NEW YORK INSTITUTE OF TECHNOLOGY

Career Success &
Experiential Education

Using Career Commons Canvas Modules

Career Commons has been developed using Modules in Canvas. Modules allow instructors to control the pathway by which students move through course material. A module consists of an overview, (suggested) learning objectives, and assignments.

When you decide to use the Career Commons modules in your course, you must import them from Canvas Commons into your own canvas site (for your course). Follow the directions below to import the modules from Commons.

[Searching and Retrieving Modules from Canvas](#)

Importing the modules into your own course allows you to make any needed modifications, determine which items you'd like to collect as assignments, and alter any assignment point values. Students will be able to submit their module work to you through Canvas.

Once you download the modules, you'll see them as a set of linked pages and assignments.
If you believe you have developed a useful change or revision for a module, please connect with Career Success and Experiential Education so that we can begin to build a robust library of artifacts to use in working with students.

We currently have modules available on these topics:
- Navigating Career Commons – For the instructor
- Module #1: Introducing Career Success and Experiential Education
- Module #2: Exploring Your Career Options
- Module #3: Applying for Internships and Jobs
- Module #4: Building a Brand & Making Connections
- Module #5: Interviewing for Opportunities
- Module #6: Launching Your Career Plan
  Modules 1-6 are general career
- Module #7: Minority & LGBTQ+ Students
- Module #8: Empowering Veteran Students
- Module #9: HEOP (Higher Education Opportunity Program)
- Module #10: Students with Disabilities
- Module #11: Post-Graduate Success

Frequently Asked Questions

For whom was Career Commons designed?
Everyone at New York Tech is responsible for career development. Therefore, Career Commons modules were designed to be easily woven into existing academic curricular and co-curricular programming, and to help students understand how their experiences in and out of the classroom

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prepare them for career success following graduation. The Career Commons modules include a comprehensive range of information applicable to any student on campus, including first-year students, transfer students, and returning adults.

What does each module contain?
Each module contains an overview, suggested learning objectives and a selection of assignments pertaining to that respective module.

When can Career Commons be used?
Career Commons modules can be used by faculty and staff at any time. Example: One use could be during snow days or days when faculty are not able to be present for class (due to conferences, etc.).

How can I add these modules to my courses?

- Click on the Commons tab on the left column of your Canvas home page.
- When you enter Commons, look for the "filter" button on the top right of the screen. Click it, select modules, type Career Commons into the search.
- You will now see all of the modules in Career Commons.
- Click on the titles you liked from the module list to find the "Import" button.

The Career Success and Experiential Education team is here to provide full support with logistics, troubleshooting, and consultation. Call with any questions, 212-261-1537.

Can I modify the modules content/assignments for my specific course?
While these modules were designed with suggested learning outcomes and assignments to facilitate targeted student career development, course content can be altered and modified once embedded into an academic course.

Each user owns the modules. Importing the modules into your own course allows you to determine which items you would like to collect as assignments and alter any assignment point values.

Can I use an individual module, or do I have to implement the whole course?
You can use modules individually or incorporate the entire collection of modules into your courses. Think of the Career Commons modules as an a' la carte menu. You are encouraged to use as many as you would like.

Can I use these modules in any course? How will these modules fit into a course I have already built?

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If you think the module would be useful for your students, please use them. The modules within the Career Commons can be used in any course utilizing Canvas and are designed to be used across majors. Examples include:

- First-year or introductory courses
- Major-specific and core curriculum coursework
- Internship, service-learning and experiential courses (e.g., ACE Program, Student Leadership Development Program)
- Thesis and capstone courses

Why use Career Commons instead of other online career preparation tools?
The modules were NOT meant to replace other resources available to students and should be used to SUPPLEMENT major-specific resources currently available through New York Tech, professional organizations and other sources.

However, it should be noted:

- The modules were developed by New York Tech professionals
- Available to New York tech faculty and staff free-of-charge

How do these modules fit within the services offered by Career Success and Experiential Education?
The content within Career Commons is designed to support and complement the work of New York Tech Career Success and Experiential Education. Many of the topics covered within the course are topics we discuss with students regularly. Through utilization of these modules, our goal is to help students more clearly understand the connection between their academic coursework, career preparation, and career success following graduation.

Who is the point of contact for career center course support?
For questions or support, please reach out to: Daniel Reddington at dredding@nyit.edu.