

CAREERNOTES PARENTS' EDITION

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CENTRE COLLEGE CAREER SERVICES

Letter from the Director—Making Contacts

One of the best ways to locate great job opportunities is, and always has been, networking. However, many students do not really understand what networking is and think it entails calling people up and asking for a job, which is really not the case. Thus, the process seems very intimidating. Instead, networking can be thought of as information gathering. When a student calls a possible network contact and asks for a job, if the organization has no open positions, the student and the contact are both put into the position of feeling bad. The student feels bad that there was no job and the contact feels bad that they couldn't help. However, if a student contacts someone to ask them for information

about their career field and/or employer, the contact definitely is able to help. This ends up with the contact feeling good about being able to help and the student gains some valuable information. In the end, the student leaves more aware of the career field, with some additional names of people to contact, and with a friend in the field who will, presumably, keep an eye out for relevant positions. Some of the questions a student might ask a networking contact include:

- How the person got into the field
- What skills are important in the field
- What the typical work day is like
- How long does one usually remain in an entry level position

- What are the most and least interesting aspect of the job
- What does the person like best and least about the field/job
- Does the employer expect new hires to have had internships/ previous experience
- Are there any activities or volunteer experiences that would be beneficial

One of the best sources for this information gathering is Centre College alumni. If you have a student who would be interested in networking with alumni, send them our way! We regularly help students to understand the networking process and request information on alumni for them.

Centre Internship Plus—The Basics

Centre College provides matching grants for selected internships during the CentreTerm and summer—this program is called Centre Internship Plus. These internships can either be academic-credit or non-credit internships, and 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. Please note—not all students receive funding. At the completion of the internship, students are required to give a 15-minute presentation to other CIP recipients, CIP Committee members, and interested faculty and students.

Last year 29 students received CIP funding to assist with their internship expenses! If your student is participating in an extraordinary internship during the CentreTerm or during the summer, encourage them to apply! The deadline for CentreTerm proposals is **November 21st**.

For complete information, visit our webpage.

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Upcoming Events for Students:

- November 2nd—Etiquette for the 21st Century Dinner
- November 3rd—Applying to Graduate School Workshop
- November 8th—Summit Energy On-Campus Recruiting Application Deadline
- November 9th—Federal Jobs Workshop
- November 10th—Interviewing Skills Workshop
- November 15th—Resume Workshop
- November 15th—Summit Energy On-Campus Recruiting Day

Externship Program

Shadowing is a great way for students to “test drive” a potential career. It gives an accurate look into the career field without having to commit to a semester-long internship. Career Services at Centre offers a formal shadowing opportunity known as the “Externship” program.

Centre's Externship program takes place between CentreTerm and Spring term, but planning starts months in advance. During the summer, Career Services begins contacting alumni in a variety of career fields in locations throughout the country. By mid-October, we have received all the offers to host students that we expect to receive

and begin assembling the information.

So how does the program work? Booklets are sent to students during the first week in November. Students review the booklet and choose 3 externships of interest. Students apply for the externships by submitting an application form, a resume, and an essay stating what they have done to explore their career options and explaining how their choice of externship fits in with their goals. Career Services then matches students with externships, giving as many students as possible their first choices.

After being selected for

an externship, the student will attend a meeting where they will receive contact information on their extern sponsor and instructions for the program. Student then work with the extern sponsor to arrange dates (which will occur sometime between January 26th and February 1st). Students are responsible for their own transportation and housing but limited funding to help with these expenses may be available. The Externship Booklet has already been sent to students, and the deadline for applications is November 10th.

For questions on the externship program, give us a call at (859) 238-5283.

Career Services Workshops

Career Services offers workshops in several areas, including: resume writing, interviewing skills, graduate school, and internships, to name a few. Workshops are usually an hour in length and give students an in-depth

view of specific career-related topic.

Workshops offered in November are:

- Graduate School, November 3rd, 11:30am
- Federal Jobs, November 9th, 4:15pm

- Interviewing Skills, November 10th, 11:30am
- Resume Writing, November 15th, 4:15pm

If your student is interested in any of these, they should call 5283 to register.

Career Services Library Resources

Career Services has an extensive library of resources available to students to check out. Students can check out as many books as they would like for 2 days and can renew books if needed. Lately, however, books have been disappearing from our career library. These books have not been checked out so there is no way for us to track them. Since the summer, we have lost at

least 14 books totaling almost \$500. If you believe that your student has any of these books in their possession, please ask them to return them to Career Services. We strongly encourage students to take advantage of these great resources, but we don't have the money to replace lost books each year and so our library will be without valuable resources if books keep disappearing.

If you believe your student has any of these books in their possession, please ask them to return them immediately to Career Services:

Great Jobs for Anthropology Majors, Great Jobs for English Majors, Opportunities in Social Science Careers, Sports Market Place Directory, Free Money for Graduate School, Game Plan for Getting into Graduate School, Law School

Contact Us:

Phone: (859) 238-5283

Web:
www.centre.edu/careers

Deb Jones
Director
dajones@centre.edu

Joy Asher
Associate Director
asher@centre.edu

Mindy Wilson
Internship and
Outreach
Coordinator
wilsonm@centre.edu

Sherri Gowins
Administrative
Assistant
gowins@centre.edu

Essays that Made a Difference, Graduate Study in Psychology, GRE Study Book with CD-ROM, Inside a U.S. Embassy, John Douglas's Guide to Landing a Career in Law Enforcement, The Student's Guide to Legal Internships, The Florida JobBank, U.S. News & World Report: Best Graduate Schools 2005.

We thank you for your help in this matter.