



FirstGenU

Curriculum

The FirstGenU e-learning curriculum offers five courses focused on helping students attain jobs and internships as well as create a foundation upon which to launch a successful career. These courses are rooted in career readiness competencies developed by the National Association of Colleges and Employers (NACE).

Connecting the Dots: College to Career

Career & Self-Development, Critical Thinking, Communication

In this course, students will explore the connection between their strengths, values, and interests and potential career options. Additionally, they will learn how to create an elevator pitch to introduce themselves to others in professional settings. Lessons include:



- Discovering Strengths
 - Discovering Work Values
 - Assessing Career Interests
 - Industry Investigation
 - Elevator Pitch
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Networking & Career Planning

Career & Self-Development, Critical Thinking, Communication, Leadership, Technology

In this course, students will identify how to grow their network by learning strategies for developing professional relationships both in person and online as well as reviewing how to leverage these networks through conducting informational interviews and creating a personal board of directors. Additionally, they will learn how to create SMART goals while beginning to design a personal career map. Lessons include:



- Networking Best Practices
- Launching Your Personal Board of Directors
- Design a Personal Career Map

Preparing Application Materials

Career & Self-Development, Communication, Professionalism, Technology

In this course, students will learn how to prepare resumes and cover letters that will help them stand out when applying for jobs and internships, with a particular focus on crafting application materials that are tailored toward a specific job description. Lessons include:



- Building a Resume
- Breaking Down a Job Description
- Cover Letter
- Personal Branding
- Putting It All Together

Interview Skills

Career & Self-Development, Communication, Professionalism

In this course, students will gain insight into how to effectively prepare for interviews by learning about different interview formats as well as methods for answering common interview questions. Additionally, students will identify specific steps to take before, during, and after an interview to make a positive impression in any interview setting. Lessons include:



- Interview Overview
- Interview Formats
- Before an Interview
- After an Interview
- Putting It All Together

Navigating Workspaces

Career & Self-Development, Equity & Inclusion, Professionalism, Communication, Critical Thinking, Teamwork

In this course, students will explore how to navigate and succeed in professional environments. They will identify their own communication style and gain insight into how to communicate with managers and colleagues effectively, learn how to recognize unwritten expectations in the workplace, and reflect on how to bring their authentic self to work. Lessons include:



- Communicate Like a Boss
- Navigating Unwritten Rules in Professional Spaces
- Identify My Personal Authenticity Line