



ADVISING INSTITUTE

FEBRUARY 10, 2017

CAREER AND INTERNSHIP
INFORMATION

Introductions

- What would be one question you would like answered in this session
- Are there areas that you feel you could use more information
- When I think of career services I think they

SCENERIO #1

- During your appointment with an advisee, your advisee mentions that he is considering changing his major. What are three guiding questions that you could ask him to assist him in this decision?

SCENERIO #2

- Your advisee wants to pursue a career in the fine arts but her parents are vehemently opposed because they believe that it will not lead to a viable job or career and think it's a waste of money. What resources and advice could you provide to your advisee?

SCENERIO #3

- An advisee shares that she's interested in becoming a CNA because a number of her family members are CNA's and she can see herself doing the job as well. You notice that she has done very well in her math and science courses and as you are discussing the courses that she should take, what are some other topics that may arise as part of this conversation?

CAREER DECISION MAKING



The following process can help you guide your students in their career decision-making:

- **Identify the decision to be made.**
 - Are you choosing a career, a job, or a college major?
- **Gather Information:**
 - Focus2 (Interests, Skills, Personality, Values, academic strengths, goals)
 - Career Barriers and Myths

FOCUS 2

- Focus2 is a self-guided program that helps to identify your interests, values, academic strengths, personality and skills. It allows you to explore careers, make decisions, identify an appropriate major and create a career development plan
- <https://www.middlesex.mass.edu/careerservices/default.aspx>



Career and Industry Research

- About the working world
 - Job titles/descriptions
 - Job openings
 - Income for job and outlook 10 year span
 - Skills and training required
 - Educational opportunities

Excellent Places to Get Started

- <https://www.middlesex.mass.edu/careerservices/default.aspx>
- <https://www.livecareer.com/quintessential/career-exploration>
- <https://www.learnhowtobecome.org>
- [Onet Online](#)

INTERNSHIPS/INFORMATIONAL INTERVIEWING

- What is an internship
- Process for students/employers
<https://www.middlesex.mass.edu/careerservices/default.aspx>
- Credit/non-credit
- Paid/not paid

Identify Possible Alternatives

- Investigate and evaluate alternatives
 - List pros, cons, and possible results for each alternative.
- Decide among the alternatives
 - Prioritize your alternatives by making a tentative choice and a backup plan.
- Implement an action plan
 - How will you make this happen?
 - What training will you get?
 - Where will you get the money?
 - How to network?
 - Get family input and buy-in.

Resume and Job Search

- **Optimal Resume** is an online tool that enables you to create, present and manage resumes and cover letters. It also allows you to receive feedback from career services. Our job board is located on Optimal resume that includes internships, full-time, part-time jobs and jobs on campus.
- <https://www.middlesex.mass.edu/careerservices/default.aspx>