

SAN DIEGO MESA COLLEGE

A Career Center & Work-Based Learning Partnership

Faculty Information:

Five Career Ready Guide Sample Assignments for Students

Sample Assignment #1: Chapter/Tutorial Reflection


Sample Questions:

- What Career Ready Guide chapter/tutorial(s) did you choose to watch?
- What career readiness skills and/or information was most helpful to you in this chapter/tutorial?
- What specific ways can you continue to develop or practice the career readiness skills in this chapter/tutorial?
- What questions challenges or barriers have you experienced or think may affect this area of career readiness for you?
- What areas of career readiness do you want more training or knowledge in?
- What resources, events or people at Mesa College are you aware of that could support you in your employment and career readiness journey?

Sample Assignment #2: Career Action Plan

- Each Career Ready Guide chapter/tutorial has a section called **“Your Action Plan – Next Steps”** to help students critically think about the information presented by completing a written response activity.
- Students can complete the Action Plan Activity and then print or screenshot the page with their response to provide for credit.

Example:



Your ACTION Plan

Next Steps

From the examples in this chapter, what aspects of global and intercultural fluency do you need to develop and refine? Develop a timeline to plan how you can improve your global and intercultural fluency skills.

In the boxes below, write specific activities you can pursue in the coming months and beyond. Developing these skills is a lifelong process. Examples of activities can include study abroad trips, global internships, and multicultural organizations.

Develop a timeline to plan how you can improve your global and intercultural fluency skills.
In the boxes below, write specific activities you can pursue in the coming months and beyond.

Months 1-3Months 4-6Months 7-9Months 10-12

Examples of Activities

1. Attend cultural events

2. Enroll in **service learning** courses

3. Befriend diverse people

4. Learn a foreign language

5. Study or intern abroad

6. Join a multicultural student group

7. Serve as a language conversation partner

8. Attend an activist group meeting

9. Volunteer in your local community

10. Engage in service projects and fundraisers

SAVE

Sample Assignment #3: Chapter/Tutorial Quiz

- Each Career Ready Guide chapter/tutorial has a **“Quiz”** to review key concepts and demonstrate student comprehension. Quiz can be repeated as many times as needed!
- Students can complete the Quiz and then *print or screenshot the completion page to provide for credit.*


Example:

QUIZ RESULTS

Your Score: 100% (50 points)

Passing Score: 80% (40 points)

Result:

 Congratulations, you passed.

If you **PASSED** the quiz with a score of 80% or higher, your dashboard for this chapter will say **COMPLETED**. You are now in **Review Mode**. You can review what you learned as many times as desired, but you can no longer change your answers.

Click **NEXT** to check out **additional resources** on this competency!

[REVIEW QUIZ](#) [RETRY QUIZ](#)

Sample Assignment #4: Exploration Reflection

- Each Career Ready Guide quiz has an **“Additional Resources”** section included at the end. These are links provided to students allowing them to access more information on the chapter/tutorial topic through websites, articles, videos and infographics.
- Students can choose one or more resource(s) to review and write a reflection on what additional information they’ve learned, related to the topic. **See example below:**

CAREER READY GUIDE



Authorized by:
Donna C. Ratcliffe, Ed.D.
Tim Harding, M.S.
David Gaston, M.A.


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Learn MORE Now!
Additional Resources

[Chapter 7](#)

[✓ 7 Habits of Cross-Cultural Experts](#)

[✓ Ted Talk What Does My Headscarf Mean to You?](#)

[✓ 5 Key Findings About LGBTQ Americans](#)

[✓ How to Approach the Generation Gap in the Workplace](#)

[✓ Color Blind or Color Brave?](#)

[✓ International Office Etiquette](#)

Sample Assignment #5: Skill Reflection Video

- *Students can film a short 2-3 minute video reflection on their experience in completing the Career Ready Guide or individual chapters/tutorials.*
- *Sample Questions:*
 - *What did you learn from your participation in the Career Ready Guide?*
 - *What is one way that you can continue to develop your career readiness skills?*
 - *What is an example of a professional or educational scenario where you would use the career readiness skill you learned?*
 - *How might developing your career readiness skills be beneficial to your future career path?*