

CAREER Services

Quarterly Update

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Mark your calendar:

The remaining Career Fairs for the 2005-2006 Academic Year

FEBRUARY:

- WINTER CAREER FAIR
Wednesday, February 8,
10 a.m.-3 p.m., at the
Convocation Center

APRIL:

- TEACHER RECRUITMENT
CONSORTIUM
Friday, April 7, 8
a.m.-4 p.m., at the
Convocation Center

Graduate with an edge Internships are valuable experience for all majors

Teaching environmental education curriculum, doing Information Technology work, planning and executing special events, working with top policy experts—these may sound like distant career goals for current college students, but the most industrious and ambitious students will be doing work just like this—through internships.

Internships vary widely in location, payment, whether or not they allow college credit, experience required, time of year, and duration, but they share in common a guaranteed way to develop real-world work skills, gain experience, and make valuable connections with professionals.

There are many things to consider when seeking an internship. Many, including those for students with little experience or at the most competitive levels, are unpaid. Some students may be discouraged by this fact, but remember—experience gained during an internship can mean a higher salary upon graduation. Many students consider unpaid internships an educational expense and take out loans to cover costs of living.

One benefit of internships is that they provide students with an example of what life might be like if they were to pursue a certain career, so they can decide whether or not it is the right fit for them before graduation. Students can spend a few months living in a big city or working in a high-pressure environment, and know whether they are able to handle the demands associated with each environment.

Networking is another reason internships are so valuable. Connections made during an internship can lead to future opportunities. Some students are even offered full-time employment upon completion of their internship or graduation. Internship supervisors can write recommendations, can be listed as references, and can offer indispensable advice.



While classroom experience gets you a degree, it might just be outside experience that gets you hired after graduation. The College of Business, housed in Copeland Hall, is one of several colleges that offer credit for internships.

Experiences and networking opportunities gained from internships can prove to be one of the most beneficial elements of a person's college career.

There are many resources for finding internships for all majors. In addition to the specific internship programs listed below, the Office of Career Services compiles a list of internships each month, January-May, in the [Summer Jobs and Internships Bulletin](#), which can be found on our web site.

Several schools within Ohio University offer credit for qualifying internships, and some even require them for graduation. Many people among these schools can help students find and earn credit for these excellent opportunities. While requirements for majors and colleges vary, internship coordinators and other personnel were eager to provide advice and criteria for their areas of specialty.

Students enrolled in the Russ College of Engineering and Technology receive help from Marty North, the director of the Cooperative Education Program. Students must fulfill a co-op requirement, which North stresses is "very different from a summer internship." They work a minimum of

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Internships *from pg. 1*

two quarters for the same employer—earning more money and gaining more responsibility each time they return to the work site. Though this co-op program is in many ways more demanding than internship programs, it is also extremely rewarding. “[Students] graduate with plenty of work experience and usually graduate debt free, since they are paid very well,” said North.

Another area in which some form of practical experience is often required is the College of Health and Human Services. Excepting industrial hygiene, hearing, speech and language sciences, baccalaureate nursing, and exercise physiology, students in this college much participate in student teaching, internships, or some other form of practica, according to an e-mail from Margaret Goodwin, assistant dean of Student Services in the College of Health and Human Services. The college does not have a central internship coordinator, but each program advises its own students about internship opportunities.

“We definitely recommend internships to all our students,” said Angela Anderson, Assistant Dean for Career Resources in the College of Business. Though only the Sales

Centre requires its students to intern, the average graduating senior last year had 1.35 internships. Anderson said that there are many different ways for business students to find internships, including attending the College of Business February Internship Fair (Feb. 7 at Walter Hall.) Anderson, who assists students in finding and earning credit for their internships, advised students to start early in their search. “Get involved with student organizations, and get to know faculty and staff,” she added. “Take advantage of the opportunities you are offered.”

Foreign language majors and minors may also receive credit (though not towards the major), for internships they seek out themselves, according to Christopher Coski, coordinator for French internships, and Thomas Franz, coordinator for Spanish internships. Students can either work within the U.S. or overseas with a company that requires the student to use foreign language skills. The number of credits students receive depends on extensive evaluations. Students enrolled in French, German, Italian, Russian, and Spanish courses of study are eligible to receive credit.

Franz had several recommendations for foreign language students seeking internships. “Students are strongly cautioned not

to believe internship opportunities they may find while surfing the Web, since many... merely attempt to squeeze large amounts of (sometimes cleverly hidden) charges out of the student,” he said. Many students find internships in public schools, while fewer work in business, he added.

The Environmental and Plant Biology department also provides credit for internships, said associate professor Art Trese. He explained that internships are negotiated individually through an evaluation committee. “We have a requirement for undergrad research for all our majors, and internships can be used to substitute for research in several,” he said.

The College of Communication requires internships for many of its students, including those in the School of Visual Communication, the School of Communication Studies, and in some sequences in the E.W. Scripps School of Journalism. Most communication students are “strongly encouraged” to intern for credit. Holly Jacobs is the College of Communication Internship Coordinator, and her office is located on the fourth floor of the RTV building.

For more information regarding internships in your major, contact your advisor or visit the Office of Career Services.

Regional Students: career services on your campus

Eastern: <http://www.eastern.ohiou.edu/directory/careers/index.adp>

Shannon Hall Room 105

- Offers a course (EDCE 201)—Career and Life Planning for students who may be undecided about career choices/majors.

Chillicothe: <http://oucweb.chillicothe.ohiou.edu/StudentServices/>

Student Services Center

- Lists job postings for students online

Lancaster: http://www.lancaster.ohiou.edu/student_services/career.shtml

- Provides job bulletins, local job placement assistance and summer employment opportunities

Southern: <http://www.southern.ohiou.edu/student/career.html>

Learning and Assessment Center, Collins Building 212

- Provides advising, employment opportunity bulletins, workshops and self-assessments.

Zanesville:

The Learning Advancement Center, Elson Hall 102

- Provides resume assistance. The Office of Student Services also offers career help.

Regional Campus Connect

Student Services Contacts at each campus:

Eastern:	Kristen Burrier, Academic Advisor burrier@ohio.edu
Chillicothe:	Diane DieKroger—Coordinator of Student Support diekroge@ohio.edu
Lancaster:	Nanciann Rosier—Director, Center for Adult Learning, Continuing Education rosier@ohio.edu
Southern:	Mary Ann Wymer—Coordinator, Learning Advancement Center wymer@ohio.edu
Zanesville:	Monica Jones—Director of Student Services jonesm4@ohio.edu
Pickerington Center:	Leigh Trapp—Director, Pickerington Center trapp@ohio.edu

Education Majors: Get ready to get hired!

Education majors: take advantage of the biggest employment opportunities in the region at this spring's Teacher Recruitment Consortium. The TRC will host more than 100 employers from all over the country. All students are encouraged to attend, but only graduating seniors may sign up for interviews.

There are several steps students should take to be prepared for the TRC. First, students must register for the Bobcat Online Job Search Program by March 10. There are several seminars that will assist in this process, including evening seminars that even student teachers could attend. The seminar schedule can be found at <http://www.ohio.edu/careers/students/oncampus1.cfm>. Registration by March 10 will ensure that students' resumes will be included in a resume book that will be provided to every employer at the TRC. This is an extremely important step of the process and students must register by the deadline.

Education majors who wish to attend the TRC but are not on the main campus (either because they are currently student teaching or because they attend a regional campus)

can register through different arrangements. Regional campus students should visit their Office of Student Services for registration materials. Student teachers may e-mail our office at career.services@ohio.edu and will be sent registration materials.

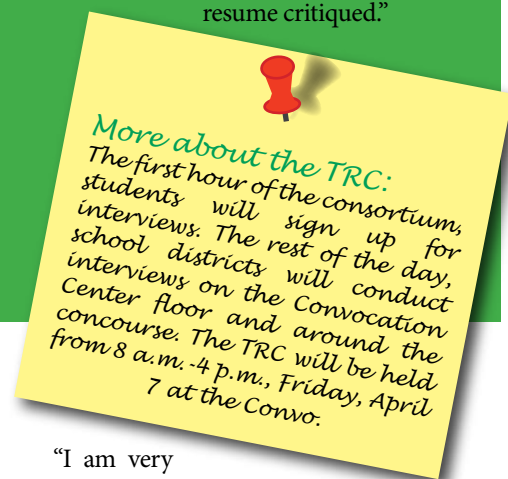
Education students should also prepare themselves for interviews by attending seminars, which are being co-sponsored by the Office of Career Services and Kappa Delta Pi, the international honors society for education majors. On January 23, they held a resume writing seminar. Upcoming seminars include a resume critique session from 10 a.m.-3 p.m. on February 7 in the McCracken Hall lobby on a walk-in basis. There will be a basic interview presentation in at 7 p.m. on February 13 in McCracken 316. Also, they will hold mock interviews for education majors on February 14 and 15 (time and location to be determined.)

More information about these seminars is available through Kappa Delta Pi, through the College of Education newsletter, or on the OCS web site. There is no need to register for these seminars, but the mock interviews will involve a sign-up process. Mock interviews

and counseling are also available on Tuesday evenings in the Office of Career Services.

Another resource is also available for education majors: the Teacher Resources web page. In it, there is information about certification and licensure in Ohio and nationwide, alternate routes to teaching, as well as assistance with the job search process and information about the Praxis exam. Visit the site at www.ohio.edu/careers/students/Teacher_Resources.cfm

Leslie Delorme, assistant director at the OCS and liaison for the College of Education, encourages everyone attending the TRC to take advantage of everything OCS has to offer. "Be prepared. Attend mock interviews, stop in the office with any questions, and get your resume critiqued."



Success Story: Adnan Dakhwe



Adnan Dakhwe, an international student from Bombay, India, attended an on-campus interview with Deloitte and has since accepted a position at the major accounting firm.

Adnan Dakhwe, a graduate student from Bombay, India, has accepted a position at Deloitte's Columbus office as an Enterprise Risk Services Consultant. Deloitte is the American branch of Deloitte and Touche, LLP—one of the "big four" accounting firms.

So how did Dakhwe land a position like

this at such a widely recognized company? Between working on a Master's of Science in Computer Science and serving as the International Student Union's vice president, he developed the skills necessary to articulate his talents and accomplishments to future employers, often using resources available in the Office of Career Services.

Dakhwe used web resources and handouts and met with counselors in the office. He registered for eRecruiting, a service provided by the Office of Career Services that connects students and employers. Through this program, he learned of an on-campus interview being held by Deloitte. After attending, Dakhwe was invited to an on-site interview in Columbus (which he prepared for using an advanced interviewing skills handout). Even after he was offered a position, Career Services was still useful; Dakhwe used the salary negotiation handout to determine the terms of his employment contract.

Activities hosted by the International Student Union and the LeaderShape Institute introduced Dakhwe to two of Career Service's counselors, Robbyn Matthews and Leslie Delorme.

"I am very thankful to Robbyn and Leslie," Dakhwe said.

He spent summer 2005 using many Career Services resources, including getting his resume critiqued, building references, and preparing himself for the upcoming engineering and university career fairs that were held last fall.

Dakhwe explained a tactic he found very helpful during the interviewing process.

"It's simple but very useful," he said. "When you go for an interview, the interviewer normally asks you questions, then at the end asks, 'Do you have any questions?' I prepared questions—actually wrote them down to ask—and I think this was really impressive to the interviewer."

Dakhwe stressed that the conclusion of the interview is an opportunity to really make an impression on the interviewer.

Dakhwe will begin his position at Deloitte in September. He said the company fits well with his career goals. "I want to join the IT industry and excel in it," he said. "Growth is something I value a lot. I want to grow personally, academically, and professionally." Dakhwe said he hopes to someday become a manager.

Stand OUT

TIPS FOR SUCCESS FROM CAREER SERVICES RESOURCES

Topic: Preparing for an interview

- Review your skills, interests and values as they relate to the position.
- Research the organization. An excellent place to start is the company's web site. You can learn a great deal about the company's history, mission statement, or goals quickly.
- Prepare to answer questions you may be asked, and prepare questions you can ask the interviewer. It will be much easier than trying to think of insightful responses if you are put on the spot.
- Practice interviewing to familiarize yourself with the process. If you are feeling uneasy, schedule a mock interview through the Office of Career Services.
- Plan your wardrobe so that you are dressed appropriately.

For more information, visit the Office of Career Services, or view the source document for these tips at <http://www.ohio.edu/careers/students/upload/Basic%20Intv.%2005-06-2.pdf>

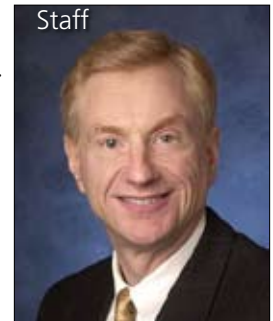
PROFILES: Meet the Staff and Student Employees at Career Services

Name: Andrea Hickman-Welch
Class Status: Graduate student
Major: Master's in College Student Personnel
Position: Graduate Assistant—Outreach to



Regional Campuses
Job Description: She assists with campus seminars and appointments that deal with career and major advising. Along with main campus duties, she is the outreach coordinator to the regional campuses.
How did you get the job? Through Graduate Student Services.
Career goals: Enter into a doctoral program in Communication Studies. Eventually, she would like to end up in a professoriate role.
Other activities on campus: Vice President for Professional Development for the Student Personnel Association.

Name: Thomas F. Korvas, Ph.D.
Position: Director for the Office of Career Services for 9 years (27 years experience in the field of career services.)
Job Description:



Dr. Korvas is responsible for the administrative aspects of the Office of Career Services, including hiring of staff, training, budget and program development, policy, and marketing of services as well as counseling and advising students.
Career advice: "I think it depends on the individual, but generally do what makes you happy. People who are happy tend to be more productive and consequently successful."
Outside the office: "I like to spend time with my family and friends. I also like to golf, fish, and spend time outdoors."

Link to Career Services

This issue's link: Job Search Correspondence

<http://www.ohio.edu/careers/students/upload/JobSearchCorr05-06.pdf>

This PDF document outlines important considerations for writing the most common types of correspondence that must be prepared during the interview and job search process. It will help you make the most of your impressions on prospective employers in a way that is more permanent than an in-person meeting.

This link provides instructions, examples

and checklists for the cover letter (which is generally attached to a resume when it is submitted), the post-interview "thank-you" letter, acknowledgement of a job offer, position acceptance letter, position rejection letter, follow-up letter, and letter of apology.

This would be an excellent link to acquaint yourself with before the career fair or any interview/application process!

Education Majors—

We've got a new page on our web site just for you!

Check out

http://www.ohio.edu/careers/students/Teacher_Resources.cfm

for certification and licensure info, the job search process, and more!

Don't forget to register for the Teacher Recruitment Consortium by **March 10.**



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