



Class Assignment Request Form

PLEASE RETURN THIS FORM TO
CRAIG BENSON (882-9490, BENSONCA@MISSOURI.EDU, 201 STUDENT SUCCESS CENTER)
AT LEAST **TWO WEEKS** BEFORE ANNOUNCING ASSIGNMENT TO YOUR CLASS

Today's Date: _____
Name of Organization or Class: _____
Contact Person: _____
E-mail Address: _____
Phone Number: _____

Proposed Class Assignment (check all that apply):

Please see the back of this form for recommendations for each assignment.

- | | |
|---|---|
| <input type="checkbox"/> Self-Assessment | <input type="checkbox"/> Career Exploration Paper |
| <input type="checkbox"/> ACT Discover (<i>fee involved</i>) | <input type="checkbox"/> Individual MU Career Center Tour |
| <input type="checkbox"/> Self-Directed Search (<i>fee involved</i>) | <input type="checkbox"/> Resume Review |
| <input type="checkbox"/> Missouri Card Sort | <input type="checkbox"/> Other (<i>please describe below</i>) |
| <input type="checkbox"/> StrengthsQuest (<i>fee involved</i>) | |

Additional Comments for Proposed Class Assignment:

Additional Details:

If you are assigning Discover, the Self-Directed Search, or StrengthsQuest, who will pay for them?

- The class or organization will pay for the assessments
 The students will pay individually at the MU Career Center
 Other (*please describe*)

How will students be required to provide proof of their visit? _____

Number of students in class: _____ Year/Classification of students: _____

Preferred Assignment Due Date: _____ Alternate Due Date: _____

Date of Introduction of Class Assignment: _____

Recommendations for Class Assignments

This form and the following recommendations are designed to help you build a great class assignment using the staff and resources available at the MU Career Center. Sharing this information with us and following a few suggestions will help to ensure the best possible experience for your students. We look forward to working with you!

Also consider having a member of the MU Career Center's Outreach Team visit your class to facilitate a workshop. Topics available include Career Center Tours, Successful Interviewing, Creating Your Resume, Revising Your Resume, Choosing a Major, Values Auction, Job Hunting and Networking Strategies, Experiential Learning, and StrengthsQuest. Contact the MU Career Center (882-6801) or Craig Benson (882-9490, bensonca@missouri.edu) for more information.

Self-Assessments

1. CHOICE—The MU Career Center offers four self-assessments. A faculty member can either assign one assessment for every student to complete or a Career Specialist can meet with each individual student to assist him or her in deciding which assessment will accommodate his or her needs.
2. COST—The Missouri Card Sort is a free assessment. Discover and the Self-Directed Search typically cost \$15 each, but are offered at a reduced rate of \$10 for classes. StrengthsQuest costs \$15 each. Self assessments can be paid for by the individual students (at the MU Career Center) or as a group (contact Craig Benson).
3. EXPECTATIONS—Students should not expect a self-assessment to give them a major or career. Self-assessments are a tool used to help students start exploring career and major options by looking at interests, abilities, values, and/or talents. They can also affirm students' choices or help them further explore options.
4. TIME—Students should plan to spend an hour to complete a self-assessment. Students normally come to the MU Career Center during walk-in hours (Monday—Friday, 8am—5pm). If appropriate, the MU Career Center can arrange to have group interpretations, though typically students will get much more out of working individually with someone from our staff.

Resume/Cover Letter Review

1. PREPARATION—To maximize students' preparation for writing a resume, the MU Career Center Outreach team offers a 45-minute presentation on Resume Writing and/or Cover Letter Writing. Please fill out an Outreach Intake form at the MU Career Center at least 2 weeks in advance to request this presentation for your class.
2. CONSISTENCY—To be sure that the advice the MU Career Center offers is consistent with your guidelines and class grading procedures, instructors should check the recommendations in the MU Career Center handouts, available at the MU Career Center and <http://career.missouri.edu/handouts>.

MU Career Center Tour

1. GROUPS—Group tours should be scheduled at least 2 weeks in advance with the MU Career Center Outreach Team.
2. INDIVIDUAL—Individuals can also tour the MU Career Center. No appointment is necessary, students can visit the MU Career Center any time Monday—Friday, 8am—5pm. In this case, we recommend that you give students a form to bring with them that our staff can sign.

Career Exploration Paper

1. PREPARATION—To maximize the effect of this paper on predominantly freshmen/sophomore classes, the MU Career Center Outreach team offers both a Choosing a Major presentation and a Values Auction; these should be scheduled at least 2 weeks in advance. You may also consider having your students take a self-assessment and/or a tour of the MU Career Center (see above).
2. CAREER INFORMATION LIBRARY—When students visit the MU Career Center, a Career Specialist will help assess their individual needs and show them resources to complete their paper.