ANTHROPOLOGY CAREER READINESS NETWORK

Your Career Ready Department Checklist

Anthropology Department members often ask how they might integrate career readiness into their Department programming. This tool contains checklists of activities which can be carried out by the Department as a whole. Institutionalizing career readiness is essential to Department sustainability, particularly during times of high uncertainty and upheaval. Formalizing the process in the Bachelor's, Master's, and PhD programs enables students to connect academic theory to practical applications and enhance their career outcomes.

Why Checklists?

Checklists have many purposes:

- **Communicate the value** of career readiness to students, prospective students, administrators, and alumni
- **Demonstrate alignment** with university-wide initiatives on career readiness
- **Measure progress over time** in institutionalizing career readiness activities and assessing program goals
- **Propose and secure new criteria** for tenure and promotion

Department Checklist

This Department Checklist has the potential to build career readiness into Department culture and help you bridge the gap between the Department and the world beyond. Practitioners, alumni, and community members all play critical roles.

The Department Checklist contains two parts—Engagement with Industry, Nonprofit, and Government Employees, and Career Readiness Activities. Most of the links are to the Instructor Tools on the ACRN website.

Instructions

Use this table to identify the number of times career readiness activities were sponsored by the Department during the last term. Referencing the scale below, score and track progress each term. After each assessment, review the Department Checklist to set expanded goals for incorporating career readiness into Department programming in the future. For example, certain career events can be built into the Department calendar on a repeating basis (e.g., career panel in fall term, practitioner-led methodology workshop in spring term).

Urgent Need for Career Readiness Score = 0

No career readiness activities in place

Limited Career Readiness Score = 1-3

Occasional alumni guest speakers; capstone products include a resume and portfolio; career panel held three years ago

Moderate Career Readiness Score = 4-7

Two courses carry out client-based class projects each term; new professionalization course taught once; Department roadmap being created; Department LinkedIn Group launched with invitations sent to several alumni

Robust Career Readiness Score = 8+

Numerous career activities integrated into 80% of semester coursework; a Department career panel and practitioner workshop each term; required UG and grad student participation in certain Career Services events; all UG students reliably secure at least one internship

Engagement with Industry, Nonprofit, and Government Employees (e.g., Practitioners, Alumni)	Times during the last term?
• as guest speakers and/or panelists	
• as workshop presenters	
• as part of the network for internships and jobs	
• as internship supervisors	
• as members of a Community Advisory Board	
• Other (specify)	
Total Activities	0

Career Readiness Activities	Times during the last term?
Create a LinkedIn Group for your Department	
Get all students, instructors, and staff to create their LinkedIn profiles and join this LinkedIn Group	
Invite all known alumni to join this LinkedIn Group	
Establish the career ready curriculum as a Department priority	
Develop a relationship with your alumni as a way to assist your students (e.g., with mentoring, internships, job contacts)	
Build relationships with campus Career Services, disseminating their resources and events to students	
Work closely with campus Career Services to identify possible internship placements for UG and graduate students	
Require an internship for UG students	
Require an internship for graduate students	
Reach out to local organizations to benefit your students and these organizations (e.g., client-based class projects, service learning, internships)	
Draft a Department Roadmap for your Bachelor's, Master's and/or PhD programs	
Create a career page on your Department website, posting profiles of alumni careers, relevant career-related programming sponsored by the Department, skill-building activities, and internship opportunities	
Establish a Community Advisory Board	
Other (specify)	
Total Activities	0
Grand Total of Career Readiness Activities	0