

# CENTRE COLLEGE CAREERNOTES

*Faculty Edition*

## Tip of the Month

Will your students be looking for housing for a summer or even CentreTerm internship? Have them take a look at our links listed on our Summer Housing page at <http://web.centre.edu/careerd/jobsearch/summer.htm>. There are several cities and states listed as well as some general resources.

## Upcoming Events

### Interviewing Skills Workshop

**Tuesday, November 10, 11:30am**

This workshop will help students understand the job interview, learn the structure of an interview and learn how to present themselves in an interview.

### CF 101 Sessions

**November 3, 12, 17, 19, 11:30am**

Designed for first-year students, CF 101 will introduce Centre Futures and our resources and will count as their first appointments. Meet in Career Services. Students must reserve a spot by calling (859) 238-5283.

### ESP Deadline (\$ for Grad School Apps)

**Monday, November 2**

Would your students like some financial assistance with the grad school application process? They should apply for ESP. For more information, go to <http://web.centre.edu/careerd/esp.htm>.

### Job Shadowing Deadline

**Wednesday, November 4**

Are your students interested in finding out more about a career? They should participate in our job shadowing program. Go to <http://web.centre.edu/careerd/jobshadow.htm> for more information.

## LETTER FROM THE DIRECTOR: CENTRETERM AND SPRING INTERNSHIPS

**D**on't forget--the deadlines for students to turn in internship contracts for both CentreTerm and spring term are fast approaching!

Internships are another great way for students to test-drive a career, gain experience to put on their resume, or make their graduate school applications stronger.

Juniors and seniors are eligible to participate in credit-bearing internships. They can receive three units of academic credit, which count toward their semester's courseload, but do not count for or against their major, minor or GPA. Academic internships require a substantial academic component and a faculty mentor--students must complete readings, journal

assignments, papers, and/or other assignments as agreed upon in their contracts. They must work 12 hours during all 13 weeks of classes or 35-40 hours a week for four weeks during the CentreTerm. The experience ends with a presentation to other interns and faculty mentors.

Completed contracts are due in Career Services by December 4th. If you have any questions about internships, please contact Career Services today by calling (859) 238-5283 or emailing me at [deb.jones@centre.edu](mailto:deb.jones@centre.edu)!

For more information about internships at Centre, go to <http://web.centre.edu/careerd/internships.htm>.

-Deb Jones

## ADDITIONAL INTERNSHIP INFORMATION

### Centre Internship Plus for CentreTerm

Centre College provides matching grants for selected internships during the CentreTerm and summer through a program called Centre Internship Plus (CIP). These internships can either be academic-credit or non-credit internships during the summer and academic-credit only internships during CentreTerm. Selected students receive up to \$750 minus taxes for CentreTerm and up to \$1500 minus taxes for the summer.

This is an extremely competitive process in which the student submits a proposal, the CIP Committee reviews the proposals, and the grants are awarded to high-quality internships. Because of the competitive nature of CIP, it is highly recommended that students ask their career counselors to review their proposals before submitting them.

If you know of any students participating in an extraordinary internship during the CentreTerm, encourage them to apply today! The deadline for CentreTerm proposals is November 20th.

### Summer Internships: Is It Too Early to Start the Search?

Is it too early for students to begin the search for a summer internship? The answer is a resounding "No!" Most deadlines (especially for big-name organizations) occur during early or mid spring. This means that students should start researching and possibly applying for positions during the fall term and Christmas break.

If students are not sure where to start looking for a summer internship, we highly recommend that they make an appointment with their career counselors to discuss their options. We have many resources available to students, including eRecruiting and several other national and international databases found on our Summer Jobs and Internships page on our website. And finally, we encourage students to talk to you, their professors, and family members and friends to see if they have any networking leads.

And don't forget that they can apply for Centre Internship Plus funding for extraordinary summer internships.

## Meet the Staff

Contact Career Services for more information about Internships, Workshops or Events. If you'd like to see other offerings, would like Career Services to make a presentation for your class, group or major, or assist with planning a career panel for a major or club, please give us a call or drop us an e-mail. We'd be happy to help!

### Career Services Staff

**Deb Jones**

Director  
[deb.jones@centre.edu](mailto:deb.jones@centre.edu)

Counselor of students with last names that begin with A-L.

**Joy Asher**

Associate Director  
[joy.asher@centre.edu](mailto:joy.asher@centre.edu)

Counselor of students with last names the begin with M-Z.

**Mindy Wilson**

Assistant Director  
[mindy.wilson@centre.edu](mailto:mindy.wilson@centre.edu)

Internship Coordinator and Employer Relations Specialist

**Sherri Gowins**

Administrative Assistant  
[sherri.gowins@centre.edu](mailto:sherri.gowins@centre.edu)

Off-Campus Tutoring Coordinator

### *In the Know:*

\* The annual Etiquette Dinner has been changed from November to April this year. Seating will be limited, so make sure to keep an eye out for the announcements in the spring!

\* Please remind your first-year students that there are only 4 CF101 sessions left this semester! If they haven't signed up for one yet, time is running out! They should call (859) 238-5283 to reserve a spot in one of the last sessions remaining.

### Office Hours

**Monday-Friday, 8:30am-4:30pm**

**First Floor, Old Carnegie**