

WC Career Journal

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Etiquette Dinner set to be first Career Services Fall Event, Sept. 26, 6-8 pm UC Grandroom

Students, new and returning, welcome to your successful *take-charge* year

By Glennie Fitzgerald Sewell
Career Services Graduate Assistant

Success can be defined and supported using many different parameters. Sheryl Burgstahler, Ph.D, director of the UW program, *DO-IT*, puts it succinctly: “*Define success for yourself; Set personal, academic, and career goals; Keep your expectations high; Understand your abilities and disabilities; Play to your strengths; Develop strategies to meet your goals; Use technology as an empowering tool; Work hard. Persevere. Be flexible; Develop a support network. Look to family, friends, and teachers.*”

It is clear that not just one particular group or type of student can benefit from

the above words. These are steps toward *Success* to live by and be shared by all.

Helping you set career goals is important to Western’s Office of Career Services and Cooperative Education. We would like all students, from the first year to the graduate, to take advantage of our *student employment* opportunities, as well as *job listings, career library, career days/recruiting events*, along with the on-campus recruiting offered by outside employers. Career counselors are on standby to help any student having difficulty deciding on a major or professional direction in life.

See **TAKE CHARGE**, page 3.

Internships and co-ops: Experiential learning through Career Services

By Michael Despeaux
Coordinator/Career Counselor

“When should I do an internship?” “Why do some people call it a co-op, while others say an intern?” “Is it worth my time?”

We often hear questions such as these from students. The answers to the first and second questions may depend upon a student’s major. Some majors require that an internship be undertaken by an upper-class student following a certain amount of advanced coursework. Ambitious students begin working in their field earlier, often during the summer before their senior year in college, in

order to gain experience and gather strong references before they start a job search and compete to enter the work force.

At Western, for many majors, there is no real difference between the words “internship” and “co-op.” In fact, even though a student may be enrolled in a co-op, he or she may be referred to by an employer as an “intern” simply because the word has long been used as a *generic descriptor* for any student worker hired with the goal of providing experiential learning, paraprofessional training, and college credit.

Some majors at Western do have different criteria for their co-ops and internships, while others make no substantive distinction. Most, however, allow students to enroll in a 389 class, technically a co-op. An internship is numbered

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Improve your job-seeking qualities with a bevy of workshops and events this fall.

“The greatest thing in this world is not so much where we stand, as in what direction we are moving.”

- Oliver Wendall Holmes -

483. Whether or not a co-op student is referred to as an intern on the job, the following things usually apply in co-ops:

- The job must be related to a student’s major so that it offers a “real” setting in which to apply classroom or other “academic” knowledge.
- A faculty member in the department, our *career services liaison*, must approve the co-op. We provide students with co-op proposal forms and job description forms in Career Services & Cooperative Education.
- If a student receives pay, then (s)he will perform 300-400 hours of work to receive three hours of academic credit. If a student volunteers, then 150-200 hours must be completed.

See **INTERNSHIPS**, page 3.

Career Services programs for success



Students and Alumni: take advantage of our many services offered.

- ✓ **JobCat and MonsterTRAK** are internet - based recruiting systems on our website that include jobs as well as opportunities to post a resume and sign up for interviews
- ✓ **Career Counseling** - If you have a career concern that you would like to discuss, call for an appointment with a career counselor
- ✓ **Career Testing** - If you are having difficulty making a decision about a major or a career, we offer career testing and interpretation
- ✓ **Cooperative Education** - Co-op is a program that allows you to work in your career / major field and receive directly related experience and credit WHILE you are still in school
- ✓ **Career Days and Recruitment Events** - Career Services offers between 10 and 11 recruitment events every year including Corporate, Public Service and Government Career Expo, Allied Health and Nurses' Career Day, Summer Jobs & Internships Fair, Criminal Justice Career Day, Education Recruitment Day and multiple etiquette development events.
- ✓ **Resume Critiquing Service** - Email your resume (cover letter too!) to mdespeaux or mashe@wcu.edu and it will be ready (suggestions and all) in 48 hours.
- ✓ **Student Employment** - Need some cash? The student employment office can help you find a part-time job. We offer listings for on-campus as well as off-campus employment. See them at <http://careers.wcu.edu>
- ✓ **Career Library** - Our Career Library offers books, directories, and videos to aid in your career decision, including DISCOVER, a computer-aided guidance program. Also available at <http://careers.wcu.edu>
- ✓ **Interviewing Skills Assistance** - You can participate in a mock interview and improve

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Want to get on the career path?

Use JobCat.

1. Log into JobCat at careers.wcu.edu
2. Complete a personal profile
3. Upload a resume
4. Submit your online application by the deadline.

JobCat is updated with new jobs almost every day, so check for updates regularly!



Internships

Continued from page 1

- Midterm and final evaluations, faculty oversight, and a five-page paper offer structure that guarantees *reflection* and *learning*.

Even though the junior year may be an ideal time for most students to co-op, they should know that Western allows them to receive up to 15 hours of elective credit in cooperative education between the time they achieve sophomore status and graduate. Successful students will begin this type of career exploration early, sometimes gaining responsibility in successive co-ops with the same employer or broadening their horizons by trying different settings.

Regardless of major, employers look for initiative and experience – the type gained during an internship or co-op. To answer the third question, “Is it worth my time?” – **ABSOLUTELY!**

“Let go of the idea that humans already hold all the knowledge, all the information, and all the truth they need to create the world of which they have dreamed, and need not look further.” — Humanisteam.com

Take-charge year

Continued from page 1

Also, don't forget about our *resume critiquing service*, for those needing to take their first step into the job market.

For those with quick access to a computer, please look-up Career Services online at <http://careers.wcu.edu>, where you will find links to information: *JobCat*, *Events*, *part-time jobs*, *career links*, *the jobs and co-ops search device known as MonsterTrak* and *information about local jobs*. Students will also find helpful information on co-ops and internships. If you are interested in an online career interest test, then you may wish to use our *DISCOVER* program. Please do not forget the *EVENTS* link, to check out the when and where of our next career program.

The life of a college student is not purely academic. Successful students think beyond study skills to career choices. In many cases, the two ideas are not mutually exclusive. Career services offers testing and counseling, help with co-ops, and support through your job search. Always remember to check page two of this WC Career Journal to note our array of “*Career Services Programs for Success*.”

Improve employment odds with ‘Perfect Interview’

By Eric Newsom

Career Services Graduate Assistant

There is a saying: first impressions are the most important -- this is especially true when it comes to job interviews. When many qualified applicants are vying for the same position, an applicant's performance during a job interview often provides the basis for an employer's decision (see the article above for more details on what employers seek in potential employees).

But even knowing the importance a job interview holds, many interviewees come to the interview unprepared, unpracticed and wind up looking unprofessional in the eyes of their potential employer.

Career Services offers students a chance to increase their odds by using **Perfect Interview**, a computer program designed to prepare potential employees for real-life interviews.

Perfect Interview puts users on a virtual hot seat, fielding questions from a simulated interviewer on the computer screen. The interviewee responds to questions via a camera atop the monitor that records answers

for playback and review.

Interview questions are selected randomly from a database representing a general selection that would be asked in most fields of employment. Virtual interviewees can choose to receive video hints from the program that explain what the employer seeks to know and advise the proper way to answer each question. For each



Perfect Interview prepares students for real interviews. Photo: <http://www.duport.co.uk>

question, there are also alternative model responses which provide video of proper answers from different viewpoints.

One of the most useful features of **Perfect Interview** involves the video capture of an interviewee's responses to questions. As in real life, those who use the program must answer questions on the spot, and video playback of those answers gives the option of immediate feedback on the user's tone of voice, body posture and ability to answer quickly and precisely -- the same observations that potential employers will be making.

The recorded interviews can then be saved by users for the purpose of later review. With over 1,500 interview questions, answers and hints, interviewees can take multiple interviews to practice their skills and view tutorial videos to prepare for real-life interviews. Students interested in scheduling an appointment to use **Perfect Interview** should call Glennie Sewell at 227-3815.

Interested?

To schedule an appointment to use Perfect Interview, call Glennie F. Sewell at 227-3815.

CALENDAR OF EVENTS — FALL 2006

<p>Etiquette Dinner <i>Thurs, September 26, 3rd Floor, UC Grandroom, 6:00 pm—8:00 pm:</i></p> <p>This event is intended to teach students the rules of proper dining and conversation in a formal setting. Attire is business casual. This event is \$15.00 per person - cash, check or student meal ticket/CatCard is accepted. Tickets can be purchased in the Career Services, Killian. Annex.</p>	<p>What can I do with this major? <i>Wed & Thurs, September 27—28; UC Atrium, 11:00 am—2:00 pm:</i></p> <p>Educational event focused on first-year freshmen and sophomore who have yet to determine their major career. Students with careers will be given an overview of their career choices. Students can learn about and explore possible careers involving any major.</p>	<p>So, you think you can write a resume? <i>Thurs, October 5, 2nd Floor UC Atrium, 11:00 am—2:00 pm:</i></p> <p>Please visit the UC Atrium and let the Career Services counselors help get your resume ready for the fall and spring job-recruiting seasons. Counselors will be available from 11am to 2pm.</p>
<p>Graduate & Professional Schools Fair <i>Tues, October 24, UC Grandroom, 11:00 am—2:00 pm:</i></p> <p>The Graduate and Professional Schools Fair is available to all students wishing to continue their education .</p>	<p>Corporate, Public Service and Government Career Expo <i>Thurs & Fri, October 26 & 27, UC Grandroom: Thurs, 11:00 am—2 :00 pm; Fri, 9:00 am—5:00 pm, Interviews.</i></p> <p>Employers in the fields of Public Service, marketing, management, accounting, computer programming , engineering, engineering technology and the finance fields will be available to council any and all students in future career decisions. Please join us at this event, meet experts in these fields, and receive timely information on careers, occupational trends, hiring qualifications and advice on job openings. It is not necessary to pre-register for this Expo. Interviews will be available with some attending organizations, and students may sign-up, in advance, through JobCat. Deadline to be pre-selected for interviews is Fri, October 21; Please check JobCat.</p>	<p>Criminal Justice Career Day <i>Wed, October 25, UC Grandroom, 11:00 am—2:00 pm:</i></p> <p>Students wishing to meet with career consultants in the field of Criminal Justice are welcome in the U.C. Grandroom.</p>
<p>Construction Management Career Day <i>Wed, November 1, Ramsey Center Auxiliary Gym or Main Arena, 9:00am—12pm, 1pm—5pm.</i></p> <p>Please join us at the Construction Management Career Day to meet with experts in various divisions of the construction industry, whilst receiving timely information on careers, occupational trends, hiring qualifications and advice on job openings. It is not necessary to pre-register for the career fair portion of this event. Interviews: Ramsey Center Auxiliary Gym or Main Arena, 1– 5 pm: Interviews will be available with some attending organizations, and students may sign-up, in advance, through JobCat. Deadline is Thursday, October 26.</p>	<p>Allied Health and Nurses Career Day <i>Thurs, November 16, Ramsey Center Concourse, 4:00 pm—6:00 pm:</i></p> <p>The 28th Annual Allied Health & Nurses' Career Day is a wonderful opportunity for juniors, seniors, and alumni in Clinical Laboratory Science, Emergency Medical Care, Health Information Management, Nursing, Nutrition and Dietetics, Social Work and Recreational Therapy, as well as graduate students in Physical Therapy and Communication Disorders/Speech Pathology to find out about full-time jobs after graduation.</p>	

***** For all Expos, Fairs and Career Days: *****

Business casual to professional attire is required. Students and alumni are encouraged to bring several copies of their latest resume. Career Services also suggests that applications be uploaded into JobCat. Students in need of assistance in developing a resume, please visit the Career Resource Center (2nd floor of Killian Annex) or schedule and appointment with a career counselor: 227-7133.

Lists of attending organizations will be available at <http://careers.wcu.edu> and on JobCat. Lists will be updated as registration is received.

For more information, see <http://careers.wcu.edu>