**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:* **4** *Very much,* **3** *Quite a bit,* **2** *Some,* **1** *Very little,* **0** *Not at all*

* 1. **fTRNdebate** Discuss or debate an issue of social, political, or philosophical importance
	2. **fTRNspeech** Make a speech to a group
	3. **fTRNgroup** Work in a group with people who differ from them in terms of background, political orientation, points of view, etc.
	4. **fTRNethical** Discuss the ethical consequences of a course of action
	5. **fTRNcred** Evaluate the credibility of information sources
	6. **fTRNcomplex** Discuss complex problems with others to develop a better solution
	7. **fTRNsolution** Generate multiple solutions to a problem or task
	8. **fTRNcreate** Combine dissimilar concepts to create a novel idea
	9. **fTRNadapt** Adapt a previously used solution to a new situation
	10. **fTRNonlsolve** Refer to online content (tutorial, forum, webpage, etc.) to solve a problem
	11. **fTRNonlskill** Refer to online content (tutorial, forum, webpage, etc.) to learn a new skill or procedure
	12. **fTRNproject** Use project management tools to plan, organize, or schedule tasks
	13. **fTRNtodo** Use a daily or weekly “to do” list
	14. **fTRNtasks** Prioritize what tasks need to be accomplished
	15. **fTRNhours** Work longer hours than usual to meet deadlines (i.e., after midnight, before dawn)

# 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:* **4** *Very much,* **3** *Quite a bit,* **2** *Some,* **1** *Very little,* **0** *Not at all*

* 1. **fCWPobstacle** Overcome obstacles in finding and using career-related resources at your institution
	2. **fCWPhabits** Demonstrate effective work habits (punctuality, working productively with others, time and workload management, etc.)
	3. **fCWPnetwork** Network with alumni or professionals to make potential career connections
	4. **fCWPcommunicate** Communicate your knowledge, skills, and experiences to potential employers
	5. **fCWPtech** Use career-specific technology (devices, programs, or tools used by those in the field)
	6. **fCWPdiverse** Work effectively with people of other backgrounds (economic, racial/ethnic, political, religious, nationality, etc.)
	7. **fCWPethics** Address ethical issues they might face in their career
	8. **fCWPanalyze** Analyze a case, scenario, or simulation of a real-life situation
	9. **fCWPresearch** Research a career interest, a potential employer, or the job market
	10. **fCWPpractice** Learn about a career or industry from practicing professionals
	11. **fCWPobserve** Observe employees in action at a place of work (clinics, offices, schools, etc.)
	12. **fCWPconnect** Connect their learning to how they can impact their community and society

**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:* **4** *Very often,* **3** *Often,* **2** *Sometimes,* **1** *Never*

1. **fTRNwrsource** Used information from a variety of sources (books, journals, Internet, databases, etc.)
2. **fTRNwrassess** Assessed the conclusions of a published work
3. **fTRNwrideas** Included ideas from more than one academic discipline
4. **fTRNwrviews** 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:* **1** *Yes,* **0** *No*

* 1. **fCWPcourse** Take a career exploration, planning, or development course
	2. **fCWPprofile** Complete a career profile or self-assessment to identify occupations that match their strengths and interests
	3. **fCWPtalk** Attend a talk, panel discussion, or workshop about careers
	4. **fCWPfaculty** Discuss their career interests with other faculty members
	5. **fCWPinterview** Interview or shadow someone in a career that they are considering
	6. **fCWPmajor** Participate in a major- or career-related co-curricular activity (student organization, professional or honor society, etc.)
	7. **fCWPmeetstaff** Meet with an advisor, success coach, and/or career services staff member to explore your interests and plan your future
	8. **fCWPresume** Get help with their résumé
	9. **fCWPmock** Participate in a mock or practice interview
	10. **fCWPcareerfair** Participate in a career fair
	11. **fCWPpaid** Complete a paid internship
	12. **fCWPalumni** 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:* **1** *None,* **2** *1-4,* **3** *5-9,* **4** *10-14,* **5** *15 or more*

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