

Integrating Workplace Skills into Your Courses

At Career Services, we are here to support you, faculty members, in integrating workplace skills into your course or program. Recognizing the importance of equipping students with practical competencies alongside academic knowledge, it is crucial to acknowledge that your students are actively acquiring diverse and valuable transferable skills throughout their academic work in your courses. These skills not only enhance their academic performance but also prepare them for success in their future careers.

To facilitate the articulation of workplace skills for students, Career Services provides a comprehensive suite of tools and resources for faculty members. We are available to discuss your course or program curriculum goals regarding embedding skills conversations, fostering reflection, and integrating relevant language into learning materials and the student experience.

Contact us at mycareer@queensu.ca for further discussion or with any questions.

Embedding Skills into Your Class/Course

We provide workshops that can easily complement your class or course, either by inviting our Career Educators as guest speakers to your class or including the workshops in your syllabus (with assignments or assessments provided). You can [request these workshops online](#).

- **Discover Your Skills:** This workshop assists students in assessing key skills and articulating their value to prospective employers or graduate programs.
- **Experiential Learning:** A variety of customizable workshop options that create opportunities for students to prepare for EL opportunities, covering topics such as skills assessment, goal setting, how to integrate into a new workplace, and principles of community-engaged learning. Mid-point skills reflection and post-experience workshops allow students to reflect on their skill development, connect to career goals, and prepare to articulate the story of their experience.
- **Individual Development Plan (IDP)** for graduate students: The IDP is a professional development program for graduate students to support setting career goals, identifying skills, and setting professional development goals. It includes workshops, a workbook, and an upcoming module.

Resources for Career Curriculum Planning:

- **Major Maps & Grad Maps:** Each Major & Grad Map has a specific skills section outlining workplace skills learned in each program. This tool can be used as an activity (self-directed or in a class) to get students a quick snapshot of key skills they are getting from their studies and thinking about future career plans. Find your program's map here: [Major Maps | Career Services \(queensu.ca\)](#)
- **Queen's Skills Cards:** Our deck of Skills Cards can be used to analyze any experience in a card sort to identify key skills. We provide a [facilitator's guide](#) to help you lead an activity in your class, or you can request our Discover Your Skills workshop. An [online card sorter](#) is also available.
- **Experiential Learning (EL) WrapAround Online Modules:** These modules are designed to help students reflect on the skills they are developing in an EL opportunity and the impact they've had in the EL work or learning environment.
- **Self-Assessment Worksheet:** This tool enables you to evaluate workplace skills within your course or program.
- **Additional career curriculum resources** can be found on our website: [Faculty & Staff | Career Services \(queensu.ca\)](#).