**Transferable Skills**

Throughout your education, you have been asked to research topics and write papers, engage in thought-provoking discussions, consider diverse perspectives, and a host of other challenges that have required you to use both your discipline-specific skills as well as your soft skills to show proficiency of content-related topics. These are called transferable skills. Transferable skills are skills that you develop that can be *transferred* and applied within your chosen career. Transferable skills are highly valuable and essential for career success.

Rasmussen College recognizes the following as the top transferable skills required by employers today:

|  |  |  |
| --- | --- | --- |
| **Personal Skills** | **Critical Thinking** | Improving thinking, including problem-solving and creativity, by applying intellectual standards such as clarity, precision, logic, and reflection. |
| **Digital Fluency** | Effectively employing and understanding digital tools to express ideas in appropriate contexts. |
| **Information Literacy** | Recognizing when information is needed and possessing the ability to locate, evaluate, and use effectively needed information. |
| **Global** **Skills** | **Ethics & Professional Responsibility** | Understanding and exhibiting principles of conduct and professional behavior which impact a greater good in the world and workplace. Understanding and applying ethical and professional principles of conduct. |
| **Communication** | Displaying capability in writing, reading, and oral communication; understanding of non-verbal language. |
| **Diversity** **& Teamwork** | Demonstrating awareness and empathy while working collaboratively with people of diverse backgrounds and perspectives. |

**Transferable Skills Summaries**

The following transferable skills summaries will provide you with a deeper understanding of what each Transferable Skill means and how it will affect you in the future. Having an understanding of the Transferable Skill(s) you will be using will provide clarity as you complete your Capstone Portfolio. Click on each the title of each transferable skill to view the corresponding summary:

* [Communication Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Communication%20Transferable%20Skill%20Summary.pdf)
* [Critical Thinking Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Critical_Thinking%20Transferable%20Skill%20Summary.pdf)
* [Digital Fluency Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Digital%20Fluency%20Transferable%20Skill%20Summary.pdf)
* [Diversity & Teamwork Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Diversity%20and%20Teamwork%20Transferable%20Skill%20Summary.pdf)
* [Ethics & Professional Responsibility Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Ethics_and_Professional_Responsibility_Transferable%20Skill%20Summary.pdf)
* [Information Literacy Transferable Skill Summary](https://content.learntoday.info/course_files/transferable_skills/Media/Information_Literacy_Transferable%20Skill%20Summary.pdf)

**Transferable Skills Rubrics**

For this course, you will need to assess the suitability of assignments to demonstrate your proficiency in **at least three** of the transferable skills by using the transferrable skill rubrics below. Click on each title to view the corresponding transferable skill rubric:

* [Communication Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/New%20Communication%20Transferable%20Skill%20Rubric.pdf)
* [Critical Thinking Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/Critical%20Thinking%20Transferable%20Skills%20Rubric.pdf)
* [Digital Fluency Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/Digital%20Fluency%20Transferable%20Skill%20Rubric.pdf)
* [Diversity & Teamwork Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/Diversity%20Awareness%20and%20Teamwork%20Transferable%20Skill%20Rubric.pdf)
* [Ethics and Professional Responsibility Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/Ethics%20and%20Professional%20Responsibility%20Transferable%20Skill%20Rubric.pdf)
* [Information Literacy Transferable Skill Rubric](https://content.learntoday.info/course_files/transferable_skills/Media/Information%20Literacy%20Transferable%20Skill%20Rubric.pdf)

Rasmussen Personal Support Center, call toll-free