

ICD CAREER NOTES

Brought to you by the EC Office of Internships & Career Development

DECEMBER-JANUARY 2008

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DOUBLE ISSUE: DEC. AND JAN.!

- o Gifts you can really use
- o Are you required to intern?
- o Helpful Websites

The Office of Internships & Career Development would like to wish all Emmanuel College Students, Alumnus, Faculty, and Staff a Merry Christmas and Happy Holidays!

HOW INTERNSHIPS WORK AT EMMANUEL

2 TYPES OF COLLEGE-RECOGNIZED INTERNSHIPS:

1. **Academic Internships** (worth 4 credits, usually done Senior year as part of Capstone Experience)
2. **Level One "mini" Internships** (not worth credit, noted on your transcript, a chance to do extra internships, available for Sophomores, Juniors, Seniors)

DOES YOUR MAJOR REQUIRE AN INTERNSHIP? THESE MAJORS DO:

Art: Education	Art: Therapy
Art: Graphic Design	Liberal Studies
Global Studies	Environmental Science
Management	English Communications
Political Science	Psychology
Sociology (<i>starting with Class of 2011</i>)	

CAN YOU DO AN INTERNSHIP FOR COLLEGE RECOGNITION EVEN IF YOU AREN'T REQUIRED?

Absolutely! Internships are available for all majors. INT-1001 is still required before you can intern.

PRE-REQUISITE FOR COLLEGE-RECOGNIZED INTERNSHIPS:

In order to conduct a college-recognized internship, you must complete **INT-1001: The Pre-Internship & Career Planning Course** BEFORE you plan to intern. No exceptions. This course is offered every semester. See below for the Spring 2009 section that is still available.

ICD'S WINTER BREAK SCHEDULE:

- **Open:** M-F, 8:30am – 4:30pm thru Dec. 23rd
- **Closed:** December 24 – January 4th
- **Office re-opens:** Mon, Jan. 5, normal hours, M-F
- **Walk-in Hours:** M-F, 2-3pm.
- **Evening Hours:** Every Wednesday until 6pm
- **Appointments:** available during normal office hours, or evenings when possible



12 Career Wishes for Christmas

Gifts to give and receive this holiday season:

12. A new suit or professional clothes for interviews & job fairs
 11. Business-professional shoes to match your new suit
 10. Socks or stockings to match your new shoes
 9. A professional portfolio or bag/briefcase
 8. A nice pen to bring with your portfolio or bag
 7. New mp3 player or crosswords to make commuting fun
 6. Books on career-related topics. Suggestions:
 - *Knock'em' Dead Interview Tips* by Martin Yate
 - *Best Resumes for College Students & New Grads* by Louise Kursmark
 - *The Job Hunting Handbook* by Harry Dahlstrom
 - *The Rules of Work* by Richard Templar
 - *Jobs for Travel Lovers* by Ron & Caryl Krannich
 - *Delaying the Real World* by Colleen Kinder
 - *How to Survive Without Your Parent's Money* by Geoff Martz
 5. A business card holder (pocket size)
 4. A formal watch or piece of jewelry to for professional style
 3. A subscription to the *Wall Street Journal* or *NY Times*
 2. A date book to keep track of your job search schedule
- And the most important wish of all...***
1. Joy, confidence, and support as you begin your career!

INT-1001: 1 SPRING SECTION STILL OPEN

INT*1001*06, instructor: Brie Weiler Reynolds
Thursdays: Jan 29 – Feb 19
4:30-5:45pm, Location: TBD
This section meets once/week for 4 weeks.

Register for this via Online Academic Resource or through the Registrar's Office.

REMINDER: SPRING 2009 INTERNSHIPS

If you're interning this spring, you should be searching for and applying to internships right now. The best internships go fast, so don't delay! Questions? ICD is open during Winter Break to help! (see *schedule above*)

You should apply to 8-10 internships to start. Aim to have your internship secured BEFORE you leave for Winter Break!

**NEED A JOB?
NEED AN INTERNSHIP?**

**EMMANUEL COLLEGE CAREER
CONNECT (EC3)**

**AVAILABLE ON
WWW1.EMMANUEL.EDU**

**FIND JOBS.
FIND INTERNSHIPS.
24 HOURS/DAY, 7 DAYS/WEEK.**

**HAPPY
NEW
YEAR!**



UPCOMING CAREER FAIRS!

DECEMBER 2008:

International Student Virtual Career Fair
December 1, 2008 through June 30, 2009
Website TBA – See ICD for details

JANUARY 2009:

Monster.com Boston Job Fair
Tuesday, January 27, 11am-2pm
www.nationalcareerfaairs.com/monster

European Career Fair @ MIT

Saturday, Jan. 24 thru Monday, Jan. 26
<http://euro-career.com>

FEBRUARY 2009:

Government Careers Information Exchange @ NU
Wednesday, February 18
See ICD for details

Idealist.org NonProfit Career Fair Boston

Tuesday, February 24,
www.idealist.org/faairs

MARCH 2009:

Women for Hire Career Expo
Thursday, March 19, 10am-2pm
www.womenforhire.com/career_expos/spring_08/boston

APRIL 2009:

Boston Career Expo for People with Disabilities
Friday, April 3, 10am-3pm
www.eop.com/exporegistration.html

MERC Educator Career Fair

Wednesday, April 22, 9am-3pm
www.eventemanagement.com/merc2009/index.php

HELPFUL TIPS FOR DECEMBER GRADUATES

Congratulations on your accomplishment! You've earned your degree, now what should you do? If you're planning to find a job after you're done, take advantage of this advice. Our office will still be able to help you as an alumni, stop by and see us!

ICD's Tips for an Effective Job Search:

- **Research:** Know your field.
- **Target:** Identify organizations and locations of interest.
- **Market:** Prepare 60-second commercial, tell others of your job search & career goals.
- **Network:** Build & maintain professional contacts.
- **Proofread:** Cover letters & resumes over and over!
- **Organize:** Create structure and purpose in your search.
- **Set Goals:** Example- find & apply for 3 jobs each day.

**WHAT CAN YOU DO OVER WINTER BREAK
TO JUMP START YOUR CAREER?**

1. **Talk to people you know-** *your family, friends, etc-* about your career ideas. They might be or know someone who can help you!
2. **Talk to people you don't know-** employers, recruiters, people working in careers that interest you. Informational Interviewing is a great way to learn more about what you'd like to do as a professional. See ICD for helpful tips!
3. **No clue what to do when you grow up?** Do career research over the internet. ICD offers websites with TONS of major & career info FREE for all EC students & alums.



**Vault Industry Research:
Available through EC3:**
www.emmanuel.edu/online/ec3.html

MAJORS VS. CAREERS

Choosing a liberal arts major means choosing a SUBJECT to study in depth. Majors are best chosen on the basis of your INTEREST in the subject and APTITUDE or ABILITY to do well with it academically.



The relationship between a liberal arts major and a career is not nearly as direct as most people think. Majors provide general intellectual training not directly related to specific careers.

Choosing a major, then, is not the same as choosing an occupation or career.

Majors do relate to careers in one significant way: they help with the further development of individual skills needed in a career. Example: English majors usually develop excellent communications skills, especially writing skills. Math majors develop good analytical and problem-solving skills; History and Science majors develop research skills, etc.