

Career Integrated Learning (CIL) Program

Program Overview

The University of Alberta Career Integrated Learning program (CIL) supports students and instructors by enhancing their awareness of employability skills developed through academic coursework. The program is offered in English and French.

What's involved?

Career Centre Staff Responsibilities:

- **Syllabus Review:** Evaluate your course syllabus to identify employability skills developed throughout your course
- **In-class Presentations:** Deliver a presentation at the beginning of the semester covering:
 - Introduction to employability skills.
 - The importance of these skills to employers.
 - Examples of skill development within the coursework.
- **Reflection Activity:** Facilitate a reflection session at the end of the semester where students assess the skills they've developed and their relevance to employability.
- **Support:** Be available to address any questions or concerns from students and faculty staff.

Faculty Staff/ Instructors Responsibilities:

- **Syllabus Submission:** Provide the course syllabus to Career Centre staff at least 1 month before the course start date.
- **Skill Selection:** Review and decide which employability skills to include in the syllabus.
- **Classroom Integration:** Allow the Career Centre to present in class and allocate time for the introduction session at the beginning of the semester and the reflective activities at the end of the semester.

Students Responsibilities:

- **Skill Review:** Familiarize themselves with the employability skills listed in the course syllabus.
- **Active Participation:** Engage during in-class presentations and participate in reflective activities.

Time Commitment and Timeline

Timeline		Activity	Time needed
Fall Course	Winter Course		
July - August	November - December	Complete the Instructor Inquiry Form	5-10 minutes
July - August	November - December	Virtual meeting with Career Centre staff	30 minutes
August	December	Review and include recommended employability skills in the syllabus	5-10 minutes
September	January	In-class presentations by Career Centre Staff	15-30 minutes (flexible)
November	March	Reflective activity facilitated by Career Centre staff	15-60 minutes (flexible)
December	April	Complete program evaluation	15 minutes

Get Involved:

If you're interested in participating in the CIL program, please fill out this [Instructor Inquiry Form](#) and Career Centre staff will follow up with you within two weeks.

Contact Us:

For more information, feel free to reach out at CareerEducation@ualberta.ca.