

BU|BeWell Dimension Implementation Guide

Career & Life Skills

BU|BeWell is our foundation for a transformative and holistic Butler experience. Through BU|BeWell, we foster a positive environment that helps students, faculty, and staff grow, learn, and be the best version of themselves.

Dimension definition: Career and Life Skills promote wellness through building and maintaining successful skills for future or current careers, including internships, employment, and financial planning.

How to implement the Career & Life Skills dimension into your work:

In courses

- 1) Include National Association of Colleges & Employers (NACE) [professional competencies](#), which are applicable to all disciplines, into syllabi and course assignments. Use a mapping tool [like this one](#) to overtly connect NACE competencies and course outcomes and content.
- 2) Create project-based assignments which can be reviewed by real organizations for feedback, or which help students build a portfolio of their work.
- 3) Partner with Butler's Career and Professional Success ([CaPS](#)) office to connect course content to career-ready skills that are in demand by today's employers.
- 4) Use a [professional skills self-reflection guide](#) to help raise students' awareness of their own strengths and areas of opportunity in terms of career readiness.

In the workplace

- 1) Take advantage of your access to [LinkedIn Learning](#), using your butler.edu email to login. Courses of varying lengths are available for a wide range of professional development.
- 2) Explore our CaPS office resources for [resume](#) and [CV](#) development, [cover letters](#), [interview preparation](#), job search [tips](#), and requesting [references](#).
- 3) Create an account on [Hiration](#), Butler's platform for career readiness, and use the tool to practice interviews, create a strong LinkedIn profile, or refine your resume.
- 4) Subscribe to [The Chronicle of Higher Education](#) and [Inside Higher Ed](#) to stay up to date on the latest news, trends, and policies affecting our industry.

In programs/events

- 1) Encourage attendees to make one new connection during the event to help practice networking skills in a low-stakes environment.
- 2) When possible, explicitly make the connection between the activities happening at the event and the [NACE professional competencies](#) so that attendees understand the career and life skills being supported.
- 3) Provide opportunities for students to develop and lead aspects of the event, including creating a budget, working with vendors, coordinating logistics with Butler staff and faculty, assessing the event, and analyzing assessment results to inform future programs.

How to assess whether implementing this dimension has made an impact for our campus.

- 1) Collect satisfaction/knowledge information from your audiences (students, employees, colleagues before you implement any changes, then collect again after your changes have been implemented. Compare the before and after to see if your audience noticed the changes and how the changes affected their experiences. You can collect information via short surveys, focus groups, interviews, comment cards, etc. Pick a method that won't be a heavy lift for your audiences to complete or for you to analyze.
- 2) Keep track of attendance, usage, foot traffic, number of meetings, assignments, etc. Use these to demonstrate the scope of the Butler community that has been involved with your work in this dimension.
- 3) Create learning outcomes for programs, services, and courses that center this dimension of well-being, and assess to what degree your efforts have contributed to learning about the dimension.
- 4) For smaller groups, engage in writing impact statements that detail how the incorporation of this dimension has influenced their overall health or experience at Butler.