



## Work Team Goal #2 Meta-Majors

### Objective #3

*"All first-time in college students engage in  
GUIDED career exploration within their first semester."*

#### Presented by

Jenna Gausman, Career Counselor – Work Team Leader  
Erin Cue, Faculty - Psychology Department  
Vanessa Bonilla, Counseling Faculty – Counseling 20 Lead  
Sandra Hernandez, Adjunct Counseling Faculty – Welcome Center  
Ann Marie Leahy, Career Services Advisor - Career Services Center  
Prince Jones, Student – SMC Student Advisory Squad  
Julie Rivas, Student – SMC Student Advisory Squad  
Leyla Messian, Student – SMC Student Advisory Squad

#### Work Team

Jenna Gausman, Career Counselor – Career Services Center  
Vicki Rothman, Faculty Leader – Career Services Center  
GP Student Advisory Squad, Students – Santa Monica College  
Vanessa Bonilla, Faculty Leader/Instructor – Counseling 20  
Erin Cue, Full-Time Faculty – Psychology  
Sandra Hernandez – Adjunct Counselor – Welcome Center  
Ann Marie Leahy, Career Services Advisor – Career Services Center  
Sal Veas, Chair – Business Department  
Frank Dawson, Dean – Workforce/Economic Development  
Cyndi Bendezu, Project Manager – Student Equity  
Sasha King, Project Manager – Workforce/Economic Development  
Patricia Ramos, Dean – Workforce/Economic Development  
Maria Leon-Vazquez, Project Manager – Workforce/Economic Development

#### Meetings:

Tuesday, November 13, 2018 90 min  
Tuesday, November 20, 2018 90 min  
Tuesday, November 27, 2018 90 min  
Thursday, December 6, 2018 90 min  
Thursday, December 13, 2018 90 min

***“The Career Services Center transforms student’s lives through uncovering, engaging and building students’ will, purpose and self-belief.”***

*“High touch, not a quick conversation. Engagement and development of relationships with SMC counselors.”*

*- Student Advisory Squad Feedback*

## **1. Pre-Major Career Assessment During New Student Orientation**

- Turn the *ElimiMajor* sheet into an electronic document, where the majors on the document will be grouped by Meta Major. The student can click on a major, and a drop down menu will appear. The student can then read about the major, or/and click on “What Can I Do With a Major In?” that will allow them to see a variety of types of career opportunities. This will help the students choose a Meta Major or realize that they are truly undecided.

## **2. Career Exploration Menu**

All First Time to College Students Must Select **ONE** of the Following Options and Complete by the end of First Semester.

- Counseling 12 – Career Planning
- 60 minute One on One Career Counseling Appointment
- 90 minute College to Career Workshop limited to 15 students
- 90 minute Counseling 20 Career Combo
  - 60 minute Counseling 20 Class Career Presentation
  - 30 minute One on One with Career Counselor

## **3. Each Meta-Major has an Assigned Career Counselor**

- Currently 8 Adjunct Career Counselors and 1 Full Time Career Counselor
- Each counselor will collaborate and provide career resources for Meta Major’s Faculty and Students
  - Individual Career Counseling for Meta-Major Students
  - Contextualized Counseling 12 Class/Instructor for Meta-Major
  - Counseling 20 Career Services Center Presentation
  - Classroom Presentations – Resume, Networking, Linked In, Internship Search
  - Professional Panels for Meta-Majors
  - Customized Workshops for Meta Majors such as “What Can I do with a Major in....?”
  - Counsel students on how to find an experiential learning opportunities
  - Representation at Advisory Boards

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#### **4. College to Career 8 Step Road Map – On Line Document in Student Portal or Paper Document**

- 1) Identify Career(s)
- 2) Select your Major
- 3) Choose your Educational Goal – Certificate, AA/AS, Transfer Bachelors or Bachelors
- 4) Identify transfer colleges if appropriate
- 5) Get involved and engaged at SMC
  - Join a Club
  - Find a teacher or peer mentor
- 6) Develop Job Search Tool Box
  - Resume
  - Cover Letter
  - Begin putting together portfolio if necessary
  - Linked In Profile
  - Interview Preparation Skills
    - Mock Interviews
    - What to Wear
    - How to Interview
    - Soft skills necessary to success
- 7) Experiential Learning
  - Internship
  - Volunteer
  - Service Learning
  - Part-time job
- 8) Set Career Strategy for Transfer or Job Search Plan
  - Navigating the transfer school in order to take advantage of the skills learned at SMC
  - Complete your resume or portfolio to prepare to interview and move into the workforce

#### **5. Embed Career Assignment into English 1 & 2**

- Develop meaningful writing assignment for students to begin researching and planning achievement of their educational and career goals in collaboration with CSC and English Faculty.

#### **6. 8<sup>th</sup> Meta Major – Exploratory**

- Only 1<sup>st</sup> Semester of College. Student must move to selected Meta Major by 2<sup>nd</sup> Semester
- Requirements for Exploratory Meta Major
  - Counseling 12 – Career Planning
  - Assigned Career Counselor – 1 hour meeting during 1<sup>st</sup> semester
  - Career Workshop for Exploratory Meta Major – College to Career
  - Attendance at Club, Fair or SMC Events
  - MBTI & Strong Interest Inventory Assessments will be paid for by SMC

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## Resources for SMC

- Create splash page with Career, College Majors, and Job & Internship online resources such as Choices 360, California Career Zone, O-Net Online, What Can I Do with a Major In...?, Candid Career, My Next Move, etc.
- Career Planning Professional Development for ALL Counseling 20 Instructors
- Career Services Center Overview & Services For Faculty and Staff splash page
- Present “Guided Career Exploration” plan at Flex Days, Department Meetings, & New Faculty Orientation
- Marketing video highlighting College to Career Roadmap and Career Services Center Services
- Career Ambassador Program – Peer Mentors imparting Career Information & Strategies
- Development of website Connecting Alumni with Current Students at Transfer Schools and in Careers/Industries for Q&A and Mentorship
- Myers-Briggs Type Indicator administration and interpretation for departments to assist them in building their teams for a successful, smooth transition into Guided Pathways
- Explore creating a combined Counseling 20 & 12 3 unit Course