

# CCPD 101

## Faculty Guide

Center for Career and Professional Development

### ABOUT US

The Center for Career and Professional Development assists students and alumni with career-related needs and faculty with integrating career and professional development-related curricula. The CCPD is equipped with the following:

- **Professional Staff:** Focus on career counseling, faculty/staff support, employer relations, experiential learning, DegreePlus, and more
- **Grad Assistants and Interns:** Offer student appointments and support special programs and events
- **Undergrad Crew:** Focus on office support, entry-level career-related topics, and DegreePlus coordination

### WORK WITH US

- **Faculty resources/ online request form:** [info.wcu.edu/careers](http://info.wcu.edu/careers)
- **Customized presentations and workshops**
- **Grab-and-Go Modules:** Editable instructional materials
- **Class/Group assignments:** Please let us know in advance via the online request form.
- **Career resources and data**  
Want to learn more? Contact your liaison.

### CCPD Liaisons

Each College and campus partner have assigned liaisons in our office; they serve as your point of contact for all things CCPD. Be on the lookout for newsletters from your liaisons! Or, find your liaison at [info.wcu.edu/careers](http://info.wcu.edu/careers)

### OUR TOPICS

- Major Exploration
- Career Exploration
- Resumes/ CVs
- Cover Letters
- Personal Statements
- Graduate School
- Interviewing
- Internship and Job Searching
- Professional Development
- Experiential Learning and Skill Building

### APPOINTMENTS VS. CAREER STUDIO

#### Career Studio

*In-Person Drop-Ins with Undergraduate Peer Mentors*

Our Career Studio is open Monday through Friday noon to 4pm. The Studio, where students can drop in for a few minutes or stay while they work on career-related materials, is a great fit for students just getting started, quick resume or cover letter reviews, or with general questions.

#### Appointments

*In-Person or Virtual Scheduled Meetings (including limited evening hours!) with Staff and Graduate Assistants*

Appointments are booked in advance and typically last between 30 and 60 minutes, depending on type of appointment. Appointments are perfect for students who have more in-depth questions or need assistance exploring their academic major and career options.

### FIND & CONTACT US:

828.227.7133 | [careerservices@wcu.edu](mailto:careerservices@wcu.edu)  
[careers.wcu.edu](http://careers.wcu.edu) | Reid 150

**Faculty resources:** [info.wcu.edu/careers](http://info.wcu.edu/careers) (with list of liaisons, request form, and resources)  
**Find CCPD & DegreePlus events:** [engage.wcu.edu](http://engage.wcu.edu)



## INTERNSHIPS & EXPERIENTIAL EDUCATION

Experiential education opportunities, including internships, shadowing, volunteering, research, study abroad, and part-time jobs are excellent ways for students to gain skills, explore careers of interest, and connect with professionals in their field. We help students think broadly about ways to “gain experience” and test out their interests.

Our staff partners with employers and campus departments to cultivate opportunities to meet our students’ needs. For example, the Capitol Hill Internship Program, SECU Public Fellows Internships, and Next AVL mentoring program are excellent experiential learning opportunities.

## Employer Connections

The CCPD team includes employer engagement staff who build relationships with employers, curate opportunities for WCU students, and develop employer-focused events such as career fairs, panels, and networking events. Many employers are eager to connect with classes and faculty and are open to providing industry-based trainings and workshops for students. If you are interested in connecting with employers in your field, reach out to your liaison.

## DegreePlus

DegreePlus is a campus-wide program that helps undergraduates build their choice of four transferable skills in leadership, cultural responsiveness, professionalism, and teamwork to enhance their academic work. Faculty and staff can submit their workshops and events to be tagged in Engage as a DegreePlus event for a corresponding skill area, or can include DegreePlus requirements in their curriculum. See [degreeplus.wcu.edu](http://degreeplus.wcu.edu) for more!

## CCPD STUDENT RESOURCES



**Career Guide\***: Fillable PDF workbook with activities and samples for key topics. Access via [info.wcu.edu/careerguide](http://info.wcu.edu/careerguide)



**Canvas Career Collection\***: Students are automatically enrolled in this optional, non-credit bearing Canvas “course” with modules on our most in-demand topics.

[careers.wcu.edu](http://careers.wcu.edu)

**CCPD Website**: Contains a wealth of information CCPD template resumes, job search links by major, and much more.



**Big Interview\***: Interview training videos and recordable practice interviews with AI feedback.

**JOB CAT 2.0**

**Job Cat**: Online job and internship board maintained by CCPD.



**FOCUS 2\***: Major and career exploration assessments and information.

*\* = may be used for class assignments. Contact your liaison for more information or access!*