



Parents' Page

from the Office of Career Services at the
University of the Incarnate Word

Who Are We?

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What do we DO?

The Office of Career Services is committed to providing career counseling and education to students and alumni in all UIW programs. The services offered include, but are not limited to, individual career counseling, personality and career assessment, resume and cover letter development, career related workshops, and software resources. A career resource library is also available. Though we are not a placement office, we will assist your students in developing the skills necessary to find the perfect place for themselves now and in the future as they move into the world of work.

Accessing Career Services is easy!

1. Students go to: www.uiw.edu/career/
2. In the Career Circuit box, click on "Students," and then "Click to register here!"
3. **Complete registration** (Students create their own User Name and Password), and **upload their initial resume version** (see "Handouts" on our website for tips to get started!).
4. Students Request appointment(s) for our FREE services: Resume and Cover Letter Review, Mock Interviewing, Career Counseling, Assessment Tools for Choosing a Major and Career, Job Search Coaching and More!

Important Fall Dates

August 22: Classes Begin

September - November:

On-Campus Recruiting
by Appointment

October 11 - 12: Fall Break

November 14: Advising Day

November 15:

SACUCCA Job Fair

November 21 - 23:

Thanksgiving Break

December 3 - 7:

Finals Week

December 8:

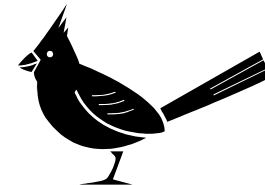
Commencement

December 24 - January 1:

Christmas Break

Workstudy - Steps to Success

1. Visit the Financial Aid Website, to Apply and Determine Your Eligibility: <http://www.uiw.edu/finaid/wkpgeligibility.html>
2. If/When you receive WorkStudy on your Financial Aid Award Letter, you should then find the list of available positions: <http://www.uiw.edu/finaid/wkpgjobdesc.html>
3. Consult with Career Services on resume creation and revision, interviewing skills, and how to determine what positions would be a good fit for you. (Call: 829-3931 or email: careers@uiwtx.edu to set an appointment.)
4. Using your newly revised resume and interviewing skills, apply directly to the office(s) for the positions that interest you. Be sure to consider the office environment and what your role would be in each position.
5. **START NOW!!!** The early bird gets the worm!



A Parents' Guide to Career Development

By Thomas J. Denham
Director of the Siena College Career Center
Loudonville, New York

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One of the most valuable things parents can do to help a student with career planning is listen: be open to ideas, try to help your student find information, and be nonjudgmental.

Here are 10 ways you can help:

1. Encourage your child to visit the career center (and you go too!)

Next time you visit campus, drop into the career services office and pick up a business card from one of the career counselors. When your son or daughter is feeling anxious about his/her future, offer the card and say, "Please call this person. He (or she) can help you."

Many students use their first semester to "settle into" college life, and so perhaps the spring semester of the freshman year is the optimal time to start using career center services. And, it's a good time for you to prompt that first visit.

Ask your student (in an off-handed way), "Have you visited the career center?" If you hear, "You only go there when you are a senior," then it's time to reassure them that career services is not just for seniors, and meeting with a career counselor can take place at any point (and should take place frequently) in their college career. The sooner a student becomes familiar with the staff, resources, and programs, the better prepared he or she will be to make wise career decisions.

Many centers offer a full range of career development and job-search help including:

- mock interviews,
- a network of alumni willing to talk about their jobs and careers,
- a library of books on a wide range of careers,
- workshops on writing resumes and cover letters,
- a recruiting program, and
- individual advising.

2. Advise your student to write a resume

Writing a resume can be a "reality test" and can help a student identify weak areas that require improvement. Suggest your student get sample resumes from the career center, from books at the public library, or online [put link here to our resume information].

You can review resume drafts for grammar, spelling, and content, but recommend that the final product be critiqued by a career center professional.

3. Challenge your student to become "occupationally literate"

Ask: "Do you have any ideas about what you might want to do when you graduate?"

If your student seems unsure, you can talk about personal qualities you see as talents and strengths. You can also recommend:

- Taking a "self-assessment inventory," such as the Myers-Briggs Type Indicator or the Campbell Interest and Skill Survey at the career center,
- Talking to favorite faculty members,
- Researching a variety of interesting career fields and employers.

A career decision should be a process and not a one-time, last-minute event: Discourage putting this decision off until the senior year.

4. Allow your student to make the decision

Even though it is helpful to ask occasionally about career plans, too much prodding can backfire.

Myth: A student must major in something "practical" or marketable. **Truth:** Students should follow their own interests and passions.

Myth: Picking your major means picking the career you will have forever.

Truth: That's not true anymore. "Major" does not necessarily mean "career", and it is not unusual for a

student to change majors. Many students change majors after gaining more information about specific fields of study and career fields of interest. Many students end up doing something very different than originally planned, so don't freak out when they come up with an outrageous or impractical career idea. Chances are plans will develop and change. It's okay to change majors—and careers.

It's okay to make suggestions about majors and career fields, but let your student be the ultimate judge of what's best.

Career development can be stressful. Maybe this is the first really big decision that your son or daughter has had to make. Be patient, sympathetic and understanding, even if you don't agree with your child's decisions.

5. Emphasize the importance of internships

The career center will not “place” your child in a job at graduation. Colleges grant degrees, but not job guarantees, so having relevant experience in this competitive job market is critical.

Your son or daughter can sample career options by completing internships and experimenting with summer employment opportunities or volunteer work.

Why an internship?

- Employers are interested in communication, problem-solving, and administrative skills, which can be developed through internships.
- Employers look for experience on a student's resume and often hire from within their own internship programs.
- Having a high GPA is not enough.
- A strong letter of recommendation from an internship supervisor can often tip the scale of an important interview in their favor.

6. Encourage extracurricular involvement

Part of experiencing college life is to be involved and active outside the classroom. Interpersonal and leadership skills—qualities valued by future employers—are often developed in extracurricular activities.

7. Persuade your student to stay up-to-date with current events

Employers will expect students to know what is happening around them. Buy your student a subscription to the New York Times or the Wall Street Journal.

When they are home on break, discuss major world and business issues with them.

8. Expose your student to the world of work

Most students have a stereotypical view of the workplace. Take your child to your workplace. Explain to your son or daughter what you do for a living. Show him or her how to network by interacting with your own colleagues. Help your student identify potential employers.

9. Teach the value of networking

Introduce your student to people who have the careers/jobs that are of interest. Suggest your son or daughter contact people in your personal and professional networks for information on summer jobs. Encourage your child to “shadow” someone in the workplace to increase awareness of interesting career fields.

10. Help the career center

Call your campus career center when you have a summer, part-time or full-time job opening. The staff will help you find a hard-working student. If your company hires interns, have the internships listed in the career center. Join the campus career center's career advisory network and use your “real world” experience to advise students of their career options, participate in a career panel or career related workshop.

Thomas J. Denham is a career counselor, teacher, and author. He is the director of the Siena College Career Center in Loudonville, New York, where he was voted Administrator of the Year in 2000 by Siena students. Denham is also executive director and career adviser for Careers In Transition, a private practice in career counseling with a focus on individual clients as well as institutional clients such as National-Louis University and Excelsior College. He founded Northeast Public Radio's award winning talk show, The Career Forum, and serves as their Career Columnist. He is in the dissertation stage of his doctoral program at Nova Southeastern University.