

## **Veterans Career Readiness Program Syllabus**

*The VCRP empowers student veterans at SJSU to earn meaningful internships/employment by providing monthly professional career workshops focusing on: military skills translation, career transition/exploration, career search tools, and mentoring/networking opportunities with veteran alumni.*

### **Program Outcomes:**

1. Students will gain the skills, knowledge, and understanding of not only the process of career exploration/transition, military skills translation, and fine-tuning marketing tools for their job search, but will be able to identify what their career goal is.
2. Provide guidance on obtaining a professional mentor.
3. Receive support to gain an internship in the student's field of choice.
4. Receive \$250.00\* stipend upon completion of required activities.

### **Participant Expectations:**

1. Attendance: Must attend **AT LEAST 6** out of 8 workshops\* throughout the program to be eligible for stipend and must be a matriculated enrolled student.
2. Participation: Actively participate in your career exploration process by way of the workshop activities and complete required assignments.
3. Teamwork: Treat your cohort as you would someone you care about. Get to know their goals and keep an open eye out for opportunities and resources that could be helpful.
4. These are learning/working sessions-please be ready to work.

## **Sample Schedule**

### **Fall Semester**

#### **Summer-Friday, August 12th 11:00-12:30 PM (Zoom)**

*Orientation* – Review the career readiness program details/expectations/workshops, talk about your goals, and get to know those in your cohort. Professional mentorship matching discussion.

-REQUIRED: Drop resume draft [here](#) and fill out the Adobe Resume 1:1 matching form here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=Wht7-jR7h0OUrtLBeN7O4TnkAE\\_CDy9Hp2HDU\\_MUQ72RUMTRHWktQWkZLU0tBVEFGSTVIQjZVUVZSMi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Wht7-jR7h0OUrtLBeN7O4TnkAE_CDy9Hp2HDU_MUQ72RUMTRHWktQWkZLU0tBVEFGSTVIQjZVUVZSMi4u) **Adobe resume matching survey ends**

#### **August 19th**

-SJSU Career Center Resource: [Resume/Cover Letter Guide](#) (\*w/ sample resumes by major)

-SHARE: Simon Sinek [video](#), and [Article](#); short discussion: “Know your Why”, “What’s important to you?”

#### **September-Friday, September 9th 11:00-12:30 pm (Zoom)**

*Creating Your Master Resume/ Working Session\** - Create a comprehensive (aka master) resume with a focus in translating military experience into civilian terminology. **GUEST SPEAKER: Mark**

**Lipscomb**-Adobe Veterans Employee Network @ 12:00pm

**-Week of Sept 12th-16th:** will be paired with Adobe Veterans Employee Network mentors for resume review in 30 minute time slots based on your schedule of availability

**-ACTION:** Upload resume to [VMock](#) (SJSU’s resume portal). **Deadline: Friday, Sept. 30.**

**-SJSU Veteran Alumni Panel:** Oct. 4th 12pm-1pm

**October-Friday, October 7th 11:00-12:30 pm (Zoom)**

*Exploration Toolkit-* Gain clarity by utilizing important tools to explore your values/interests, potential career directions, emerging markets, and cultural fits, remote working lifestyle. **GUEST SPEAKER: Ada Tan** (careers in municipal govt./probation/psyc major)

**November- Friday, November 4th 11:00am-12:30pm (Zoom)**

*Creating and Promoting Your Brand (Alumni Guest) Working Group Session-* Provides tips to create an effective brand to highlight your achievements and skills online as well as in-person. Resources reviewed will include LinkedIn and others. Concepts such as informational interviewing will be introduced in order to understand how to maximize LinkedIn. **GUEST SPEAKER: Dean Drummond, Adobe Veteran Recruiter**  
**LinkedIn for Veterans:** <https://www.youtube.com/watch?v=MfmMPiKSODM>

**December- Friday, December 9th 11:00-12:30 pm (Zoom)**

*Internship Search and Networking/ Working Session-* Efficiently search for and apply to internships utilizing online resources as well as networking strategies. Learn how to speak with your current network and contact professionals in your field of interest to gain important information and learn about opportunities (informational interviews). \*Handshake demo: Find two jobs/internships and apply

**Spring Semester**

**February-Friday, Feb 10th, 11:00am-12:30pm**

*Interviewing Skills/Mock Interview Working Session-* Understand the interview process more thoroughly and get ready for phone/online/in-person interviews. Understand how to discuss your accomplishments and potential while avoiding common mistakes that students make. **GUEST SPEAKER: Anthony Cordova, alumni, Recruiter Bloom Energy**

**March-Friday, March 10th, 11:00am-12:30pm**

*Professionalism-* You earned an internship/job, YES! Now it will be important that you know what it means to be a professional in the workplace. This workshop covers the top traits that are deemed professional, as well as those that are unprofessional.

**April-Friday, April 7th, 11:00am-12:30pm**

*Alumni/Recruiter Info Session-* Recruiters seeking veterans discuss with students about company culture, hiring practices, key skills they seek, interview process, etc.

**GUEST SPEAKER: Canh Ha, alumni, Cisco**

**May-Friday, May 5th, 11:00am-12:30pm**

*Working Session:* Meet to finalize questions on resumes/LinkedIn accounts/actively apply for internships/any challenges you're facing/share successes.