WELCOME TO THE OCA!

THE OFFICE OF CAREER ADVANCEMENT

<u>DO THE MATH…</u>

PREPARATION + PRACTICE = PROFESSIONAL POSITION

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THE GRADUATE GUIDE TO SUCCESSFUL CAREER MANAGEMENT

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The ***Office of Career Advancement (OCA)*** will focus on the "***3 P's"*** driving its three major programs which are available to all students and alumni.

PREPARE →***Get Ready to Get Employed!***

Use this guide to navigate through a variety of ways to get ready now!

Come to the OCA for all career needs!

PRACTICE →***Get Experience with Internships!***

Gain career experience through an internship or practicum!

Come to the OCA and we will help you get practice!

PLACE → ***Get the job You Want!***

Go on E-Recruiting, on-campus interviews and get resume referrals!

Come to the OCA to find that perfect job!

What We Do - The Office of Career Advancement

Preparation + Practice = Professional Positions!

The Office of Career Advancement offers a number of programs and services that help students learn more about themselves (interests, personality, and skills) and gives assistance in exploring their career options and employment opportunities to match those options.

Individual Career Counseling Appointments

O.C.A. Advisors are available for individual career counseling and job search assistance and to help students and alumni with:

- Exploring careers and employers related to individual majors
- Resume critiques and job search related letters
- Job search strategies and interviewing
- Evaluating job offers and salaries
- Assisting with student self assessments of skills, interests, and abilities

Career Assessments

FOCUS is a computer based career and educational planning system available to all Monroe students to help make career decisions and identify career options. Through **FOCUS,** students learn how their unique personality fits into different careers. The program allows students to take several assessments and then generates lists of possible careers. Students can then explore careers to gather more information. **FOCUS** includes sections on these topics:

- Assessing your interests, values and skills
- Exploring and analyzing a wide range and personality profile
- Reviewing personal development needs

Practice (mock) Interviews

Our Career Counselors assist students in learning how to excel at any interview situation including mastering the art of behavior based interviewing. We have programs to allow students to practice interviewing by utilizing special video programs to help eliminate common mistakes made in real interviews. In addition, our Counselors provide students with lists of sample interview questions along with suggested responses.

Workplace Skills Assessments

Students will be asked to complete skills assessments when they begin their Monroe education that will rate various individual factors including employability skills (image, attitude, responsibility, time management, etc.), communications and interactive skills (verbal, writing, interaction, creative thinking, etc.), leadership (management), and finally information and technology skills. We will then track the progress made to ensure that every student is fully prepared to enter and succeed in the workforce upon graduation.

Internships

We strongly urge all students to complete a minimum of one internship in their chosen field of study prior to graduation. Internships allow students to gain professional experience related to their major. Positions are usually part time (approximately 15 hours per week) where students receive academic credit, and in some instance receive a salary as well.

Job Search / Career Planning Workshops

Throughout the course of the year we offer a series of seminars / workshops on a wide range of career related topics including:

- Resume writing
- Interviewing
- Networking
- Success at a job fair
- Dress for Success

Career Fairs

Our Office of Career Advancement hosts several career, internship and part – time job fairs throughout the year. For dates and locations please consult the Office of Career Advancement section of our web site at www.monroecollege.edu

Interviews with Employers

Local and national employers utilize our Career Advancement office to conduct interviews with students. Interviews are conducted on campus for full – time career positions for graduating students. There are also interviews for part – time positions and internships. To apply for interviews, come to our office and meet with a Career Counselor.

Current Job Postings

Our office maintains a listing of all current opportunities available for Monroe students and graduates. To access this listing, come to our office to register for **Erecruiting,** our on – line computerized database.

Part – Time Employment

The Career Advancement Office assists students with part – time employment needs. We provide listings of current part – time and temporary opportunities to assist students in finding jobs to help with expenses as well as encouraging a sense of personal achievement.

Career Resource Center

At our Office of Career Advancement students utilize books on resume writing, networking, and interviewing, as well as a host of handouts, literature, and samples, all geared toward finding the perfect job upon graduation.

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OCA HOTLINE

1-888-55-MY OCA

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ACTION PLAN FOR UNDERGRADUATE STUDENTS

Action Plan for Students for Successful Career Advancement

Associate students should:

1st Year

- Consult an Advisor at the OCA early in your first semester.
- Assess your strengths and career interests through an assessment inventory in the LA 100 course.
- Look at opportunities in your major field of study.
- Identify and join campus or community organizations related to your career goals.
- Get to know faculty, administrators, and counselors,
- Try to obtain a part-time job related to your field of interest.
- Consult with your academic advisor for the best advice on course selections.
- Research specialized areas of employment in your chosen field.
- Research key corporations, businesses and organizations as part as the LA 100 course.
- Attend class and maintain good study habits. It pays off in the workplace.

2nd Year

- Participate in Career Expos and Conferences.
- Continue developing associations with faculty, administrators and career counselors.
- Continue participation in campus and community organizations.
- Maintain regular contact with your academic and OCA advisors.
- Register for an internship.
- Enroll in ***CS xxx - "The Job Campaign and Soft Skills"*** if you are graduating with your associates' degree.

Bachelor students should:

3rd Year

- Register with OCA if you have not already done so.
- Participate in Career Expositions and Conferences.
- Accept leadership roles in student, professional, or trade associations.
- Continue developing associations with administrators, faculty, and career advisors.
- Explore graduate or professional schools.
- Develop a personal network of contacts in your field.

4th Year

- Obtain a career-related internship related to your major.
- Register with OCA in the Employment Assistance Program
- ***Enroll in CS xxx - The Job Campaign and Soft Skills***, if you are graduating with your Bachelor's degree.
- Plan your job search campaign or graduate school selection process.
- Target and research corporations, businesses and organizations.
- Participate in in-campus interviewing and the resume referral process.
- Interview with prospective employers identified through personal networking, professional journals and job listings.
- Select and contact faculty, administrators and past employers to use as references

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CAREER PORTFOLIO

- CAREER PRE SELF- ASSESSMENT
- CAREER EXPLORATION
- WRITING SAMPLES
- ORAL PRESENTATION SAMPLES
- RESEARCH SAMPLES
- CAREER POST SELF-ASSESSMENT

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RESUME

COVER LETTER

LETTERS OF RECOMMENDATION

REFERENCES

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JOB PREPARATION LOG

VISITS WITH THE OCA

DATE	TYPE	NOTES & COMMENTS	SIGN-OFF

INTERVIEWS

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

SEMINARS

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

CAREER EXPOS

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

WORKSHOPS

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

NETWORKS / INDUSTRY CONTACTS

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

INTERNSHIP EXPERIENCE

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

VOLUNTEER/ COMMUNITY SERVICE

TYPE	DATE	NOTES &COMMENTS	SIGN-OFF

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INTERNSHIP/ PRACTIUM

Guidelines for Internships

Standards for Participation

1. Students are required to work a minimum of 15 hours per week for a total of 160 hours for the semester, in a position related to their major. It can be in an industry in their course of study or a specific job or responsibility in their field.
2. Students are assigned a Faculty Advisor according to their major.
3. Students who use their job for internship credit should be strongly recommended to complete a project, explore a new area or department of the company or do something that goes above and beyond their day to day responsibilities.
4. Internships require the approval of the Academic Chairperson and the Internship Coordinator.

Internship Program Guidelines for AAS Registration—

AAS Students can register for an internship during registration without having an internship site. They must go to the Career Services Office within 1 week of registration to get help with finding an internship site.

1. Need at least 30 credits in order to register for the program
2. Students are allowed to earn up to 9 credits during their college career
   (6 during their Bachelor's degree and 3 during their Associate Degree OR
   6 during their Associate Degree and 3 during their Bachelor's Degree)
3. Students majoring in Hospitality and Computer Information Systems
   MUST complete at least 1 internship prior to graduation.

Internship Program Guidelines for BBA Registration—
BBA students must come to Career Services for placement before registering for the course.

1. Must at least be in his/her 1st *fully enrolled* semester in the BBA
2. Students are allowed to earn up to 9 credits during their college career
   (6 during their Bachelor's degree and 3 during their Associate Degree OR
   6 during their Associate Degree and 3 during their Bachelor's Degree)

AAS Internship Course Registration

Accounting	AC-290/291
Business Administration:	MG-290/291
Computer Information Systems	CT-290/291
Hospitality & Culinary Art	HP-290/291
Medical Administration:	HA-290/291

BBA Internship Course Registration

Accounting	AC-390/391
Business Management	MG-390/391
Computer Information Systems	CT-390/391
Health Services Administration	HA-390/391
Hospitality & Culinary Arts	HP-390/391

***Criminal Justice CJ-290 & CJ-490 – Career Advancement Forms and Requirements do not apply**

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SPECIFIC MAJOR INFORMATION

SCHOOL OF _____