

III. STUDENT SUPPORT SERVICES

CAREER AND EXPERIENTIAL EDUCATION CENTER

The Career and Experiential Education Center (CEEC) 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 Career 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 (co-op), internship, service learning, and experiential learning programs. To promote credit-worthy opportunities, professional development experiences, and a commitment to volunteerism and an increased sense of community, the Career 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 workshops 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, values, and personality preferences 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 (Co-op) 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 networking events.
- 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 513-244-4888 or email career.center@msj.edu.

2. JOB SEARCH ASSISTANCE & GRADUATE SERVICES

- Individual coaching on job search strategies including resume writing, cover letter reviews, networking, mock interviews, and more.
- Employment assistance through job postings, career fairs, networking events, and on-campus interviewing opportunities.

This information is part of Mount St. Joseph University's Student Handbook.

- Handshake connects students with interactive content and resources through job postings, articles, tutorials, and employer events to accommodate the unique needs and career interests of every individual. It is a one-stop shop to connect students with employers, research your career options and explore the job market. This resource is free for all MSJ alumni and students. Visit <https://msj.joinhandshake.com> to log in with your MSJ email address.
- The CEEC team is available to present on a variety of career-related topics in student organizations, classes, etc. so reach out to invite us to speak to your group. Contact the Career and Experiential Education Center for further information at 513-244-4888 or 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.

3. COOPERATIVE EDUCATION PROGRAM

Through the Cooperative Education (Co-op) Program, 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 world of work 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.

4. PRIOR LEARNING ASSESSMENT

Mount St. Joseph University is committed to respond to the need for academic and 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 and 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 (PLA) options. This 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

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CLEP tests in a variety of subjects for credit. You can search "College Level Examination Program" at <https://www.msjs.edu> for a list of accepted CLEP tests.

For more information on prior learning assessment and CLEP tests, please call 513-244-4888 or email career.center@msj.edu.

5. 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, unbilled credit. Credit-bearing service learning experiences involve a total of at least 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 requirement for graduation. Since 1994, our service learning students have contributed over \$1,964,653 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. Faculty apply for their class to participate in the Student Philanthropy Project. Student philanthropy courses are given a grant for \$500-2,000, and the students then research local nonprofit agencies that do work related to course content. Research strategies may include making site visits, reviewing the nonprofit's tax forms, 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 \$60,000 in 40 local nonprofit organizations.

The Career 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 CEEC also facilitates National Voter Registration Day, issue forums and campus dialogues. The 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 513-244-4888 or email career.center@msj.edu.

6. GRADUATE SCHOOL PREPARATION

The Mount is committed to helping students who plan to continue their education by pursuing graduate or professional school. Students have access to a variety of resources to help them prepare competitive applications, succeed at admissions exams, secure graduate fellowships and financial aid, and more. The Mount offers designated advisors for popular graduate school paths, such as pre-med, pre-vet, etc., which includes additional guidance for students who wish to head straight to graduate studies.

Students in any undergraduate major may pursue graduate studies; we help students understand the academic (and external) requirements for admission. Course planning for these professional programs is provided by expert faculty, academic advisors, and the Career & Experiential Education Center team. Examples of career paths involving graduate or professional school include: athletic training,

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behavioral/mental health counseling, chiropractic, dentistry, medicine (allopathic/osteopathic), graduate-level nursing, occupational therapy, pharmacy, optometry, physical therapy, physician assistant studies, podiatry, public health, social work, veterinary medicine, genetic counseling, registered dietician, and more.

By partnering with the Career Center, students have access to:

- Individual and group advising with experienced faculty and staff focused on supporting you in building a strong application to a graduate program.
- Shadowing opportunities for a variety of careers.
- Resume/CV support, personal statement development, interview skill building, and graduate school preparation resources.
- A close connection with staff in the Career & Experiential Center and in the Academic Advising Resource Center.
- Exposure to working professionals in the local community.
- Individualized insight and assistance with the graduate program application process and interviewing process.
- Access to in-person and online resources, career overviews, special events, admission test information, networking opportunities, and more.

For more information on Graduate School Preparation, call 513-244-4888 or email career.center@msj.edu.