

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 prior 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 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, 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 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 513-244-4888 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.

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- The Handshake platform, which connects students with 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 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.
- 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.

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

3. TALENT OPPORTUNITY PROGRAM (TOP)

The Talent Opportunity Program is a free customizable, innovative program designed to elevate a student's career service experience throughout your college years. 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 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
- One-on-one career coaching

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 513-244-4888 or email career.center@msj.edu.

4. 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.

5. 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

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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 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.

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, 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, and they fulfill requirements for the Talent Opportunity Program. Since 1994, our service learning students have contributed over \$1,886,425 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 \$500-1,000, 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 \$45,000 in 250 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.

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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.

7. GRADUATE SCHOOL PREPARATION AND HEALTH PROFESSIONS ADVISING

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. Health Professions Advising is additional guidance for students who are interested in healthcare careers following completion of their undergraduate degree.

Students may choose any undergraduate major to pursue graduate or professional school as long as they fulfill the course requirements and other prerequisites for graduate-level admission. Course planning for these professional programs is provided by expert faculty, academic advisors, and the Career & Experiential Education Center team. Examples of Health Professions Advising career paths include: athletic training, 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.

Students interested in pursuing graduate or professional school have access to:

- Career overviews (including a listing of regional professional schools), required and recommended pre-requisites, 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 coaching meetings for graduate school planning.
- A close connection with staff in the Career & Experiential Center and in the Academic Advising Resource Center.
- Exposure to local healthcare professionals.
- Events including: mock graduate admissions interviews, practice GRE test, recommendation letters, graduate preparation workshops, etc.
- Individualized insight and assistance with the graduate program application process and interviewing process.
- Graduate School Planning Course, 1 credit hour:
 - *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 Graduate School Preparation or Health Professions Advising, call 513-244-4888 or email career.center@msj.edu.