



## Career Planning CRDV105N721 Summer 2025

**Welcome** to the online, 1-credit Career Planning course!

My name is Mrs. Kammi Daye, and I am the Director of the Academic Learning Center on the third floor of the James Cannavino Library. I have worked at Marist for the past 18 years, with the main priority being academic support for all students. The Academic Learning Center's mission is to support all Marist students, and we do this through our Tutoring and Proofreading services, advisement for Undecided students, and the courses we teach, including this course as well as Self-Development, Intermediate Writing for College, Critical Reading and Thinking, and Transfer Seminars. As the Director of this office, I oversee all aspects of these programs but continue to teach because teaching is my first love!

The Career Planning class is designed to prepare you for the professional world, including:

- ❖ Career research and exploration
- ❖ The creation of resumes and cover letters
- ❖ Professional networking and personal branding
- ❖ Interview skills and business attire
- ❖ Financial Literacy

This course will start on June 2<sup>nd</sup> and end on July 25<sup>th</sup>.

Each Friday, I will post the materials and assignments for the following week.

\*Be sure to read all materials, watch all videos, and review all rubrics before submitting assignments!

All assignments are due on Sundays at 11:59 p.m.

Please communicate with me if you have any questions or issues with anything during this class!

The best way to contact me is by email at [Kathryn.Daye@Marist.edu](mailto:Kathryn.Daye@Marist.edu), but you can also call my office during the week at 845-575-3300.

I look forward to working with you this summer!

*Mrs. Daye*

**Keep the following dates in mind:**

Add/drop – 6/2-6/6

Last day for full refund – 6/6

Last day for ½ refund – 6/13

Last day to withdraw (W) – 7/7

Withdraw/Fail begins (W/F) – 7/8

Final Grades Due – 7/31