

**Life After Lawrence NOW!**

# Career Services

Spring Term 2015

## Career Services Hours

### Office Hours

Monday–Friday, 8 a.m.–noon and 1–5 p.m.

### Drop-in Hours

Monday, 3–4:30 p.m.

Tuesday, 5–7 p.m.

Wednesday, 8:30–10 a.m.

Thursday, 1:30–3:30 p.m.

Friday, 9–11 a.m.

Drop-in Hours are regularly scheduled set blocks of time when you can come to Career Services without an appointment to ask quick questions about résumés, cover letters, CVs or any other career-related topics.



# Getting to Know Career Services

Welcome back to Lawrence for Spring Term! We are in the final stretch of the academic year and, for some of you, it's time to start preparing for new adventures that await at the conclusion of the term, such as starting an internship, new job or graduate school. Regardless of where you are in your journey towards **Life After Lawrence NOW**, Career Services is excited to continue or to begin working with you. Below are some questions students have asked about staying active and motivated during Spring Term and our answers:

## How can I prepare for a summer internship now?

First of all, congrats on this new experience! Your next step will be to attend an **Internship Orientation** session to help you prepare for your internship. We will help you plan questions you might ask your new employer beforehand about the work environment or dress code, how to apply your skills in your new role so you are an asset to your new team, how to be attentive to diverse work styles and to feel more prepared entering the new environment.

To set goals and prepare for the remainder of the academic year, as well as for life after Lawrence, students find it helpful to organize their tasks by term. Below is a list of activities to focus on this term:

## Spring Term:

- Solidify your learning goals and prepare for working/interning in your new environment by becoming versed in what role(s) you will play in the organization.
- Continue to apply for opportunities (internships, jobs, graduate school, gap year programs, etc.) and practice networking and interviewing.
- Evaluate graduate school acceptances.
- Participate in **Seniors: Support, Strategies and Success (S<sup>4</sup>)** to help you transition to life after Lawrence.
- Visit the **Career Conference** on **April 18**, which will include activities such as panel discussions and a **Nonprofit Resources Fair**.
- Schedule an appointment for a free professional headshot by visiting the [Communications](#) homepage.

For suggestions on how to get started in your process by class year, check out our four year timelines by visiting the Career Services homepage, selecting the "For Students" tab and choosing the "Four Year Timelines" drop-down selection. If you have questions about how Career Services can support you, check out an introductory presentation by Bhavana Suvarna '17 on the [Career Services "About Us" page](#).

**It has been a pleasure working with you and getting to know all of you this year. We are excited to see many of you in the fall, hear about your experiences over the summer and learn how your summer experiences have affected your goals and preparation for Life After Lawrence NOW! And we wish the best for our graduating seniors, whom we have enjoyed getting to know these past four years. We look forward to hearing what you are up to in your life after Lawrence, please do keep in touch!**



*Mary*

Mary Meany '83  
Dean of Career Services

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Alexis Cuozzo '15  
Career Assistant

# Programs

## On Demand

On Demand is available for campus organizations, athletic teams, residence halls and academic departments to customize a workshop to the needs of your students. Topics could include résumé and cover letter writing, networking, job searching, applying to graduate school, gap year programs, etc.

To request an On Demand session, go to the bottom right side of the Career Services homepage. Under “Frequently Used Links,” select “Request an On Demand Workshop” and complete the [electronic form](#).

## Seniors: Support, Strategies and Success (S<sup>4</sup>)

S<sup>4</sup> will provide you the tools to promote your skills, create quality application materials, build your personal brand and feel energized about your future!



**Attend one of the following sessions in Career Services from 11:30 a.m.–noon:**

<b>Tuesday, April 7</b>	Application Materials
<b>Tuesday, April 14</b>	Interviewing, Sherry Cardew, West Corporation
<b>Tuesday, April 21</b>	Presenting Your Best Self, Will Reichardt, City Year
<b>Tuesday, April 28</b>	LinkedIn and Social Media in the Job Search, Fanny Lau '14, Lawrence University
<b>Tuesday, May 5</b>	Values and Transitioning, Grace Berchem '12, Quad/Graphics
<b>Tuesday, May 12</b>	Managing Your Money, Steve Kools '94, Business Lending Group
<b>Tuesday, May 19</b>	Reflecting and Taking Action



# Lawrence Scholars

## Career Conference, Saturday, April 18

### Alumni Panels

### Career Chats, Résumé Reviews and Mock Interviews

### Nonprofit Resources Fair

11 a.m.–1:30 p.m., Warch Campus Center, Gallery

Meet with representatives from a diverse collection of nonprofit organizations about opportunities for internships and jobs.

### Networking Reception

5–6:30 p.m., Warch Campus Center, Nathan Marsh Pusey Room

## Thursday, May 21

### Northwestern Mutual Information Session with Trustee Sarah Schott '97

8–9 p.m., Warch Campus Center, Kraemer Room

As Vice President, Chief Compliance Officer and author of several articles on the [INSPIRE360](#) website, Sarah will give an overview on the business and the diversity of roles within [Northwestern Mutual](#). She will also share tips for young professionals entering the workforce.

# On-Campus Events

## Wednesday, April 1 [Quad/Graphics](#)

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
1:1 Chats 2–5 p.m., Hurvis Center, Career Services



## Thursday, April 2 [Sentry Insurance](#)

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
1:1 Chats 2–5 p.m., Hurvis Center, Career Services



## Wednesday, April 8 [West Corporation](#)

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
1:1 Chats 2–5 p.m., Hurvis Center, Career Services  
Information Session 6–7 p.m., Warch Campus Center, Kraemer Room



## Tuesday, April 21 [City Year](#)

1:1 Chats 1–4 p.m., Hurvis Center, Career Services  
Information Session 4:30–5:30 p.m., Memorial Hall, Diversity Center



## Monday, April 27 [Hamline University School of Law](#)

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
1:1 Chats 2–5 p.m., Hurvis Center, Career Services



## Tuesday, April 28 [PhysAssist Scribes, Inc.](#)

Information Table 11 a.m.–1 p.m., Warch Campus Center, near mailboxes  
1:1 Chats 2–5 p.m., Hurvis Center, Career Services



# Internships

## Internship Orientation

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If you have already secured a summer internship, you are expected to attend one of the following sessions in Career Services:

Tuesday, May 5	4–5 p.m.
Thursday, May 14	4–5 p.m.
Wednesday, May 20	4–5 p.m.
Tuesday, May 26	11 a.m.–noon

Note: Please bring a laptop as this will be a working session. Session includes reviewing how to report a hire and creating a learning agreement.

## Summer Experiential Learning Grant

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The Volunteer and Community Service Center and Career Services provide funding for students serving the community in nonprofit settings over the summer months through the following funds:

### **Betty Heistad Barrett Fund for Excellence in Civic Service**

#### **Summer 2014 grant winners:**

Megan Clark '16, U.S. Department of State: Bureau of Western Hemisphere Affairs, Lima, Peru

### **Summer Volunteer Opportunity Grant (SVOG)**

#### **Summer 2014 grant winners:**

Cate Bentley '16, Harbor House, Appleton, WI  
Alexis Cuzzo '15, Teen Living Programs, Chicago, IL  
Corby Johnson '16, Eurasia Foundation of Central Asia, Osh, Kyrgyzstan  
Abby LaBrant '16, Health Development Initiatives, Kigali, Rwanda  
Katherine Ling '16, Riddle's Elephant and Wildlife Sanctuary, Quitman, AR  
Jennifer Sefcik '16, Harbor House, Appleton, WI  
Alek Wasserman '16, Boys and Girls Club, Appleton, WI

Download an [application](#) from the Career Services or Volunteer Center websites and submit by **April 20, 2015**.

## Great Lakes Career Ready Initiative Grant

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Funding is still available for Spring Term and summer! If you are a junior (or rising junior for the summer) or senior who has demonstrated financial need after completing the FAFSA, you may be eligible for internship funding. Stop by Career Services to pick up an application.

**Attend the informational meeting in the Warch Campus Center Cinema on Thursday, April 2 from 4:30–5 p.m. to learn more.**

## Life After Lawrence NOW! Spotlight

We are extremely proud of all our interns, graduate students and new professionals. If you have secured a summer internship, or an opportunity post-graduation (e.g., graduate school, gap year, employment, etc.), please register the opportunity on the [Career Services website](#). We would love to share these accomplishments with the Lawrence community!

## Mission Statement

Lawrence University encourages students to think about **Life After Lawrence NOW!** As part of the student affairs division, Career Services provides a comprehensive program to support the relationship between academic planning and career planning within a liberal arts environment. This includes collaborating on strategies to support internships, graduate/professional school and career options. In addition, Career Services partners with alumni, faculty and staff to identify networking opportunities, outreach events and programs to assist in planning for **Life After Lawrence NOW!**

## Career Services Staff



### **Sue Knott, administrative assistant**

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- Provides administrative and operational support for staff, including marketing and coordinating events and programs.



### **Grace Kutney, career technology specialist**

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- Manages the technology needs, including developing and maintaining the Career Services website, blogs, Twitter and Facebook.



### **Mary Meany '83, dean of career services**

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- Initiates and collaborates on strategies to support the relationship between academic planning and career planning within a liberal arts environment.



### **Kristen Nyholm, career advisor**

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- Partners with students to determine interests, skills and strengths as they relate to major selection and to planning for internships, jobs and graduate schools.



### **Tricia Plutz '03, internship coordinator**

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- Fosters relationships with students, faculty, staff, alumni and internship sponsors to ensure a beneficial experience through internships and shadow experiences in preparation for **Life After Lawrence NOW!**



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