



In response to section 1006.751 of HB1261, establishing requirements for first-year undergraduate students to engage with career planning services and resources, Career Services developed a comprehensive plan to meet all requirements.

HB1261 REQUIREMENTS

Register with the university’s career center.
<ul style="list-style-type: none"> Students will register with Career Services via <i>Handshake</i>, UNF’s online portal connecting students to services, internships, jobs, recruiting events, career fairs, workshops and more.
Complete a career readiness training module provided by the career center.
<ul style="list-style-type: none"> Blending theory and practicality, career education and required tools and resources will be provided. 3 primary topics: 1) <i>Major & Career Connections</i>; 2) <i>Professional Skills</i>; 3) <i>Career Action Plan</i> Students will be prompted to complete an informal career assessment. Educational, instructional, and motivational content will be enhanced with student facilitated videos.
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.
<ul style="list-style-type: none"> MyFloridaFuture will be highlighted and linked in the career readiness training module. This college and career planning tool provides students and parents with information on salary, graduate employment, student debt, and additional educational opportunities.
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.
<ul style="list-style-type: none"> Completion of the module, with an embedded quiz, will affirm students met all requirements. Quiz questions will be based on content related to each requirement.
Establish procedures for processing registration holds.
<ul style="list-style-type: none"> Registration holds, beginning spring 2023, will be placed on accounts of students who have not completed all requirements. <i>Osprey Ascend</i> (Cornerstone) will host the required career readiness training module. Funds were secured to purchase a feature linking communications between <i>Osprey Ascend</i> and Banner to process holds according to students’ successful completion of the module.

COMMUNICATION & IMPLEMENTATION PLAN

To brand this initiative as the start of valuable learning experiences critical to effective career planning, the title selected is *Career Quest*. Expertise and assistance from Marketing & Communications will help shape the creation and implementation of communications at strategic points during students’ first year. Website content and outreach activities will also be incorporated to prompt student completion. Campus partners, particularly Academic Advisors, will be key to communicating and reminding students of this requirement. Completion of *Career Quest* will be incorporated into the current process for first year students’ mandatory appointments with First Year Advising.

CAMPUS PARTNERS

Staff from the following units were informed, consulted, or are directly involved with this initiative:

- Advising*
- Enrollment Services*
- Center for Instructional Technology*
- Center for Professional Development & Training*

- Informational Technology Services*
- Institutional Research*
- Marketing & Communications*
- Office of Assessment*

TIMELINE

Plan presented to UNF Board of Trustees	November 18, 2021
Plan adjustments & updates	November – December 2021
Procedures approved by university boards of trustees (UBOT) and sent to the Board of Governors staff	December 15, 2021
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 meeting for consideration of approval.	January 25-26, 2022
Career readiness module complete	March 2022
Finalized Career Quest plan presented to campus partners	March 2022
Finalize student communication plan	April 2022
Procedures fully implemented	August 2022
Communications and reminders to students	August 2022 - February 2023
Apply registration hold	April 2023