**Topical Module: Transferable Skills, Career, and Workforce Development**

*This module is a result of collaborations between NSSE and Strada Education Network and a pilot survey developed by the American Association of State Colleges and Universities. This module examines activities that contribute to students’ career plans, influences their career goals, increases confidence in work-related skills, and transferable skills for the workplace and beyond. This module complements questions on the core survey about higher-order learning, reflective and integrative learning, and students’ perceptions of their development in a variety of areas.*

# During the current school year, whether course-related or not, to what extent have you encouraged students you teach or advise to do the following?

*Response options: Very much, Quite a bit, Some, Very little, Not at all*

* 1. Discuss or debate an issue of social, political, or philosophical importance
  2. Make a speech to a group
  3. Work in a group with people who differ from them in terms of background, political orientation, points of view, etc.
  4. Discuss the ethical consequences of a course of action
  5. Evaluate the credibility of information sources
  6. Discuss complex problems with others to develop a better solution
  7. Generate multiple solutions to a problem or task
  8. Combine dissimilar concepts to create a novel idea
  9. Adapt a previously used solution to a new situation
  10. Refer to online content (tutorial, forum, webpage, etc.) to solve a problem
  11. Refer to online content (tutorial, forum, webpage, etc.) to learn a new skill or procedure
  12. Use project management tools to plan, organize, or schedule tasks
  13. Use a daily or weekly “to do” list
  14. Prioritize what tasks need to be accomplished
  15. Work longer hours than usual to meet deadlines (i.e., after midnight, before dawn)
  16. Demonstrate effective work habits (punctuality, working productively with others, time and workload management, etc.)
  17. Network with alumni or professionals to make potential career connections
  18. Communicate your knowledge, skills, and experiences to potential employers
  19. Use career-specific technology (devices, programs, or tools used by those in the field)
  20. Work effectively with people of other backgrounds (economic, racial/ethnic, political, religious, nationality, etc.)
  21. Address ethical issues they might face in their career
  22. Analyze a case, scenario, or simulation of a real-life situation
  23. Research a career interest, a potential employer, or the job market
  24. Learn about a career or industry from practicing professionals

**Topical Module: Transferable Skills, Career, and Workforce Development (continued)**

1. **During the current school year, whether course related or not, about how often have students you teach or advise written something (paper, report, article, etc.) that:**

*Response options: Very often, Often, Sometimes, Never*

1. Used information from a variety of sources (books, journals, Internet, databases, etc.)
2. Assessed the conclusions of a published work
3. Included ideas from more than one academic discipline
4. Presented multiple viewpoints or perspectives

# During the current school year, whether course-related or not, have you encouraged students you teach or advise to do the following?

*Response options: Yes, No*

* 1. Take a career exploration, planning, or development course
  2. Complete a career profile or self-assessment to identify occupations that match their strengths and interests
  3. Attend a talk, panel discussion, or workshop about careers
  4. Discuss their career interests with other faculty members
  5. Interview or shadow someone in a career that they are considering
  6. Participate in a major- or career-related co-curricular activity (student organization, professional or honor society, etc.)
  7. Use resources and information (database or other digital tools, videos, guides, books, etc.) from career services
  8. Meet with career services staff to explore their interests and future plans
  9. Get help with their résumé
  10. Participate in a mock or practice interview
  11. Participate in a career fair
  12. Network with alumni or professionals in a field related to their career interests

1. **During a typical school year, how many letters of recommendation of the following types do you write for undergraduate students?**

*Response options: None, 1-4, 5-9, 10-14, 15 or more*

* 1. Graduate or professional school
  2. Post-graduation employment
  3. Pre-graduation job experience (internships, practicum, etc.)
  4. Academic honors or awards