

# Parents and the Career Center Make Great Partners!

The Michigan Tech University Career Center encourages ALL students, from first years to seniors, and graduate students to alumni, to use our services. How can we help?

The Career Center staff will:

- Provide one-on-one counseling for writing a high-impact resume and impressive cover letters
- Practice professional interviewing and prepare students for company trips
- Help students understand company job offers and negotiation tactics
- Offer career guidance and career assessment software to learn more

about the best career fit Check out our web site at [www.career.mtu.edu](http://www.career.mtu.edu)

- Introduce our free on-line job posting and interview scheduling software called “eRecruiting”. This incredibly powerful tool lists summer internships, co-ops and full time jobs posted specifically for Michigan Tech students!
- Offer assistance in preparing for and locating co-op and internship opportunities, some of the best possible experience students can get in their career preparation.

Our web site is a great resource for this information, and can give the basics of writing resumes, sample interview questions, career guidance options and more.

Next time you visit campus, drop by the Career Center and pick up a business card from one of our career advisors. 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.” We are located in the Harold Meese Building (directly across the street from Jim’s Foodmart) and are open from 8 am – 5 pm, Monday through Friday.

We know parents are a primary force in the career development of students and so we ask you, as a parent, to partner with the Career Center as we both strive for the same goal, the career success of your son or daughter here at Michigan Tech.

## Career Center Offers Online Assistance

### *MyPlan*

MyPlan is an online career planning site that uses personality tests, interest inventory, and other assessment tests to help students choose a career/major.

[www.career.mtu.edu/students/myplan.php](http://www.career.mtu.edu/students/myplan.php)

### *InterviewStream*

InterviewStream gives students the power to practice, conduct, and save their online mock-interviews from the convenience of their residence hall room or the Career Center. A copy of their practice interview can be emailed to you.

[www.career.mtu.edu/students/interviewstream.php](http://www.career.mtu.edu/students/interviewstream.php)



# New Class Teaches Foundations of Career Development

Are you concerned that your daughter or son may not be doing the things that are necessary to maximize their chances of being employed in their field of study after graduation? Are they happy with their major?

What can you do about these issues?

The Career Center offers a one credit class that addresses the foundations of career development. You can encourage your son or daughter to take this class!

A hope of all parents is that their daughters and sons will be ready to launch a successful career by the time they graduate from college.

Many students do not take the time necessary to understand the variety of issues related to developing a career that they will find satisfying. Time that students do spend in addressing the issues of career development is more often than not a hit-and-miss, unorganized approach.

Students will benefit, in the following ways, from the organized and systematic curriculum offered by this class that leads them through the foundations of career development:

- Assess personal interests, values, and skills
- Learn about and use a variety of resources to explore occupational options
- Acquire knowledge of current workplace issues and expectations
- Identify competencies sought by employers
- Actively engage in vital job searching skills

The Career Center has historically provided students information pertaining to the numerous aspects of career development in the form of seminars, individual appointments, career fairs, and internet resources. There is a flow and organization to the delivery of this information for stu-

dents who take advantage of all the various offerings. However, many students are unable to attend all the seminars, and individual appointments are not an efficient means of disseminating career development content to the student body. Members of the Career Center Student Advisory Board have suggested for the past few years that a class for credit that teaches the foundations and fundamentals of career development would be very helpful.

The Career Center is proud to announce that this class is now available! It is titled "Career Development Foundations" and the current course number is UN2990. The class meets once weekly on Tuesdays at 4:00 for one hour.

Encourage your sons and daughters to sign up for this class. You will be helping to maximize their chances of being employed in their field of study after graduation!

## Career Center Launches Company Recruitment Campaign

Would you like to see companies like Disneyland and Sony on campus recruiting our students?

The Career Center is looking to expand our corporate database. Last fall we had over 230 companies attend Career Day and over 130 companies at the Winter Job Fair. We would like to increase those numbers and give MTU students more opportunities to find that co-op, intern or full time position.

Here's how you can help:

Do you (or someone you know) have contacts in a company interested in recruiting Michigan Tech students? We'd like to know who they are too, so please tell us! Complete our online form at [www.career.mtu.edu](http://www.career.mtu.edu) or email [career@mtu.edu](mailto:career@mtu.edu).

# Michigan Tech's Cooperative Education Program—Valuable Hands-On Experience!

Michigan Tech's Co-op Program hosts nearly 2000 registered employers, over 500 graduate and undergraduate students each year, and spans across the U.S., Europe and Asia. Our program is voluntary--students decide when and if they want to participate, and may choose to co-op with one or more employers.

Co-op may defer a student's graduation date, however the



benefits of this hands-on experience far outweigh the extra semester or two at Tech. Co-op students:

- get paid, relevant work experience
- receive academic credit and are considered full time students during employment
- get the inside track for a permanent job, since employers consider co-op and internship experience one of their top hiring criteria

“Internships” are normally summer-only positions and do not earn credit.

## Co-op FAQ's

### *Where do students work?*

Most students find positions in the Midwest, although our students have co-oped all over the country and the world including China, Germany and Korea. We encourage students to pursue the best learning opportunity regardless of the geographic location. Many employers offer assistance with housing costs, co-op tuition reimbursement, and relocation expenses.

### *What do students do on co-op?*

Almost everything! Our students have worked on the following projects related to their majors . . .

- Redesigned a manufacturing plant layout for a major automotive supplier
- Traveled around the world as a representative for a major heavy equipment company
- Assisted the Grand Rapids Police Departments Forensics Unit
- Worked on intense planned “outages” for a nuclear power facility
- Redesigned corporate web pages, create technical manuals, promotional videos and brochures
- Designed and fabricated devices for physically handi-capped skiers at a ski camp



### *How do students find a co-op or internship?*

- Through the MTU Career Center's “eRecruiting” system
- Through job fairs, academic departments, student organizations, or their own searches.

After students are offered a position by the employer, they register for co-op at the Career Center.

Learn more about co-op at: [www.career.mtu.edu/coop.php](http://www.career.mtu.edu/coop.php) or by contacting Gail Beausoleil at [gbeausol@mtu.edu](mailto:gbeausol@mtu.edu)



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## Upcoming Winter Events 2007

- Job Search with eRecruiting.....January 17
- MUB Resume Blitz.....January 23-24
- Resume Critique Week.....January 29 - February 2
- Interviewing Success.....January 31
- Mock Interview Week.....February 12-16
- Corporate Connections.....February 19
- Winter Job Fair.....February 20

Encourage your student to attend these seminars to get ready for the Winter Job Fair!

*Locations and times can be found at [www.career.mtu.edu](http://www.career.mtu.edu)*