



RIZZO CAREER CENTER

LOYOLA UNIVERSITY MARYLAND

Faculty Toolkit

RIZZO CAREER CENTER

Discover. Explore. Prepare. Pursue.

LOYOLA UNIVERSITY MARYLAND



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A recent NACE, AAC&U, and Society for Experiential Education study noted that 92% of faculty report that students in their discipline asked them for career advice in the past year.



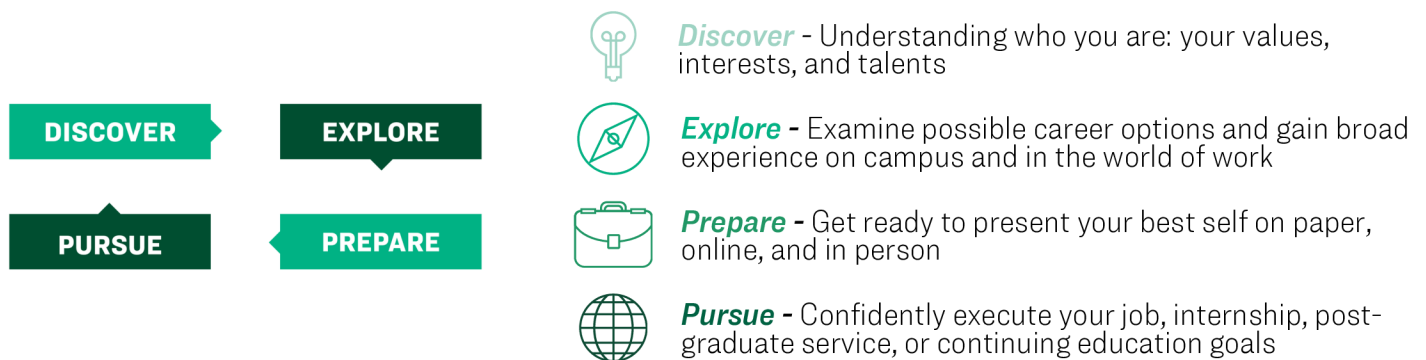
At the Rizzo Career Center, we know that faculty are trusted resources and partners. That's why we collaborated with the LCAS Career Faculty Fellows to create this toolkit, which highlights our services, ways that we can partner, and resources to support the work you are already doing with our students.

Rizzo Career Center

Connecting Your Students to Our Resources

The Rizzo Career Center helps students and alumni in exploring and implementing their career plans. Our approach is grounded in the reality that one-size-fits-all doesn't work in navigating the career journeys of today's students and professionals.

Engage Students Around the Career Development Cycle



Get them to the Career Center

Career Readiness Team



- Discover & Explore
- Helps students make meaning of curricular and co-curricular experiences
- Assists students in applying for continuing education



Partnerships & Recruiting Team



- Prepare & Pursue
- Helps students build networking, interview, and resume/cover letter skills
- Facilitates connections between students and employers



Loyola Career Ambassadors (LCAs)



- 10-12 highly trained student leaders
- Meet 1:1 with peers and facilitate career workshops

Fernandez Center, 1st Floor

(Located next to Green and Grey Cafe)

Drop-In Hours: Noon-3pm

Monday-Friday (Class in Session)

In-Person & Virtual Appointments

Professional Team Members & LCAs
Generally Available 9am-7pm

We'll connect them to the best Rizzo team member

What Your Students Can Access

By Appointment & Drop-In Hours

Career Interest Assessments	Discovering Their Major	Informational Interviews	Graduate School Application Prep
Getting Started on Handshake/LinkedIn	Career Exploration	Interview Strategies	How to Grow Their Network
"I Don't Know Where to Start"	Resume/CV Cover Letter Review	Job/Internship Search Strategies	LinkedIn Headshots

Services Available 24/7



What Can I Do With a Major In...?



Practice Interviews with AI Feedback



Internships & Jobs Employer Events

Annual Events

- 3 Annual On-Campus Career Fairs
- Treks & Employer Site Visits
- On-Campus Employer Tabling
- Virtual Employer-Hosted Events on Handshake
- Career Exploration & Resume Workshops
- Loyola Sponsorship Program



Students consistently state they would recommend the Career Center to a friend

Based on Post-Appointment Survey Data



Helping Students Become Loyola Ready

A liberal arts education equips students with durable skills that employers are seeking. These eight areas, listed below in order of importance to employers, are key components of career readiness and include areas already being developed through your courses and highlighted in the Undergraduate Learning Aims.

Undergraduate Learning Aims

Eloquentia Perfecta

The ability to use speech and writing effectively, logically, gracefully, persuasively, and responsibly



Critical Understanding

The ability to make sound judgments in complex and changing environments



Diversity

Awareness of the multiplicity of perspectives that bear on the human experience, and the importance of historical, global, and cultural context in determining the way we see the world



Intellectual Excellence

Habits of intellectual curiosity, honesty, humility, and persistence



Diversity

Recognition of the inherent value and dignity of each person, and therefore an awareness of, sensitivity toward, and respect for the differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disabilities



NACE Competencies*

Communication

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



Critical Thinking

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



Teamwork

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



Professionalism

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



Equity and Inclusion

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



Undergraduate Learning Aims

NACE Competencies*

Critical Understanding

The ability to analyze and solve problems using appropriate tools



Technology



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

Leadership

An understanding of one's strengths and capabilities as a leader and the responsibility one has to use leadership strengths for the common good



Career and 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

Leadership

A willingness to act as an agent for positive change, informed by a sense of responsibility to the larger community



Leadership



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



Making the Connection for Students

One way to highlight career readiness is to include language on your syllabus that helps students connect what they are learning in your courses to the eight competencies.

Dr. Michelle Gawerc from Sociology developed an example for her introductory courses:

*This course will provide you with the development of the following essential skills and competencies: Communication, Critical Thinking, Teamwork, and Equity and Inclusion. 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 Rizzo Career Center. They offer 1-1 appointments, help with career exploration, provide internship/job search support, and their services are free. You can schedule an appointment and learn more about their upcoming events through Handshake.***

*Definitions and Competencies reprinted with permission from the National Association of Colleges & Employer

**Adapted from the Miami University Toppel Career Center Faculty Toolkit

Faculty Partnership Opportunities

1 Add Language About the Rizzo Career Center to Your Syllabus

“The Rizzo Career Center helps students and alumni to discover, explore, prepare, and pursue their career plans. They offer 1-1 appointments, help with career exploration, provide internship/job search support, and their services are free. You can schedule an appointment and learn more about their upcoming events through Handshake.”

“

“I always encourage my students, all accounting majors, and any Loyola students to attend as many Career Center events as possible. A Loyola education means getting practice with networking, interviewing, and resume creation, and the Career Center offers many valuable opportunities to make a brighter future possible.”

-Dr. JP Krahel, Accounting

”

2 Incorporate Career Readiness Information into Your Syllabus

Meet with a Career Center staff member to discuss ways to highlight the career readiness competencies and skills students acquire in your courses.



Check out an example of expanded syllabus language on [page 9](#).

3 Promote and Incentivize Career Development Activities on Campus

We offer many educational opportunities for students, including workshops, career fairs, networking opportunities, and employer recruitment events. Students can register for these events on Handshake. We can also provide proof of attendance.



4

Schedule a Workshop for Your Class, Advanced Seminar, Capstone, or Students in Your Major

In addition to standard or major-focused workshops on resume/cover letter preparation, job/internship search strategies, major and career exploration, interview preparation, and applying and planning for graduate school, we are happy to partner to create custom content. Learn more and schedule a workshop at loyola.edu/careercenter.

Making the Connection for Students

Dr. Andrea Leary reached out to request a custom workshop for her new course, WR305 Writing for the Web and Social Media. She wanted us to provide an overview of LinkedIn, provide guidance about how the students should write for this platform, and help the students maximize their profiles. In addition to creating this custom workshop, we hosted the workshop in the Rizzo Career Center and offered to take headshots during the class so students could update their profile pictures.

“

“The Rizzo Career Center served my WR305 Writing for the Web students in effective, practical ways this semester. After I reached out for advice about LinkedIn to better prepare my students to be Loyola Ready, they prepared detailed PowerPoint presentations, engaging dialogue, and one-on-one advice for individual students during our seminars. The students found this time at the Career Center incredibly helpful. I will most certainly ask for this session when I teach WR305 again; it added necessary depth to my pedagogical goals for the course. My students, most of whom graduate in May, have been prepared well for their next steps.”

-Dr. Andrea Leary, Writing

”





5

Create an Assignment that Integrates Career Development Skills



To help students prepare for oral presentations and get additional feedback on their speaking skills, Dr. Peggy O'Neill designed a custom assignment in Big Interview. Students answered three questions about their presentation topics. They got AI feedback from Big Interview about their clarity of speech, use of filler words, eye contact, and more. They also received an introduction to Big Interview as a career preparation resource.



For a final project for a data analytics class, Dr. Dobin Yim asked students to collect and analyze job postings and develop their own evaluation criteria based on their career goals. Students had to assess their own strengths and weaknesses and analyze trends in the postings. In addition to writing a reflective report summarizing their key findings, they learned about how to find and read job postings, how to analyze job trends, and better understand how technology can help their career aspirations.

6

Take Your Class on a TREK to Visit an Employer

We partner to select the employer, coordinate logistics, and prepare students for the workplace visit. Contact us at thecareercenter@loyola.edu to discuss possible TREK opportunities.

Recent TREKS include:

- Ballard Spahr Law Firm
- Under Armour
- Image Engineering
- New York Stock Exchange
- The Baltimore Ravens
- CareFirst BlueCross BlueShield



7

Bring Your Messina Class for an Enrichment Session

Every Messina section's first workshop will be "Starting Your Career Journey with The Rizzo Career Center." This interactive workshop assists students in beginning their career exploration journey by encouraging active self-reflection and discernment and giving them hands-on practice with the career tools all Loyola students should use over their four years. [Visit our website](#) to learn more and schedule your workshop.

Getting students connected early is valuable for future career satisfaction and success.



Each academic year, our goal is to **engage with at least 80% of first-year students** through appointments, events, and workshops.

Our Messina workshop was recognized with a Career Leadership Collective Innovation Award for its contribution to achieving this goal.

“

“One of the highlights of our criminal law Messina enrichment hour was our time at the Career Center. The time together sparked in the class tremendous enthusiasm and excitement about all the possibilities in my field whether criminal law, forensics, or psychology.”

-Rev. Tim Brown, S.J., Law and Social Responsibility

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Syllabus Language

According to a recent study of faculty attitudes and behaviors on integrating career readiness into the curriculum, 55% of faculty align course outcomes with career readiness skills and competencies to help students identify/translate skills. One way to highlight the skills and competencies students already develop in your courses is to outline this information on your syllabus.

Explicitly highlighting this information for students will help them better understand how what they are learning connects to their future opportunities. Students can use this information to build resume bullets, answer questions in job interviews, and complete graduate school applications.

Examples of Expanded Syllabus Language

Essential Career Skills and Competencies Developed:*

Communication -

This course will build your verbal communication skills through regular discussions on assigned readings. You will also have a presentation where you will share your research or service-learning analysis with the class. In addition, you will develop written communication skills through written assignments including both short papers and a final research (or service-learning integrative) paper.

Teamwork -

This course will build your teamwork skills through various small group activities which will task you with working effectively toward a common goal and working collaboratively to address societal issues.

Critical Thinking -

This course will strengthen your critical thinking skills through exposure to a diverse range of sources and concepts that will enable you to better understand societal and organizational issues and problems. This skill will be practiced through both your regular written preparatory work, your papers, and our class discussions and small group activities.

Equity and Inclusion -

This course will enhance your ability to equitably engage and include people from different local and global cultures by deepening your understanding of unjust structures and systems that marginalize minoritized groups both globally and nationally. This enhanced awareness which will be fostered through course readings, film clips, course discussions, and your writing assignments, will also foster increased understanding of the importance of actively challenging systems, structures, policies, and cultural beliefs that oppress and exploit.

You can learn more about these essential skills and how to connect them to your career at the Rizzo Career Center.

1-1 Appointments

Help with Career Exploration

Internship/Job Search Support

Resume Review

& more!



You can schedule an appointment and learn more about our upcoming events through Handshake.



Career Fairs for Every Greyhound

Discover which ones are right for your students



Meet The Firms

Annually in early September

Who Should Attend?

All students interested in pursuing a career in the business field should attend. Students will gain insight into various employers, learn about internship and job opportunities, grow their professional networks, and practice their interviewing skills.

Past Employers Include:

- Enterprise Holdings
- Morgan Stanley
- PwC
- McCormick & Company
- RSM
- Chase

STEM Career Fair

Annually in October

Who Should Attend?

All students interested in a STEM-related field should attend. Students will explore various employers and the internship and job opportunities they offer, while expanding their professional network and honing their interviewing skills.

Past Employers Include:

- CIA
- Exelon
- Whiting-Turner Contracting Company
- US Patent Office
- Baltimore County Government
- Image Engineering



LOYOLA READY Internship & Job Fair

Annually in Spring



Who Should Attend?

All students should attend and learn about a variety of employers with internship and job opportunities. This is a great place for students to expand their professional network and strengthen their communication skills.

Past Employers Include:

- Maryland Environmental Service
- Stanley Black & Decker
- Art With A Heart
- The Baltimore Orioles
- WBFF-TV
- Mercy Medical Center

The Benefits of Attending a Loyola Career Fair

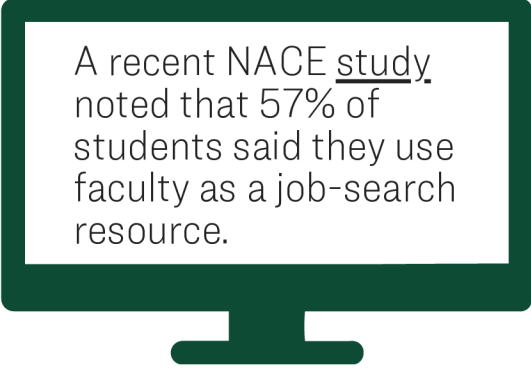
Career Fairs are educational, and they offer learning opportunities for all class years and majors. In addition to providing opportunities for employment, Career Fairs are great places to learn and practice career development skills.

LEARNING Opportunities

- ✓ Learn about how a career fair works before they need an internship/job.
- ✓ Learn about various types of companies and employment opportunities. Students can see the employers attending each fair through Handshake.
- ✓ Observe and learn from other students about how they navigate the fair, dress for the fair, and engage with employers.

PRACTICE Opportunities

- ✓ Practice their elevator pitch. (We encourage students to use the NACE Template of Present, Past, and Future - www.naceweb.org)
- ✓ Collect business cards/contact information and follow up on LinkedIn to build their networks.
- ✓ Practice speaking with recruiters. Work on introducing themselves to new people and asking meaningful questions.
- ✓ Take a LinkedIn Headshot to enhance their professional online presence.



A recent NACE study noted that 57% of students said they use faculty as a job-search resource.

E-mail Templates

One way to support students' career development is to share relevant resources with them in your classes. The first email template below highlights Career Center resources and how students can easily access them. The second email template highlights a specific upcoming event and encourages students to participate.

Subject **General Information about the Rizzo Career Center**

Hello class,

I want to highlight an important, free resource at Loyola, the Rizzo Career Center. The Career Center serves all students and alumni in discovering fulfilling career paths and maximizing available resources to achieve their career goals. They offer 1-1 appointments, help with career exploration, provide internship/job search support, and more. It's never too early to utilize their free services.

You can make an appointment through Handshake or visit drop-in hours where you can get support with no appointment needed. Drop-in hours are Monday-Friday, 12:00-3:00 pm, during the academic year. You can also follow them on Instagram @loyolacareerctr. Their website includes an overview of their services, and you can learn more about their professional team and student staff. They also send out a weekly Top Five email during the academic year that highlights upcoming events and opportunities.

I encourage you to activate your Handshake account, where you can find thousands of internship and job postings, employer events, Career Center events, and more. On-campus job opportunities are also posted on Handshake.

Subject **Promoting a Specific Event** *(Loyola Ready Internship and Job Fair)*

Dear students,

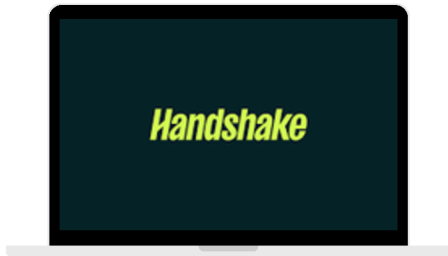
Loyola's career fairs are educational opportunities where first-years through seniors can learn about different types of internship and employment opportunities, practice mini-informational interviews, practice your elevator pitch, and much more.

The Loyola Ready Internship and Job Fair is coming up on Wednesday, March 19, from 3-5 pm in McGuire Hall. Generally 45-50 employers are present, and you can view the employers on Handshake when you register for the fair.

I encourage you to consider attending the fair with some specific goals in mind (e.g., getting a headshot taken, practicing mini-informational interviews, observing to see how these work, etc.).

Career Platforms

Online Tools for Career Success



Handshake

- Make appointments with Career Center staff
- Search for internships, full-time jobs, and on-campus jobs
- Create and update online profile accessible to 900K+ employers
- Register for Career Center and employer-sponsored events



Big Interview

- Practice common interview questions in a virtual setting
- Receive instant AI-generated feedback plus tailored tips on how to improve interview responses
- Practice sets customized by industry, career level, or Loyola-specific opportunities



Does your syllabus contain any assignments requiring students to record themselves? Create the assignment within Big Interview.



LinkedIn Learning

- More than 23,000 courses and personalized recommendations
- Free Premium Access for Loyola students, faculty, and staff
- Ability to create custom learning pathways for students that combine LinkedIn Learning content plus Loyola-specific content



Supplement your syllabus to help students build public speaking skills, utilize graphic design software, or maximize available technology to enhance coursework



What Can I Do With a Major In...?

- Curated pages for each major to help students imagine career opportunities
- Links to professional associations and job boards



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“Learning about all of the ways in which the Rizzo Career Center supports our students in their preparation for life after Loyola has really clarified the gaps in my advising and mentorship. Faculty can take simple steps to help students understand how their coursework translates to ‘real world’ skills and access the Career Center’s resources. We need to play a role to ensure that students of all backgrounds are empowered to make the most of their Loyola education.”

-Dr. Mavis Biss, Philosophy

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Connect With Us



(410) 617- 2232

Instagram: @loyolacareerctr

loyola.edu/careercenter

Fernandez Center, 1st Floor





Thank You

This toolkit was co-created with the Inaugural Loyola College of Arts & Sciences Career Faculty Fellows:

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The development of this toolkit was supported through AAC&U's *Equitable and Inclusive Curriculum-to-Career Models* project. Special thanks to:

Lumina Foundation

The American Association of Colleges and Universities

Ashley Finley, Ph.D.

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This toolkit was inspired by:

The Toppel Career Center at the University of Miami

The logo features a dark green square in the center with the text "LOYOLA READY" and a checkmark. This square is surrounded by a circular arrangement of overlapping triangles in various shades of green and grey, creating a sunburst or star-like effect.

**LOYOLA
READY**



The Rizzo Career Center
Loyola University Maryland

www.loyola.edu/careercenter