

Career Programs

2012 Spring Semester Schedule

UWSP Career Services Office | 201 Student Services Cntr | 715-346-3226 | www.uwsp.edu/career
When seminars are offered more than once, the content will be the same – pick the date/time that works best for you.

SEMINARS/RESOURCES FOR ALL MAJORS

EXPLORING MAJORS & DISCOVERING CAREER PATHS

Explore what you can do with your current major or a different one, and investigate a variety of career options. Learn about career assessments, WISCareers, the Career Exploration Portal and other web resources, and much more that Career Services has to offer!

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 29	3:30 – 4:00 PM	215 Student Services Center
Monday, March 12	3:30 – 4:00 PM	215 Student Services Center
Tuesday, April 3	3:30 – 4:00 PM	215 Student Services Center
Thursday, April 19	3:30 – 4:00 PM	215 Student Services Center

RESUME/COVER LETTER CRITIQUES

Meet with a Career Services specialist for a critique of your resume or cover letter. Bring your document(s) on a flash drive or in printed form. People will be seen on a first-come, first-served walk-in basis. Stop by our office on any of these Thursday afternoons:

<u>Dates</u>	<u>Time</u>	<u>Location</u>
January 26, February 2, 9, 16, 23	1:00 – 4:00 PM	201 Student Services Center (Career Services Office)
March 1, 8, 15, 29	1:00 – 4:00 PM	201 Student Services Center (Career Services Office)
April 5, 12, 19, 26	1:00 – 4:00 PM	201 Student Services Center (Career Services Office)
May 3, 10	1:00 – 4:00 PM	201 Student Services Center (Career Services Office)

WRITING EFFECTIVE PERSONAL STATEMENTS FOR GRADUATE SCHOOL

Get advice for researching, planning, and revising your personal statement for graduate school, medical school, and law school. Presented by faculty from the Tutoring-Learning Center.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, February 20	5:00 – 6:00 PM	018 Learning Resources Center (TLC classroom)

PRACTICE INTERVIEWS - INTERVIEWSTREAM

Practice your interviewing skills and learn more about employer expectations and the interview process using our online system at <http://uwsp.interviewstream.com/>. Click on "Create Account" to get started. Returning users enter your e-mail and password to access the site. If you have a webcam, you can utilize this tool from your own computer with an Internet connection. Otherwise, please call Career Services at 715-346-3226 to schedule your practice interview in our facilities during these times:

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Mondays through Fridays	8:00 AM – 4:00 PM	201 Student Services Center (Career Services Office)

PREPARING FOR INTERVIEWS

Learn about employer expectations and the interview process. Get tips on what to expect and how to prepare. Open to all majors!

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Monday, February 6	9:00 – 9:50 AM	170 Trainer Natural Resources Building
Monday, February 6	3:00 – 3:50 PM	170 Trainer Natural Resources Building
Wednesday, February 8	2:00 – 2:50 PM	170 Trainer Natural Resources Building
Thursday, February 9	1:00 – 1:50 PM	170 Trainer Natural Resources Building
Tuesday, April 3	1:00 – 1:50 PM	170 Trainer Natural Resources Building
Tuesday, April 3	5:00 – 5:50 PM	170 Trainer Natural Resources Building
Wednesday, April 11	2:00 – 2:50 PM	170 Trainer Natural Resources Building

PREPARING FOR JOB FAIRS

Learn what to expect and how to prepare so as to present yourself professionally at job/career fairs.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Monday, February 13	5:00 – 6:00 PM	317 College of Professional Studies
Tuesday, February 21	5:00 – 6:00 PM	317 College of Professional Studies

WHY SHOULD I HIRE YOU?

Learn how to identify the skills you have gained as a result of your experiences, and how to communicate these skills to potential employers.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, February 7	4:00 – 5:00 PM	310 College of Professional Studies
Wednesday, March 28	7:00 – 8:00 PM	228 College of Professional Studies

MARKETING YOUR STUDY ABROAD EXPERIENCE

Make your semester abroad count – learn how to market this experience to employers.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 15	5:00 – 6:00 PM	321 Collins Classroom Center
Tuesday, April 10	5:00 – 6:00 PM	321 Collins Classroom Center

FEDERAL JOBS: Where to find them, how to apply, benefits & options

If you are interested in learning more about federal government employment, this program is for you! Open to all majors with interest in federal employment. Sponsored by the Career Services Office with speakers from the U.S. Department of Agriculture-Rural Development. Information presented will be about federal employment in general and not just USDA opportunities.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, April 17	5:00 – 6:30 PM	317 College of Professional Studies

YOUR FINANCIAL FUTURE IS NOW!

A financial expert from UW Credit Union will provide tips and advice to help you manage your finances as you move from the college world into your professional career. Learn ways to live within your means, enroll in your employer-sponsored retirement plan, manage student loan repayment, fund an emergency savings account and much more. Sponsored by the Career Services Office.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, March 28	5:00 – 6:00 PM	233 College of Professional Studies
Friday, March 30	10:00 – 11:00 AM	233 College of Professional Studies
Wednesday, April 4	11:00 AM – Noon	233 College of Professional Studies

PROFESSIONAL SOCIAL NETWORKING - LINKEDIN

Discover how to use the world's largest and fastest growing professional network through a series of 6 short videos at <http://learn.linkedin.com/students/step-1>. (Topics - What is LinkedIn and why you should join, 5 steps to building your profile and adding content; How to research careers and companies; Connect with family/friends/industry groups, and build new connections; Use your network to find intern and career opportunities, Where to find what you need to know to ace your interview.)

SEMINARS FOR SPECIFIED MAJORS

RESUME WRITING – NATURAL RESOURCES & SCIENCES

Focused toward all College of Natural Resources majors, as well as Biochemistry, Biology, Chemistry, Clinical Laboratory Science, Dietetics, Geography, Geoscience, Health Sciences, Natural Science and Physics. Information obtained from this session will enable you to write a rough draft of your resume. Follow-up individual appointments will be encouraged to refine your draft and develop a strategy for your job search.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Monday, January 30th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Wednesday, February 8th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Thursday, February 16th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Tuesday, February 28th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Monday, March 5th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Wednesday, March 7th	7:00 – 9:00 PM	170 Trainer Natural Resources Building
Tuesday, April 3rd	7:00 – 9:00 PM	170 Trainer Natural Resources Building

RESUME WRITING – GENERAL BUSINESS & COMPUTING (open to all majors, with focus on these areas)

This program is designed for students needing to create or update their resumes for intern or career positions in varied fields.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Tuesday, February 7	5:00 – 6:00 PM	317 College of Professional Studies
Friday, April 13	11:00 – Noon	233 College of Professional Studies

RESUME WRITING – CREATIVE/DESIGN & LIBERAL ARTS (open to all majors, with focus on these areas)

This program is designed for students needing to create or update their resumes for intern or career positions in varied fields.

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, March 7	5:00 – 6:00 PM	233 College of Professional Studies
Thursday, April 12	5:00 – 6:00 PM	233 College of Professional Studies

SEMINARS FOR EDUCATION MAJORS

(Designed primarily for individuals who will be student teaching or interning fall semester 2012)

Get your copy of the **2012 ASEE Job Search Handbook for Educators and a Career Planning Guide**, as well as other tools you need to:

- ✓ Construct an effective resume and cover letter for teaching positions and reflect on your image as a professional educator;
- ✓ Register in **WECAN** and **CareerPoint** and learn about key places where school districts advertise their openings;
- ✓ Utilize electronic application/job posting systems such as **WECAN** and interviewing with **TeacherInsight** and **InterviewStream**.

JOB SEARCH PREP: WECAN/APPLICATIONS, RESUMES, COVER LETTERS, & JOB REFERRALS

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 15	9:30 - 11:00 AM	310 Learning Resource Center (LRC)
Thursday, February 16	3:30 – 5:00 PM	230 College of Professional Studies
Friday, February 17	11:30 – 1:00 PM	230 College of Professional Studies

APPLY FOR WORK: LOCATING JOB POSTINGS, JOB FAIRS, INTERVIEWING, & PROFESSIONALISM

<u>Dates</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 22	11:30 – 1:00 PM	234 Collins Classroom Center
Thursday, February 23	3:30 – 5:00 PM	230 College of Professional Studies
Friday, February 24	11:30 – 1:00 PM	230 College of Professional Studies

HIRING TIPS FROM SCHOOL PERSONNEL ADMINISTRATORS

Hear from the experts – Human Resource Directors who hire teachers – will talk about the hiring process, what they look for in teacher candidates, how they evaluate resumes/applications, and some great tips to aid you in your job search. Learn more about "Teacher Insight" from those who use it. An informal question and answer session will follow their remarks.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, March 1	4:00 – 5:30 PM	321 Collins Classroom Center