**Opportunity Research Assignment- Faculty Instructions**

**Module 7: Career Preparation – Becoming Employable**

This assignment will give students the chance to work with a group and learn more about the types of opportunities available to gain the skills, experiences, and contacts they’ll need to become employable. It will require only about 40 minutes of classroom time, but a larger time investment from students outside the classroom.

Divide your students into 8 groups, and assign each group to one of the types of opportunities (excluding class projects). The group will research the opportunity by thoroughly reviewing the appropriate website(s) and conducting at least one interview with a program representative, and prepare a presentation that will educate classmates about that opportunity.

On the following page you will find instructions you can give to your students, or modify and give to your students.

**Opportunity Research Assignment- Student Instructions**

**Module 7: Career Preparation – Becoming Employable**

**Overview:** This assignment will give you the chance to learn more about the types of opportunities available to gain the skills, experiences, and contacts you’ll need to become employable, while working with a group and practicing the teamwork skills you learned in this module are critical for employability.

Your group will be assigned to research one of the types of opportunities you heard about in this module. You will use the web resources discussed in the module to learn all you can about the opportunity and how a student would go about taking advantage of it. You will seek out and interview at least one staff or faculty member representing the opportunity you’re researching to gain additional insight beyond what’s available online. Once your research is complete, your group will put together a 5 minute presentation, which you will deliver in class to educate your classmates about the opportunity and how to take advantage of it.

**Presentation Guidelines:** Your group’s presentation should be 5 minutes in length. You will utilize software/technology of your choice to create an accompanying visual presentation. You will address each of the following topics in your presentation:

* Provide specific examples of things within your opportunity type that students can get involved in (i.e. specific volunteer opportunities like Project Jamaica, Service-Learning projects students are currently working on, research projects happening currently on campus, types of part-time jobs posted on BroncoJobs or available on campus, etc.).
* Using the 9 professional skills critical for employability, discuss which you would be most likely to gain, and explain HOW you could gain that skill by participating in this kind of opportunity.
* Discuss the other ways in which this type of opportunity could benefit a student in their career preparation (can it be internship-type experience, could you gain technical skills, who might you be able to meet and network with, etc.).
* How does a student go about getting connected with/taking advantage of this opportunity? What is the process and what are the steps involved? Who can help? What additional resources are available?

**Additional Instructions by Group:**

**Internships Group:** Research the types of internships available and how to go about getting an internship. You might consider choosing a few different academic departments and providing examples of internships students in each of those departments have done. Look into the process of how to find internship opportunities, apply for them, and get registered to get academic credit for your internship. You might want to interview the university internship program coordinator (hint: she works in the Career Center), or one of the department internship coordinators.

**Volunteering Group:** Research the types of volunteer opportunities available (both through Boise State and through local non-profits) and the different ways in which you can go about getting involved with a volunteer opportunity. In what ways can the Student Involvement and Leadership Center help you connect to volunteer opportunities? What other approaches might a student take to finding opportunities? Address both community service-type volunteer opportunities and internship-type volunteer opportunities. Provide some specific examples of volunteering Boise State students have done.

**Service-Learning Group:** Research the ins and outs of the Service-Learning program at Boise State. Provide examples of actual Service-Learning projects students have done or are doing. Discuss how those projects can provide internship-type experience. If a student wants to take a Service-Learning class, how do they go about that?

**Student Clubs and Organizations Group:** Research the different types of student clubs and organizations available and how to go about finding and joining one. Provide some specific examples of clubs or organizations (representing different types of organizations). You might choose to interview someone from the Student Involvement and Leadership Center, or you might choose to interview an advisor or representative (faculty or staff) of a specific student organization.

**Research Group:** Find out more about undergraduate research at Boise State, the opportunities available, and how to find and get involved in a research project. For your interview, you might consider speaking with someone from the undergraduate research initiative, a department chair, or a faculty member currently engaged in research. In addition to the topics on the presentation outline, discuss the other potential opportunities that can arise from getting involved in research, such as presenting at a conference or contributing to a publication, and the potential career benefits of those.

**International Learning Opportunities Group:** Research the different programs offered through International Learning Opportunities at Boise State and the process a student would go through to take advantage of one of those opportunities. Provide specific examples of things a student can do while studying abroad (consider using examples of real students) that can help a student prepare for a career, such as international internships.

**Jobs Group:** Research the types of part-time job opportunities available to students on-campus at Boise State and off-campus in the community, as well as how to go about finding and applying for open positions. Where and how can students look for jobs? How can you be a competitive applicant for the jobs you want? (Use the Career Center’s information on how to get a part-time job.) You might consider interviewing a Career Center staff member, or the hiring manager of a Boise State department that hires students.

**Professional Organizations Group:** Your opportunity is a little different than the others, so here are some guidelines that directly pertain to your topic. You will select 3 different professional organizations to research. You might want to begin by choosing 3 career fields, then searching for a professional organization for each of those career fields. Use the “Links” section of “What Can I Do With This Major?” (available on the Career Center website), and Google to find local organizations. At least 1 of your 3 organizations must be local (Idaho or Treasure Valley). Ideally, choose 2 local organizations and 1 national organization. For those 3 organizations, research the types of opportunities and resources they provide to students. How does a student go about joining the organization? For the local organizations, find out what kind of events they host and what other opportunities they provide that students can get involved in in order to build their professional network and learn more about their field. Interview a representative from 1 of the 3 organizations (this can be by phone or email).