

Toppel Career Center Faculty Toolkit

Helping Your Students
Become Career Ready



TOPPEL CAREER CENTER

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Overview of the Toppel Career Center

Who We Serve



We are the central career center for undergraduate students, graduate students, and alumni at the University of Miami.*

We work closely with UM faculty and staff to create a culture of career at the U, including a Career Champions Network and annual Toppel Summit for ongoing education. Learn more [here](#).

*Please note that some graduate and professional programs have their own career services departments.

What We Offer To Students

- Career exploration tools (including Career Explorer)
- Career mentors and job shadowing (via Cane2Cane)
- Career coaching (virtual and in-person)
- Resume critiques (via Handshake)
- Practice interviews (via Big Interview)
- Skill-building (including performance feedback via SkillSurvey)
- Job & internship search tools (including Handshake and 8-step Job Search Toolkit)
- Events (educational workshops and career fairs for student-employer connections)
- Career Circles and identity-based resources

Staffing & Operational Structure

15 full-time staff members

Operations & Strategic Initiatives is the team that oversees our marketing and communication, assessment, budgeting, and facilities to keep Toppel running smoothly.

Career Education is our student-facing team that educates students on the many ways they can explore, prepare, and connect along their career journeys.

Employer Engagement is our employer-facing team that facilitates connections between students and recruiters from various industries and organizations.



TOPPEL CAREER CENTER

Mission

We **prepare** students to make educated decisions as they **explore** the ever-changing landscape of careers. We achieve this through innovation and strategic **connections** with the University community and beyond.

Model

We know that everyone is at a different place when they come to us. Our model - Explore, Prepare, Connect - gives us the flexibility to meet students where they are.

Our Commitment To DEIB

We empower students in their career search by celebrating unique identities, preparing them for an increasingly diverse and global workforce, and advocating for their individual needs.

Marketing Channels

- Our website www.HireACane.com
- The Toppel Insider (our weekly e-newsletter; [click here](#) to subscribe!)
- Emails (via Handshake)
- Social media (Twitter, Facebook, Instagram)
 - For the latest updates, follow us on Instagram [@hireacane](#)
- Handshake Events

Are Your Students CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interests.



COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

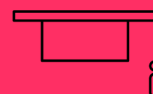
HOW DO YOU BECOME CAREER READY?

Mastering these Essential Career Readiness Skills will prepare you for a successful transition into the workplace. Students can also receive constructive feedback from faculty, supervisors, and/or colleagues by using SkillSurvey:

<https://tinyurl.com/CRessentialskills>

CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



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.com
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TOPPEL CAREER CENTER

Toppel Career Center

Faculty Engagement Menu

Here are some ways you can partner with Toppel to support UM students' career development:

Option

How does it work?

Become a Career Champion

- Join the Career Champions Network to connect with other faculty and staff who support students in their careers. Attend our virtual sessions each semester to engage with helpful content and share best practices.

Become a mentor on Cane2Cane

- Sign up as a faculty mentor on Cane2Cane and share your industry knowledge and career journey with students and alumni.

Incorporate career readiness into your course syllabus

- Meet with a Toppel Career Education Team member to discuss how your course syllabus can showcase essential career readiness skills students will develop through their class assignments.

Measure student development and career readiness after experiential learning activities

- Utilize the SkillSurvey Career Readiness assessment during experiential learning, so students receive feedback from themselves and others across eight essential skills.

Invite a Toppel career coach into the classroom as a guest speaker

- Toppel staff can speak during your class sessions on a variety of career education topics. We will customize our sessions to focus on the needs of your department and students.

Invite employers or alumni into the classroom as guest speakers

- Work with our team to locate guest speakers who want to connect with your students.



Option

How does it work?

Incorporate career education assignments into your curriculum

Interview Preparation

- Use Big Interview to incorporate virtual practice interviews into your course that can be tailored to any industry or topic. Interviews can be assessed by peers, faculty, or career center staff.

Internship/Job Search

- Utilize Handshake to incorporate job search strategies into your course, such as learning how to search for relevant opportunities, conducting an employer search, and/or messaging recruiters.

Professional Documents

- Share our online resources and refer your students to drop-in coaching to help them prepare professional documents, such as resumes, cover letters, personal statements, and LinkedIn profiles. For resumes, you can create a Handshake resume submission assignment for us to review.

Career Exploration

- Integrate our career exploration tools, including assessments and reflective activities to help students connect their interests, skills, and values to a variety of industries and occupations.

Networking

- Use Cane2Cane to help students learn how to connect with professionals in their fields of interest.

Career Fairs & Events

- Stay up-to-date with our calendar of events to encourage or require your students to attend our numerous career events throughout the year. Students can register on Handshake. You can request proof of attendance from Toppel.

Supplement traditional assessment techniques with real world, short-term experiences

- Give students the opportunity to gain industry experience by completing short, real world, company-backed online projects. Embed Forage into your curriculum as a form of assessed coursework, where students are required to reflect on their experiences and the skills that they developed in one of the programs.

Collaborate with your Career Circle lead to support students from your department

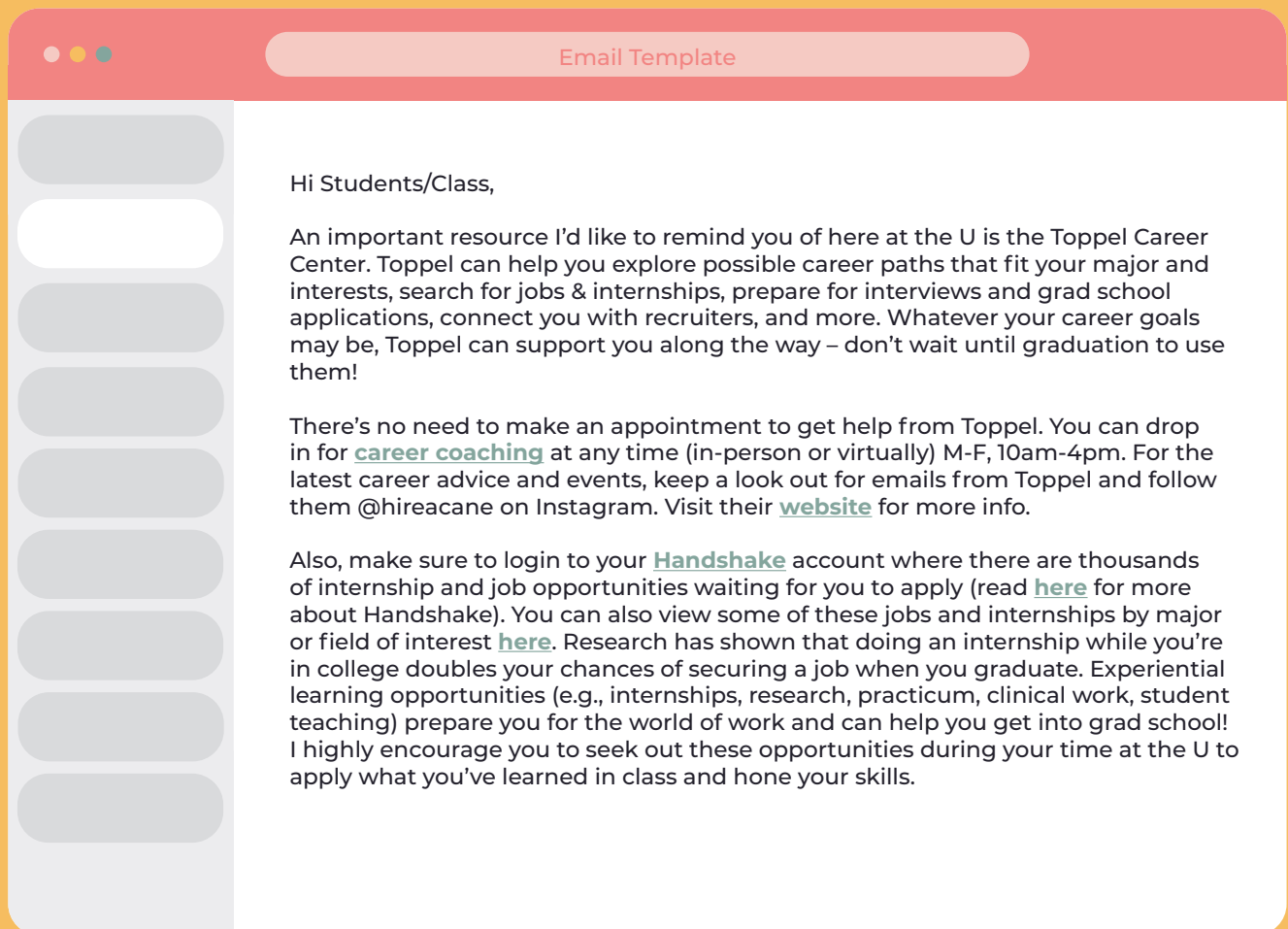
- Career Circles are industry and academic-focused communities for UM students, which include Architecture; Arts & Humanities; Business; Communication, Music & Entertainment; Education & Sports; Environment, Marine & Atmospheric Science; Healthcare & Life Sciences; Psychology; Social Sciences & Pre-Law; and STEM. Connect with your Toppel Career Circle Lead.

Contact Toppel at toppel@miami.edu for support in integrating these options into your learning spaces.



Student Email Template

We recognize that students trust their professors and take their advice to heart. To that end, we have developed an email template that you can send to your students reminding and encouraging them to take advantage of the many resources, programs, and events offered by the Toppel Career Center. Feel free to edit and/or add additional content to the email before sending it out. We appreciate your partnership in helping to foster a culture of career at the U!



Incorporating Career Readiness Into Your Syllabi

National research has shown that college students who receive career advice from faculty will have greater career mobility. One such way for faculty to support students is by connecting the coursework students will be completing to their career plans. You can make these connections explicit in your course syllabus in the ways described below (e.g., syllabus statements, assignments & activities, resources). This is a great first step, as it can be done without changing a single thing about your curriculum!

First, it's important to identify which of the **NACE essential career readiness skills** students will develop as a result of your course. From there, you can highlight these skills for your students in the various sections of the course syllabus using the examples provided.

Remember to also refer your students to the Toppel Career Center for further assistance in translating these skills into their applications and interviews for internships, jobs, graduate school, and more. If your syllabus has a resource section for students, consider including some or all of the resources listed below in the Example Resources section.

If you are interested in incorporating assignments into your curriculum that focus even more intentionally on career education, the Toppel Career Center's Faculty Engagement Menu lists several options for doing so. For assistance please do not hesitate to contact us at toppel@miami.edu.

Example Syllabus Statement 1

This course will provide you with the development of the following essential skills: [insert relevant skill(s)]. These essential skills will help prepare you for future career opportunities including internships, jobs, and graduate school. You can learn more about these essential skills and how to connect them to your career at the Toppel Career Center: Hireacane.miami.edu.

Example Syllabus Statement 2

Essential Skills Developed:

Communication: This course will build your verbal communication skills through weekly discussions on assigned readings. You will also have several presentations where you will share your research with the class. You will develop written communication skills through assignments including weekly reflections and a final paper.

Teamwork: This course will build your teamwork skills during your final paper/presentation assignment where you will work with a team to write a paper on a research topic and present your findings together to the class.

You can learn more about these essential skills and how to connect them to your career at the Toppel Career Center: Hireacane.miami.edu.

Example Assignments & Activities

Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Writing papers and other written communication (emails, informative messages, networking messages, professional documents/profiles), presenting in front of the class or guests/clients, discussing course topics with peers, developing presentation slides/visuals, creating concept maps to organize thoughts/ideas, asking questions for further understanding or to demonstrate engagement/interest, employing active listening and persuasion/influencing skills, applying storytelling to communicate a point, develop an effective elevator speech for yourself and/or project/product

Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Participating in group projects, conducting lab work with a partner, writing a group paper, adapting and compromising with others as needed, managing conflict in a timely and effective manner

Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Solving hypothetical or actual problems related to the course, gathering and analyzing information, summarizing and interpreting data, contributing to a debate, analyzing case study scenarios to formulate a solution, writing a research paper, participating in a project-based service-learning opportunity, understanding and/or respecting diverse perspectives

Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.

Planning and completing projects, using creativity to solve a problem, evaluating the work of peers, building mutual trust with others, motivating others under a shared vision/goal, practicing ethical decision-making

Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Following deadlines for assignments, attending classes on time, adhering to the university honor code, ensuring assignments are free from errors, holding self and others accountable, reporting on updates

Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Creating a presentation using virtual tools, learning and utilizing new technologies, using technology to manipulate information, identifying proper technology for specific tasks, evaluating data privacy and security concerns, ensuring the well-being of self and others through proper use of technology, teaching someone else to utilize a new technology

Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Discussing opposing viewpoints, engaging in cross-cultural interactions and experiences, advocating for historically marginalized groups, seeking feedback from multiple perspectives, adapting to diverse environments

Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Identifying areas of strength and growth, utilizing faculty or peer feedback to improve, seeking out opportunities to learn and gain experience, reflecting on career and self-assessment results, exploring career options, connecting with alumni and other industry professionals, creating and managing professional documents (resume/CV, cover letter, personal statement, etc.)*

* Our Faculty Engagement Menu lists several options for incorporating career development assignments or activities into your classroom. For assistance please do not hesitate to contact us at toppel@miami.edu.

[Additional Resources for Teaching and Assessing Career Readiness Skills - NACE](#)

Example Resources

If your syllabus has a resource section for students, consider including some or all of the resources below.

Toppel Career Center

The Toppel Career Center prepares students to make educated decisions as they explore the ever-changing landscape of careers. Toppel is open Monday through Friday, 8:30am - 5:00pm. Drop-in career coaching for topics like resumes, cover letters, and practice interviews is offered Monday through Friday, 10:00am-4:00pm in person and virtually. No appointment is necessary for drop-in career coaching.

<https://hireacane.miami.edu/>

Handshake

Handshake is a career services platform created for students and alumni to use in their career development. Thousands of internship and job opportunities are posted on Handshake by employers specifically looking to hire students. It also shows a list of all the career events Toppel is hosting.

<https://miami.joinhandshake.com/>

Cane2Cane

On Cane2Cane, UM students and alumni can browse through a community of professionals based on industry, major, or an area of interest and start conversations with potential mentors.

<https://cane2cane.miami.edu/>

Big Interview

Big Interview is an online system that combines training and practice to help improve interview techniques and build confidence. It includes virtual mock interviews for all experience levels and dozens of industries, a database of thousands of interview questions with tips on how to answer them, and the ability to rate and share your interview answers for feedback.

<https://miami.biginterview.com/login>