



Item: AS: A-5

Tuesday, November 16, 2021

SUBJECT: APPROVE CAREER READINESS PROCEDURES IN COMPLIANCE WITH HB 1261

PROPOSED BOARD ACTION

Approve procedures to comply with House Bill 1261 section 1006.75(3)(a), Florida Statutes.

BACKGROUND INFORMATION

During the 2021 legislative session, House Bill 1261 created section 1006.75(3)(a), Florida Statutes, requiring each university to adopt procedures to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment. The procedures established by each university are required to be reviewed and approved by the State University System Board of Governors by March 1, 2022.

During their first academic year of enrollment in a Florida public institution in fall 2022 and thereafter, all undergraduate students must meet the university's established career planning procedures.

Undergraduate students include degree-seeking first-time-in-college students, transfer students, or readmitted students and include full-time and part-time students.

The procedures will require students to do the following during their first year of enrollment.

- Register with the university's career center.
- Complete a career readiness training module provided by the career center.
- Be directed to the State University System dashboard that presents financial data by academic disciplines of graduates as well as the percentage of graduates who have continued their education beyond the baccalaureate level.
- Affirmatively indicate that students have been provided with the information required (registration with the career center, career readiness training module, directed to the dashboard) and wage prospects for their declared major.

The established procedures must also include placing a hold on student registration before the end of the first year of each student's enrollment if the requirements have not been met. To lift the hold and register for classes, students must complete the above activities.

IMPLEMENTATION PLAN/DATE

If approved by the Board, the procedure will be submitted to the Board of Governors staff by December 15, 2021. Following this submission, the Board of Governors will be proposed for approval for an August 2022 implementation.

FISCAL IMPLICATIONS

The FAU Career Center, and the accompanying implementation partners, has developed this procedure within their current fiscal and human resources model.

Supporting Documentation: BOG State University Planning and Implementation & Guidance Document

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State University Career Planning Implementation & Guidance Document

September 2021

Background

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Career Planning Requirement

During their first academic year of enrollment in a Florida public institution in fall 2022 and thereafter, all undergraduate students must meet the university's established career planning procedures. Undergraduate students include degree-seeking first-time-in-college students, transfer students, or readmitted students and include full-time and part-time students.

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The established procedures must also include placing a hold on student registration before the end of the first year of each student's enrollment if the requirements have not been met. To lift the hold and register for classes, students must complete the above activities.

Timeline for Career Planning Procedures

Date	Requirement
By December 15, 2021	Procedures approved by university boards of trustees (UBOT) and sent to the Board of Governors staff
January 25-26, 2022	Procedures proposed to the Board of Governors for consideration of approval. If procedures proposed are not approved, the revised procedures would be presented at the March Board of Governors for consideration of approval.
August 2022	Procedures fully implemented

Questions

1. How are undergraduate students defined?

The undergraduate student is defined to include the following.

- First time in college, transfer students, and readmitted students
- Degree-seeking
- Full-time and part-time students

2. What is the definition of career readiness?

Career readiness is a foundation for demonstrating requisite core competencies that broadly prepare the college-educated for success in the workplace and lifelong career management.

(Source: National Association of Colleges and Employers <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>)

3. What is the purpose of the career readiness training module?

The career readiness training module is university-specific and will gauge a student's general interests and occupations that are relevant to the institution's degrees and activities offered. This may include university-specific majors connected to career opportunities. The training module may be offered online through the university career centers.

4. How will placing a registration hold be determined?

Each institution will determine how to place a registration hold. The registration hold would begin in spring 2023, blocking student registration for summer 2023 and fall 2023 courses. Each spring, institutions will place registration holds for the following summer and fall terms for students who have not completed the above requirements. The holds may be removed upon completion of all requirements.

House Bill 1261 Career Readiness Plan

November 16, 2021





HELPING TO BUILD FUTURES

STUDENT PREPARATION FOR ENTERING THE WORKFORCE

JOBS/GRADUATE PROGRAMS

- Employer & Community Engagement
- Career Fairs and Networking Events
- Workshops and Industry Panels
- On-Campus Interviewing Program
- Graduate/Professional School Planning
- Handshake
- College & Employer Connections
- Career Liaisons

DECIDING MAJORS/ CAREER PATHS

- Individual Career Coaching Sessions
- SLS1301: Career & Life Planning Course
- Major KnOWLedge Work Interest Assessment
- Career Canvas Module



CAREER PREPARATION

- Career Skills
- Résumé Building
- Interview Skills
- Professional Headshots and Attire
- Networking Tips
- Individual Career Coaching Sessions
- Career Liaisons
- Handshake

EXPERIENTIAL LEARNING/INTERNSHIPS

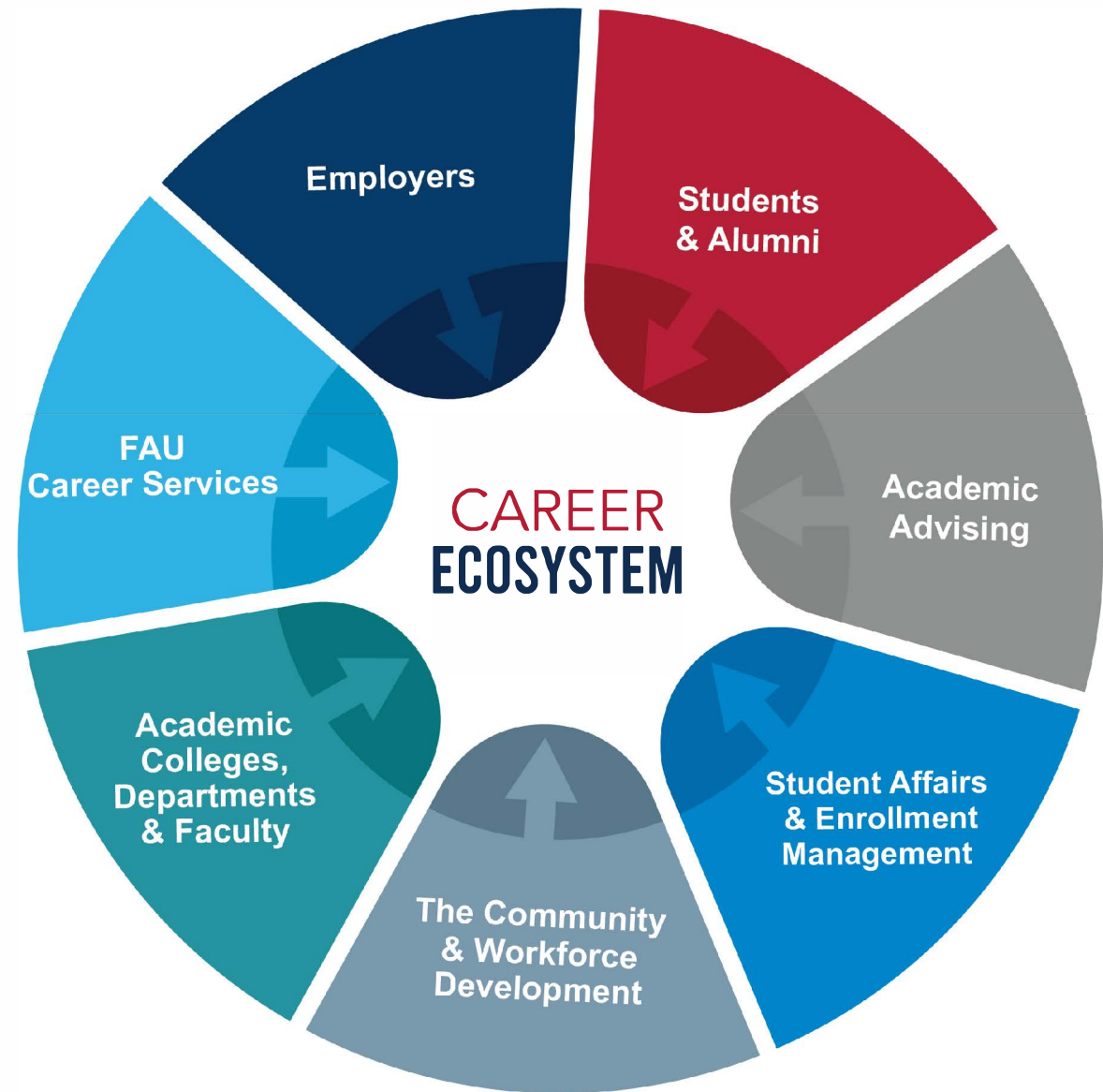
ON & OFF CAMPUS

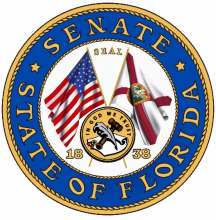
- Professional Internship Course
- Career Liaisons
- Employer/Student Development
- Internship Fairs
- Micro-Internships
- Job Shadow program
- Handshake
- Employer Development

FAU CAREER CENTER

BUILDING A CAREER ECOSYSTEM

FLORIDA ATLANTIC UNIVERSITY
CAREER CENTER





HB 1261 – Summary of Expectations for FAU



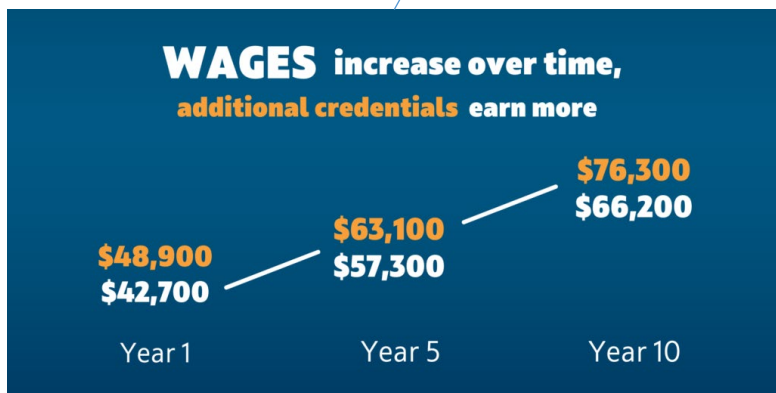
Each state university board of trustees shall adopt procedures to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment in a Florida public institution.

During the first academic year of enrollment, each undergraduate student must:

- **Be directed toward the new “My Florida Future” online dashboard**
 - ✓ Students will be directed to the dashboard through the orientation and onboarding process and through the FAU Career Center’s career readiness module. A link to the dashboard will also appear on the Admissions website.
- **Register with the university's career center**
 - ✓ Registration with the FAU Career Center will occur through Handshake, FAU’s online career management system.
- **Completes a BOT approved career readiness training module as provided by the university’s career center**
 - ✓ The FAU career readiness module is built using enhancements from our existing career platform and programs.

Note: The FAU Career Readiness Module has been built with guidance from the BOG staff and in coordination with other SUS institutions.





The new interactive tool will allow users to explore data at the System level and by individual institution, including information on salary, graduate employment, student debt, and additional educational opportunities.



Major KnOWledge is an early exploration tool that helps FAU students identify personal interests and their relationships to career pathways.



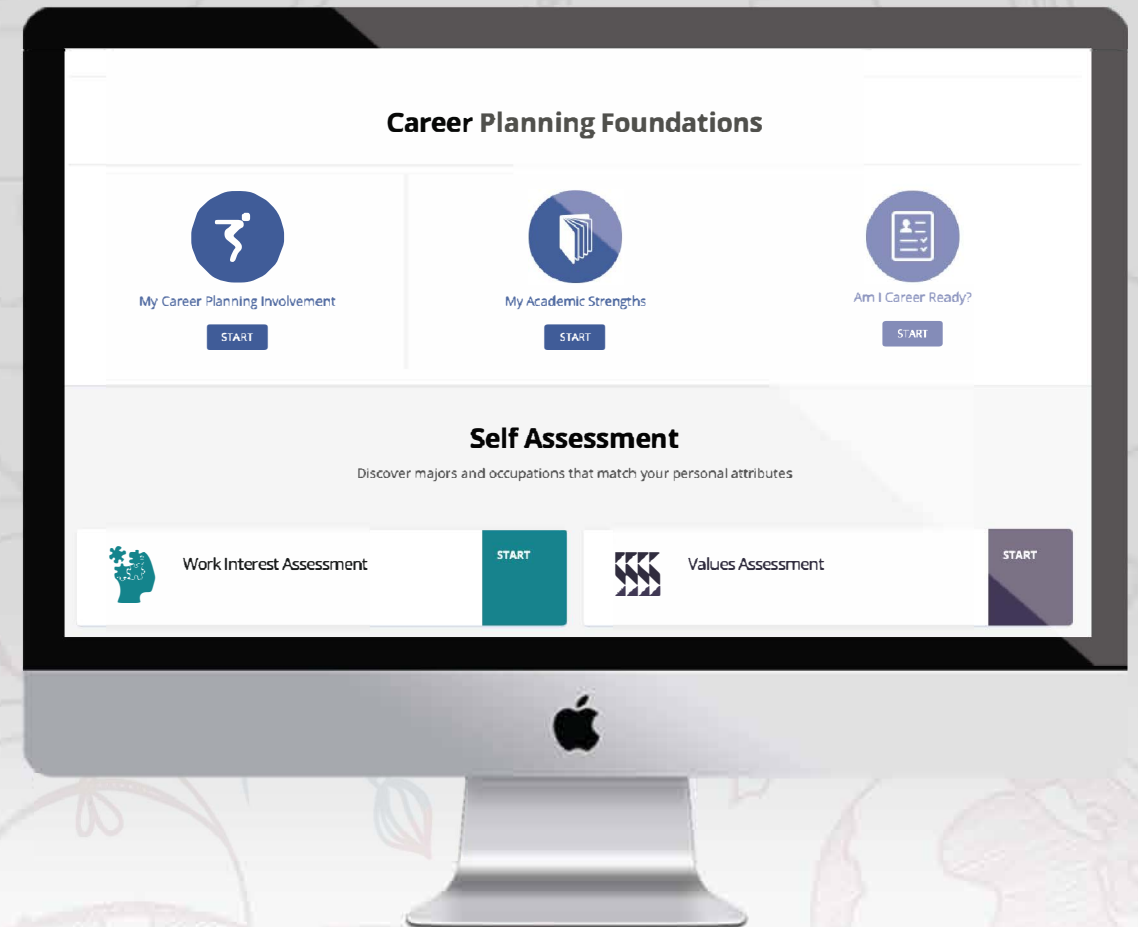
- Complete a Work Interest Assessment



- Meet with the FAU Career Center to Review Your Results



- Complete a Career Readiness Module



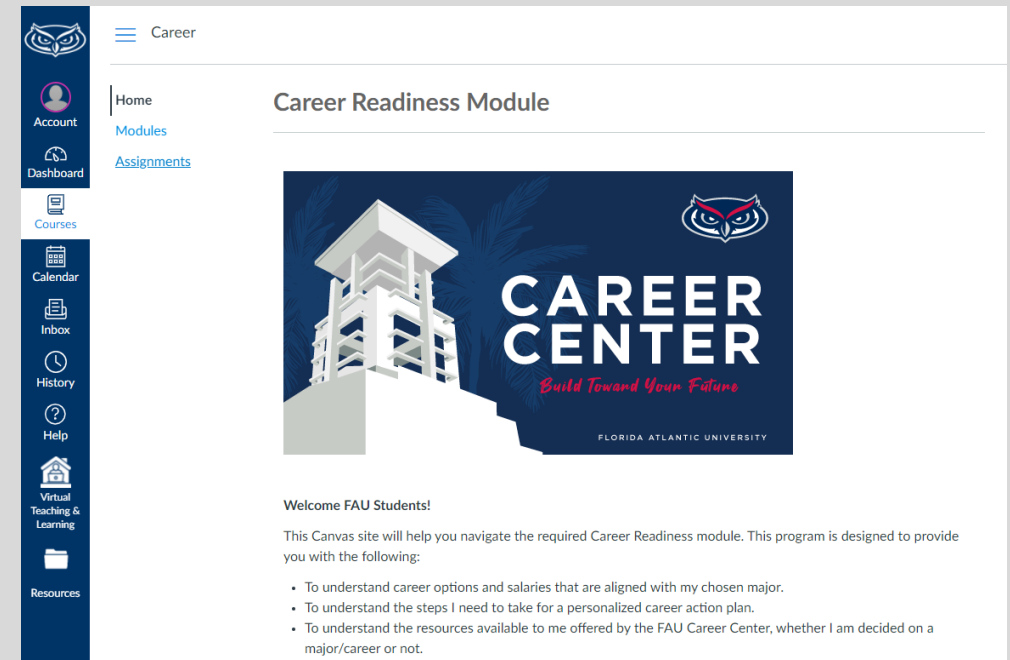
Visit fau.edu/career/majorknowledge/ to learn more.

The FAU Career Readiness Module

The FAU Career Center has developed an enhanced online career readiness module that connects undergraduate students to contemporary career planning information and assists them in building toward a successful future

The career readiness modules help students better understand:

- Career pathways and salary information
- The steps they need to take to personalize their career action plan
- The resources available to them offered by the career center, whether they are decided on a major/career or not




The screenshot shows the FAU Career Readiness Module interface. On the left is a dark blue sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Help, Virtual Teaching & Learning, and Resources. The main content area has a white header with 'Career' and a hamburger menu icon. Below the header are links for Home, Modules, and Assignments. The main content area features a large graphic with the text 'CAREER CENTER' and 'Build Toward Your Future' in red, with the FAU owl logo. Below the graphic is a 'Welcome FAU Students!' message and a list of bullet points describing the module's purpose.

Career

Home
Modules
Assignments

Career Readiness Module



Welcome FAU Students!

This Canvas site will help you navigate the required Career Readiness module. This program is designed to provide you with the following:

- To understand career options and salaries that are aligned with my chosen major.
- To understand the steps I need to take for a personalized career action plan.
- To understand the resources available to me offered by the FAU Career Center, whether I am decided on a major/career or not.





What is FOCUS 2?

- FOCUS 2 is a fully certified* computer-assisted career guidance system (CACG) widely used across universities in the State of FL and nationally.
- FOCUS 2 is also the engine that runs our Major Knowledge programs.

How Does FOCUS 2 Help?

- FOCUS 2 guides users through a reliable, intuitive career and education decision-making model that helps students select a major explore occupations, make informed career decisions and take action on their career development.
- FOCUS 2 provides up-to-date career information on over 1,000 occupations. Including salary information, job outlook, educational requirements, and much more.

**Certification provided by the Association for Computer-Based Systems for Career Information and conforms to criteria established by the National Career Development Association and the U.S. Department of Labor.*





The Career Readiness Module –

Example Of the Student's Home Page
Outlining the Clickable Segments and
Options for Self-Exploration



Explore the Possibilities

Use these tools for ongoing career and education exploration

What can I do with a major in ... Offered at Florida Atlantic University? ↻

Explore any Occupation ↻

Explore Occupations by Job Family ↻

Compare 2 Occupations Side by Side ↻

Brian Montalvo's Career and Education Planning Results

A summary of your assessment results and saved preferences



My Saved Occupations



My Saved Majors



Career Readiness Module -

A listing of every major at FAU with hyperlinks to the career pathways (e.g., Accounting)



The screenshot shows a web interface for the Career Readiness Module. At the top, there is a blue header with the text 'What can I do with a major in at Florida Atlantic University'. Below the header, there is a 'Filter Results' button with a gear icon. To the right of the filter button is a 'SEE LEGEND' link with an information icon. Below the filter button is a 'Sort By:' section with a dropdown menu currently set to 'Sort by Degree'. The main content area is titled 'Bachelors Degree' and 'PROGRAMS OF STUDY'. It features two columns: 'SAVED' and 'SUGGESTED'. The 'SAVED' column contains a list of majors with their degree options: Accounting (BBA/BS Accounting BACH, Master of Accounting MASTER), Anthropology (BA Anthropology BACH, MA Athropology MASTER), Architecture (Architecture BACH), Art History, Criticism and Conservation (Art History BACH), Art Teacher Education (Art K-12 BACH, M.Ed Art K-12 MASTER), and Biology/Biological Sciences (Biological Sciences BACH, MS Biology MASTER). The 'SUGGESTED' column is currently empty.



What You Can Do With A Major In ...

Every major listed links back to our degree programs

Accounting

A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Master of Accounting

BBA/BS Accounting

Sort By:

Occupation

You can sort by occupation, salary, bright outlook

[Back to Majors](#)

[Save This Major](#)

[Print](#)

Students get a list of occupations for that degree program

Bright outlook designates the occupations that are growing at a faster rate

Every occupation links to additional information (next slide)

OCCUPATION

US NATIONAL MEAN SALARY

GREEN JOB

BRIGHT OUTLOOK

Actuary



\$114,120.00



Bank and Branch Managers

\$139,720.00

Benefits Manager

\$126,900.00

Bookkeeper

\$40,220.00



Brokerage Clerk

\$52,380.00

Budget Accountant

\$76,730.00



Budget Analyst

\$77,170.00

The thumbs up icons are occupations students select to save to explore further



FAU CAREER CENTER

career@fau.edu | 561-297-3533 | fau.edu/career



Career Readiness Module –

Listing of the occupational information available per each occupation (e.g., Actuary)

Occupational Overview



When you click on an occupation you get additional information from the Bureaus of Labor Statistics & the U.S. Department of Labor



Students can save occupations; FAU Career Center gets a copy of their reflections



The screenshot shows a web interface titled "Occupation Details" for the profession of "Actuary". At the top, there is a blue header with the title. Below it, the word "Actuary" is displayed with a small orange icon. The main content area is divided into sections. The first section is "Occupation Overview", which includes a circular profile picture of a person, a short paragraph describing the job, and a longer paragraph detailing educational requirements and professional status. Below this section are navigation buttons: "Back to Occupations", a green "Saved" button, and a "Print" button. Below the overview is a "Show All Hide All" toggle. A vertical list of menu items follows, each with a circular icon: "Job Tasks", "Work Interest Profile", "Skills", "Values", "Work Conditions", "Education Requirements", "Outlook", "Earnings", "Advancement", and "Professional Association".



Career Readiness Module –









A view of student’s self-exploration work and examples of content that gets shared with their Career Coach

Student’s comments; career coaches get a copy

Your Saved Occupations

This list displays the occupations you have saved.

Green Job Bright Outlook

OCCUPATION	YOUR RATING	MAJORS AT THIS COLLEGE	Student’s ratings of the occupation
Actuary  <i>Comments: I love that this job has a bright outlook; the salary aligns with my values, and I found the professional associations interesting.</i> Factors that appeal to you: Job Duties, Outlook, Areas of Study UPDATE DELETE	   	Mathematics, Applied Mathematics, Economics, Business Administration and Management, Accounting, Finance	
Appeals Examiner <i>Comments: \$83,000</i> Factors that appeal to you: Earnings UPDATE DELETE	 	Political Science, Criminal Justice/Safety Studies	Majors at FAU
Accounting Clerk  <i>Comments: I love the pay.</i> Factors that appeal to you: Job Duties, Earnings UPDATE DELETE	-	Business Administration and Management	




Career Readiness Module –

Example of how students see earnings potential, and their ability to filter by state

Occupation Details

Actuary ⚙️

Occupation Overview



Actuaries calculate insurance company premium rates and policy conditions. To do this they organize and statistically analyze data to calculate probabilities of death, sickness, injury and financial loss from fire, theft and accidents.

A good educational background for a beginning position in a large insurance company is a bachelor's degree in a business area such as statistics, economics, finance or accounting. A strong mathematics background is essential. Professional status as an actuary is achieved by passing exams sponsored by national actuarial societies.

[← Back to Occupations](#) [Saved](#) [Print](#)

Students get an earnings snap-shot



⊖ Earnings

People established in their career generally earn between \$ 74,480 and \$140,190 per year. Exceptional performers can earn in excess of \$186,250.

(These figures are based on data collected from the US Department of Labor)

View salary information by state
*(Information provided by CareerOnestop & O*NET)*

Students can also filter by state (FL, NY, NJ, etc)



Career Readiness Module –

When students select a state, they learn about the low, median, and high wages for an occupation; including a list by city and MSA

Students will see High, Median, and Low as well as national comparison to the state they select

		10%	25%	Median	75%	90%
United States	Hourly	\$31.74	\$40.17	\$53.38	\$72.62	\$94.24
	Yearly	\$66,030	\$83,550	\$111,030	\$151,060	\$196,010
Florida	Hourly	\$23.77	\$34.73	\$51.57	\$69.23	\$93.06
	Yearly	\$49,440	\$72,240	\$107,270	\$144,000	\$193,570
Tampa-St. Petersburg-Clearwater, FL Metro Area	Hourly	\$31.10	\$41.98	\$57.57	\$77.13	\$100.00+
	Yearly	\$64,680	\$87,320	\$119,740	\$160,430	\$208,000+
Jacksonville, FL Metro Area	Hourly	\$33.52	\$45.48	\$56.68	\$64.55	\$77.76
	Yearly	\$69,720	\$94,590	\$117,890	\$134,270	\$161,730
Miami-Fort Lauderdale-West Palm Beach, FL Metro Area	Hourly	\$26.26	\$34.62	\$47.48	\$63.04	\$79.78

← New Search

Search by Occupation
Location
Search

Your Search

Occupation
Actuaries

Location
Florida

Wages for Actuaries in FLORIDA

[View Table](#) : [View Chart](#) : [View Map](#)

[View Hourly Wages](#)

Category	Florida	United States
High	\$193,570	\$196,010
Median	\$107,270	\$111,030
Low	\$49,440	\$66,030

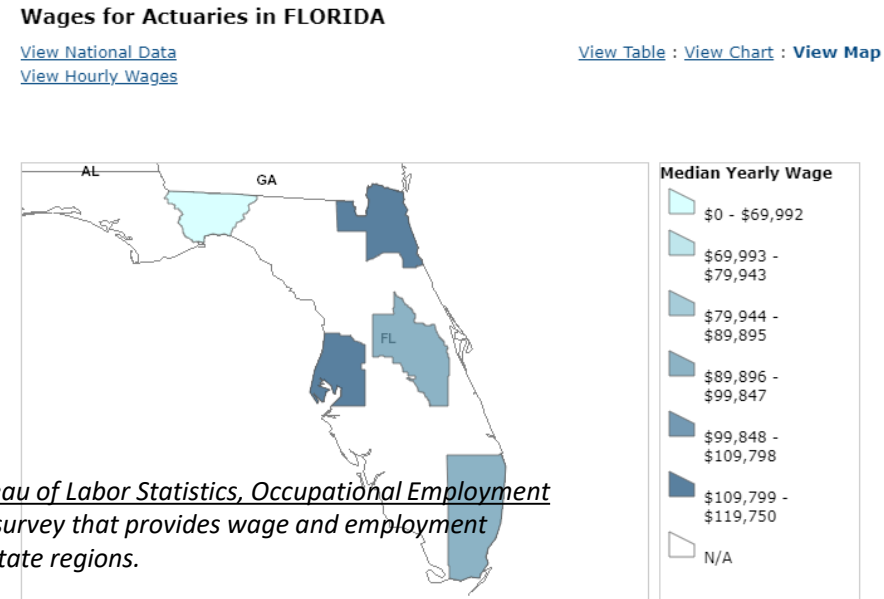
Occupation Reports

[Current Employment](#)

[Projected Employment](#)

[Employment Concentration](#)

Students will also see wage differences by city



Note: Wage information comes from the Bureau of Labor Statistics, Occupational Employment Statistics Program. The OES is a semi-annual survey that provides wage and employment statistics for the nation, each state, and sub-state regions.



HB1261 – FAU Summary

Students will be directed to the State University System "My Florida Future" dashboard (admissions website, orientation, Career Center, etc.).

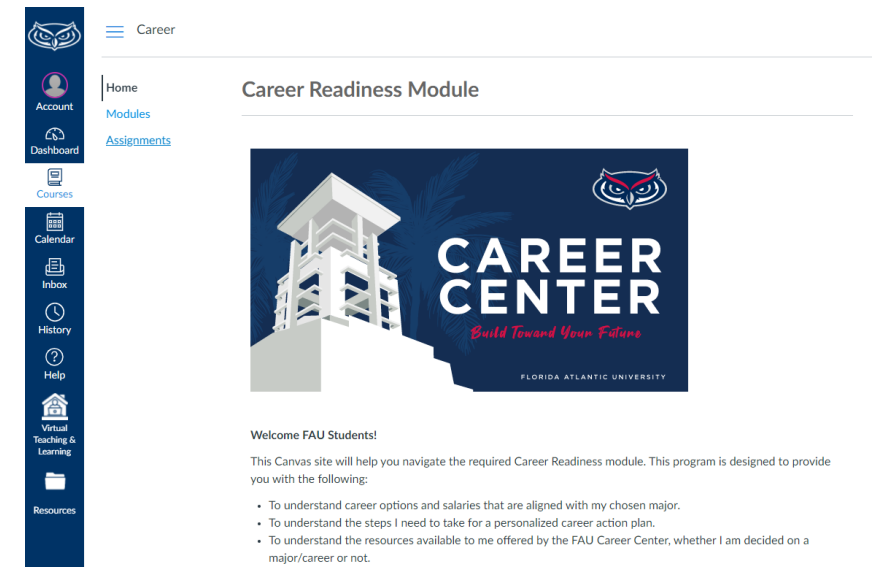


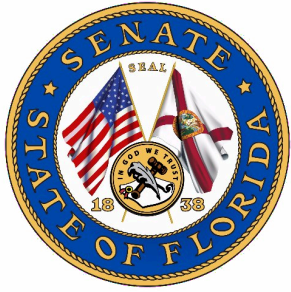
Students will automatically obtain a Handshake account when they enroll. They will claim their accounts to register and check-in with the FAU Career Center.



Students will complete the FAU online Career Readiness Modules designed to help them better understand:

- Career options and salary information
- The steps they need to take to personalize their career action plan
- The resources available to them offered by the career center, whether they are decided on a major/career or not





Next Steps

Date	Requirement
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