**Locating Online Resources- Faculty Instructions**

**Module 1: The Career Planning Process: An Overview**

This assignment is an exercise in seeking out online resources and information at Boise State. While we can tell or show students where to find different things on a website, the look and organization of sites change frequently, and by the time a student goes looking, the information has likely moved. In fact, since this module went live only two weeks ago, some of the main menu items on the Career Center website have changed from what is shown in screenshots in the module! For this reason, it’s important that students are practiced in searching for what they need.

This online-scavenger-hunt-type activity will have students seek out specific resources on the Career Center’s website. This will do two things for students:

* Give them valuable practice in spending time looking through a website to find the information or resources they need
* Make them more aware of the resources available through the Career Center. (We have SO many resources available online in addition to our in-person services and events, most of which are severely underutilized despite the fact that many students prefer to access information and resources online when possible.)

The student instructions page for this assignment doubles as a worksheet that students will use to complete the assignment and turn in for credit.

Alternatively, you could turn this assignment into an in-class activity if you book a computer lab for your class to meet in that day. If you do that, consider having students work in teams of two or three and make it a competition to see which teams can locate everything on the worksheet first.

**Locating Online Resources- Student Instructions**

**Module 1: The Career Planning Process: An Overview**

In this module, you saw several screenshots showing you where to find various resources on the Career Center’s website. This website, however, like all websites, changes frequently, and when you go looking for a resource, you might find that things look different, or that the resource is no longer where it used to be. This assignment, which is like an online scavenger hunt, will allow you to practice seeking out the career information and resources you might need.

***Instructions:*** Go to the Career Center’s website, <http://career.boisestate.edu/>, and work on locating each of the items below. You will then write down the location and/or path to get there. These should be descriptive enough that someone else would be able to find this resource using your directions. (For example, you might write something like “click to expand the ‘Students’ section of the main menu, then click on ‘Career Planning,’ then scroll down the page and click on the ‘O\*NET Online’ link under the “WHO” column.”) If you really get stuck on one, you may call the Career Center at 426-1747 or email them at [career@boisestate.edu](mailto:career@boisestate.edu) for help finding it. You will turn this page in when you are done.

1. **BroncoJobs**, the Career Center’s online job posting system for on and off-campus jobs, internships, and career positions

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| *Where is it and how do you get there?* |  |
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2. The **Career Planning Process handout**, which includes information about the steps in the Career Planning Process and additional sources of career information on the web

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3. The entire series of **Career Planning Modules**, any of which you can go through on your own for help with a particular part of your career planning or job search

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4. **“What Can I Do with This Major,”** a resource for identifying common career paths of students in a particular major

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| *Where is it and how do you get there?* |  |
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5. The **internship database**, which allows you to get ideas for internships and what companies you might approach about an internship by searching through records of what other students in your department have done, in addition to allowing you to complete an application to get credit for your internship once you’ve found one

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| *Where is it and how do you get there?* |  |
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6. **E-CIS, the Idaho Career Information System**, which provides Idaho-specific information and data (such as salary and employment data) on all different kinds of careers, as well as a link to a directory of Idaho businesses who might employ people in that field

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| *Where is it and how do you get there?* |  |
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7. The **Getting a Part-Time Job handout**, which covers strategies specific to finding employment opportunities while in school

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| *Where is it and how do you get there?* |  |
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8. **Information on how and why to start utilizing LinkedIn** while in school to develop your personal brand, track your skills and experiences, and connect with professionals in your field (just find the page these resources are on)

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| *Where is it and how do you get there?* |  |
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9. **Career and job market research resources** (just find the page these are on)

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| *Where is it and how do you get there?* |  |
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10. **Events** hosted by Career Center (find that page that lists all events)

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| *Where is it and how do you get there?* |  |
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