your subject-matter expertise

- Learn in-demand skills from university and industry experts
- Master a subject or tool with hands-on projects
- Develop a deep understanding of key concepts
- Earn a career certificate from Google

Specialization - 4 course series

Welcome to Accelerate Your Job Search with AI. This Specialization was designed by experts at Google and informed by employers, workforce nonprofits, and educational institutions, to help you navigate your path to your next role more efficiently and confidently. No matter where you are on your job search journey—whether you're just starting out, seeking a new challenge, or ready for your next career move—this program is for everyone.

You'll get practical job search strategies and learn how to leverage AI tools (like Gemini and NotebookLM) to uncover your most valuable skills, create a job search plan, manage your applications, and practice for interviews. You'll walk away with a personalized job search portfolio to help you stand out to employers, including a resume, career identity statement, job search plan tracker, and more. No previous AI experience is required.

Applied Learning Project

Navigate your job search with more confidence and efficiency. Through hands-on activities, you'll leverage AI to create a step-by-step job search plan, craft a resume that gets noticed, build a compelling professional brand, and approach every interview prepared to succeed.

Alignment Mapping

Use this area to align your course learning outcome to your credential competency.

Course Learning Outcome(s)	Credential Outcome(s)	Alignment Strength
To expand students' knowledge of the various jobs and career fields that are available through completion of career assessments and class discussions	• Use AI tools (Gemini, Career Dreamer) to explore new career possibilities. • Identify transferable skills.	Helps students discover possible career fields using AI-supported exploration.
To increase student awareness of the resources available to assist them in making career decisions	• Use AI tools (Gemini, NotebookLM) for the search process. • Organize applications with Google Sheets and build a job search tracker.	Teaches career technologies and planning resources.
To assist students in developing a personal mission statement, emphasizing the importance of finding a career that is fulfilling and rewarding them	• Create a career identity statement to identify strengths, values, and direction. • Build a professional brand by translating their experiences into marketable skills.	Helps students build self-understanding to write a personal mission statement.
To assist students in identifying at least three occupations which relate to their interests, abilities, and/or work values AND to coach students to describe the work tasks, entry requirements, job outlook, income levels, and best majors to prepare them for these occupations	• Use AI to analyze job descriptions (requirements, qualifications, expectations). • Plan a personalized job search and tailor resumes for selected jobs. • Prepare for interviews using Gemini and NotebookLM to evaluate occupational fit.	Helps students research and choose careers, understand requirements, and prepare application materials.