

### III. STUDENT SUPPORT SERVICES

#### CAREER AND EXPERIENTIAL EDUCATION CENTER

The Career and Experiential Education Center provides a comprehensive approach to career preparation, professional development, personal growth, and service to the community with experiential learning as the key component. The staff of the Center teaches students skills in career decision-making, personal reflection, assessment, and civic engagement while fostering the integration of academic and career goal development. Students are encouraged to capitalize on previous learning outcomes and new experiences through quality cooperative education, internship, service learning, and prior experiential learning programs. To promote credit-worthy opportunities, professional development experiences, and a commitment to volunteerism and an increased sense of community, the Center proactively develops and maintains relationships with a diverse group of employers and community partners.

##### 1. CAREER DEVELOPMENT

- Individual career counseling, assessment/testing, career clarification, and graduate school preparation.
- Educational programs and seminars on work and career issues.
- Career-related courses
  - *Career Exploration for Undeclared Majors (CED 150)*, designed for freshmen and sophomores who have not yet chosen a major. Students will gain an understanding of the process of career decision making. They will learn how interests, skills and values relate to career choices, and acquire information about educational and career options. Emphasis is placed on self-evaluation, decision making and goal setting. (1 credit hour).
  - *Foundations of Professionalism (CED 220)*, required for participation in the Cooperative Education program and is designed to prepare students for the cooperative education process. Students begin with self- assessment and skills analysis; then move on to career exploration, resume development, interviewing, job search strategies, and issues related to successful co-op work experiences. (1 credit hour).
  - *Creating Your Career, How to Map Your Professional Journey (CED 370)*, develops the competencies necessary for career readiness for success upon graduation. Students will utilize a design-thinking framework, starting right where they are and work to gain the skills and tools necessary to design their work life. This interactive and experiential course will provide students with critical tools, techniques and action plans that will position them for a successful launch of their careers within a dynamic and challenging job market (2 credit hours).
- Traditional career fairs, boutique career fairs, and virtual career fairs.
- Handshake: An online platform that helps students to identify cooperative education experiences, part time jobs, and full time jobs. Students also use this platform to confirm their experiential education activities and to report career outcomes for our annual graduate employment survey.

For more information on career development, please call 513-244-4217 or email [career.center@msj.edu](mailto:career.center@msj.edu).

##### 2. JOB SEARCH ASSISTANCE & GRADUATE SERVICES

- Individual advisement on job search strategies including job correspondence reviews and mock interviews.
- Employment assistance through resume referral, job postings, and on-campus interviewing opportunities.
- The Handshake portal, hosts interactive content and resources through articles, tutorials and employer events to accommodate the unique needs and career interests of every individual. It is a one-stop shop

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to connect students with employers, research your career options and explore the job market. This resource is free for all MSJ alumni and students.

- A variety of career-related workshops are offered at various times throughout the year. Please check the university calendar for dates and times of offerings, or contact the Career and Experiential Education Center for further information at 513-244-4888 or [career.center@msj.edu](mailto:career.center@msj.edu).

For more information on job search assistance and graduate services, please call 513-244-4217 or email [career.center@msj.edu](mailto:career.center@msj.edu).

### 3. TALENT OPPORTUNITY PROGRAM (TOP)

The Talent Opportunity Program is a customizable, innovative program designed to add elevated career service opportunities throughout your college years for full-time students who enroll—for free—in the program. Students will gain superior skills important to today's workplace: critical thinking, complex problem-solving, written and oral communications, and applied knowledge in real-world settings. TOP provides full-time undergraduate students with a customized and comprehensive opportunity throughout college to gain superior skills important to today's workplace. The main components of this program include:

- Professional development courses
- Leadership development opportunities
- Distinct events held on campus
- An approved employment experience
- Multicultural experiences

While all students can participate in any TOP events or programs, students can structure these experiences and obtain career preparation by completing academic courses and engaging in experiences that will give Mount students a competitive edge.

For more information on the Talent Opportunity Program, please call 513-244-4217 or email [career.center@msj.edu](mailto:career.center@msj.edu).

### 4. COOPERATIVE EDUCATION PROGRAM

Through the Cooperative Education program (co-op), qualified students have the opportunity to gain career-related, paid work experience. A co-op work experience consists of a series of planned, supervised, and evaluated work assignments. The underlying concepts of cooperative education are: (1) students learn best by doing; and (2) exposure to the work world outside the campus community assists students by enriching classroom learning to produce optimum educational outcomes. Students establish goals and specific learning objectives for each work experience and upon completion, evaluate the results with their employer and faculty coordinator. Students can earn up to nine (9) credit hours through the Cooperative Education program.

For more information the Cooperative Education Program, please call 512-244-4888 or email [career.center@msj.edu](mailto:career.center@msj.edu).

### 5. PRIOR LEARNING ASSESSMENT

Mount St. Joseph University is committed to respond to the need for academic & experiential learning by providing a full range of educational services adapted to the needs of traditional and non-traditional undergraduate students. The Mount recognizes, for non-traditional students, that experiential learning tied to the degree & major being pursued may have occurred prior to the start of a student's academic journey. As part of this commitment, the Mount recognizes and gives credit for college level learning that takes place outside a college or university setting through one of our Prior Learning Assessment options. This

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allows our non-traditional students to earn the experiential credit required for graduation based on their prior learning, work, and/or service experiences.

Learning acquired through the following kinds of activity may qualify:

- Structured education programs in the armed forces, business or industry that are recognized by the American Council on Education for college-level credit.
- Structured education programs in a non-accredited institution (e.g., business college, art school, professional school, nursing school).
- Learning acquired through activities such as: Non-credit courses, workshops, seminars, self-taught knowledge or skills, career/work experiences, volunteer work, community services, travel, avocation (e.g., art, music, dramatics), leadership roles in associations and organizations, and personal life experiences. Students seeking credit through prior learning assessment must pursue evaluation through appropriate channels.

Both traditional and non-traditional students have the option to pursue credit via The College Level Examination Program (CLEP) tests as well. CLEP is a national program, developed and administered by the College Board, offering a series of standardized tests to earn college credit. The Mount accepts 32 CLEP tests in a variety of subjects for credit. You can search "College Level Examination Program" at <https://www.msje.edu> for a list of accepted CLEP tests.

For more information on prior learning assessments and CLEP tests, please call 513-244-4266 or email [career.center@msje.edu](mailto:career.center@msje.edu).

## 6. SERVICE LEARNING & CIVIC ENGAGEMENT

Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Service learning is available to all students of all majors, both undergraduate and graduate. Service learning can be embedded into a course, or it can be attached to a course as an additional credit. Credit-bearing service learning experiences are placements of 30+ hours of community service with one community partner. Each service learning credit is free, with a maximum of three free service learning credits. Service learning credits can count as elective credits, they can fulfill the undergraduate experiential education graduation requirement, and they fulfill requirements for the Talent Opportunity Program. Since 1994, our service learning students have contributed over \$1,767,715 worth of in-kind service in Greater Cincinnati through our credit-bearing service learning program.

Student philanthropy is an experiential pedagogy that helps students to make wise investment decisions in nonprofit organizations. Student philanthropy courses are endowed with at least \$1000, and the students then research local nonprofit agencies that do work related to course content. Research strategies include making site visits, reviewing the nonprofit's form 990, the organization's most recent annual report and audited financial statement, as well the content on their website. After the research has been compiled, students present their findings, and then the class selects one nonprofit organization in which to invest the funds. Since 2015, the Mount's student philanthropy program has invested over \$45,000 in 250 local nonprofit organizations.

The Center also offers comprehensive democratic engagement programs and services that are available to students at no cost. Democratic engagement services include: voter registration assistance, voter identification assistance, absentee ballot request assistance, polling location assistance, and proof of residency letters for students who live in the residence halls, and distribution of nonpartisan voter guides. The Center also facilitates National Voter Registration Day, issue forums and campus dialogues. The

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Mount has been designated as a Voter Friendly Campus by Student Affairs Administrators in Higher Education (NASPA) since 2017.

For more information on service learning & civic engagement programs, call 513-244-4634 or email [career.center@msj.edu](mailto:career.center@msj.edu).

## 7. HEALTH PROFESSIONS ADVISING

Through Health Professions Advising, students will work with their academic advisors plus a member of the Health Professions Advisory Committee (HPAC) to design a course of study that is suited to their specific career goals, and allows them to meet any job experience requirements needed for their chosen graduate program. Students may choose any undergraduate major that will enable them to fulfill the course requirements and other prerequisites for admission to professional schools. HPAC offers advising services for: athletic training, behavioral/mental health counseling, chiropractic, dentistry, medicine (allopathic/osteopathic), graduate level nursing, occupational therapy, pharmacy, optometry, pharmacy, physical therapy, physician assistant studies, podiatry, public health, social work, veterinary medicine, genetic counseling, registered dietician, and more.

- Under the guidance of the HPAC members and coordinator, students will have access to:
- Career overviews (including a listing of tristate professional schools), required and recommended prerequisites, required exams, up-to-date information on upcoming relevant events (on and off campus), support in understanding changes to admission requirements/processes as they happen, and other helpful information.
- Shadowing opportunities for a variety of careers.
- Individual and group advising meetings.
- A close connection with staff in the Career & Experiential Center and in the Academic Advising Resource Center.
- Exposure to local healthcare professionals.
- HPAC hosted events including: mock graduate admissions interviews, practice GRE test, committee recommendation letters, graduate preparation workshops, etc.
- Individualized insight and assistance with the graduate program application process and interviewing process.
- HPAC Courses, all 1 credit hour:
  - *GRE Prep: Quantitative (CED 301)*: This course is designed to organize studying for the Quantitative sections of the GRE General Test. The two main areas of emphasis are reviewing mathematical concepts up through Algebra II and learning test-taking strategies. Practice tests will be taken throughout the course to aid in preparation for the actual exam.
  - *GRE Prep: Written and Verbal (CED 302)*: This course prepares students for the written and verbal portions of the GRE General Test. ScoreItNow is included in this course to provide automated essay scoring for two writing samples.
  - *Charting Your Path to Graduate School (CED 303)*: This course is designed to prepare students for all aspects of the graduate/professional school admissions process. Students will explore program selection, financing your education, components of a competitive application, preparing application materials, polishing your resume, developing a personal statement, interviewing with an admissions committee, acquiring letters of recommendation and navigating admissions decisions (offers, rejections, wait-lists, gap years and re-applying).

For more information on Health Professions Advising, call 513-244-4625 or email [career.center@msj.edu](mailto:career.center@msj.edu).