

ISU CAREER CENTER NEWSLETTER

OCTOBER 2009

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[THREE ISU INTERN STORIES](#) pages 2 & 3

All three individuals performed beyond expectation and benefited from a very rich and substantive learning experience which added much to their education and chances for career success.

[WHAT IS FEDERAL WORK STUDY?](#) page 4

Students who apply for financial aid for the upcoming academic year by completing a FASFA can also be eligible to receive up to \$2,500 in Federal Work Study.

[SPEED INTERVIEW REVIEW IN REVIEW](#) page 5

Not only was there an opportunity to learn successful interviewing techniques but students also networked with professionals to gain knowledge about their field of interest.

[NEWSLETTER PRIZE GIVEAWAY](#) page 6

Enter to win a ????????

[CAREER SPOTLIGHT](#) page 7

What is a Futurist?

[FOCUS INDIANA SUCCESS STORY](#) page 8

I really enjoyed when the staff member from the ISU Career Center came for a site visit and talked with me and my supervisor.

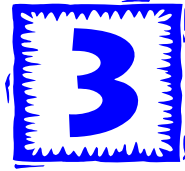
[Sycamore CAREERlink](#) page 9

Searching for a job? Searching for an employee?

[EVENTS](#) page 10

Spring 2010 happenings.

Three ISU Intern Stories



This past summer, the Career Center worked with Dr. Mark Frederick and his intern, Justin Short, to produce a video featuring students who were completing internships at organizations that are among our best corporate partners. The organizations we selected are Union Hospital in Terre Haute; Cummins, Inc. in Columbus, Indiana; and the Terre Haute Children's Museum. We are continuously promoting internships to students, faculty, and employers. The video provides one more tool we can use to show the many ways that both students and employers benefit from internship programs. For the video production we selected three interns, and each had a remarkable story to tell.



Senior Marketing major, Caitlin Hancock, landed an amazing internship at the Cummins, Inc. corporate office in Columbus, Indiana. Cummins is a global power leader in the design and manufacture of engines and related technologies, including fuel systems, controls, air handling, filtration, emission solutions and electrical power generation systems.

Cummins hires many ISU student interns and graduates, but previously they have all been students with technology majors who were hired for the Customer Support and Service Engineering Department. That department recruits from several colleges, but ISU seems to dominate that large department. In fact, the department manager, Travis Vaughn, is an ISU graduate from the class of 2000. He served as an intern at Cummins in 1998. However, what's unusual about Caitlin's story is that she is a marketing major and was hired as an intern in the company's corporate marketing department. The administrative side of the business had not used ISU interns in the past.

When we interviewed Caitlin and her supervisor, Carol Lavengood, Cummins' Director for Marketing and Communications, we heard an inspiring story.

Like all really good internship experiences, Caitlin was assigned important responsibilities as a Marketing Communications Specialist which included analyzing Cummins' internal website used to communicate with their sales team, planning and participating as a Cummins' representative at the Indiana Black Expo, and suggesting improvements to the Cummins.com website. In fact, Caitlin's work was so impressive that instead of assigning her three major projects, she ended up doing six. This story has a happy ending. Caitlin did such an extraordinary job at Cummins that they decided to offer her a good job upon graduation.

Continued on Page 3





Our next story features Yi Chew. Yi came to ISU from Beijing, China. She earned her bachelor's degree in Food and Nutrition from ISU and recently received her master's degree in Human Resource Development. To earn the M.S. in HRD degree, students must complete an internship. Yi was successful in obtaining her internship in the Human Resources Department at Union Hospital. Yi convinced the Systems Manager/HR, Joanne Davignon, she could plan and organize a culture fair for the professional and clinical staff at Union Hospital. That was an important project for the hospital which had been delayed due to lack of staff. The event was a big success which gained Yi a lot of recognition for her professional talents at the hospital. Yi's career goal is to get a job in the Human Resources Department at Union Hospital which the HR Department is anxious to see happen. The obstacle has been securing the budget dollars needed to hire her. Yi refused to give up. She did something creative to help her chances for employment. She has been working as a volunteer in the HR Department hoping to persuade the hospital to hire her when the new budget is finalized.



Finally, we feature Taylor Shaffer, a Public Relations major at ISU. You may have seen Taylor performing as a member of the Sparkette Dance Team or as a contestant in the Miss ISU Pageant. Taylor wanted to do an internship that was more than just a summer job. She wanted to gain experience in a career field that was of interest to her, a public relations career in a nonprofit organization which provides community service. She researched many organizations in the Wabash Valley and came across the Terre Haute Children's Museum which was a good fit with her passion. The Terre Haute Children's Museum has a major project underway to construct a beautiful new children's museum at Eighth & Wabash Avenues, next door to Candlewood Suites Hotel. The new site boasts 46,000 square feet, dwarfing the current 3,000 square feet at 523 Wabash Avenue.

Taylor contacted Scott Williams, the Executive Director of the Children's Museum. Scott said he receives many applications from people who want to do an internship at the museum, but he had some bad experiences with interns that he hired and who were not dependable. Fortunately, because of Taylor's persistence and determination, Scott decided to interview her. Based on Taylor's demonstrated confidence, persistence, and commitment to the museum, he took a chance, hiring her as an intern. Scott says that when Taylor started to work she jumped in with both feet doing many important projects to promote the museum. Her projects were mostly related to creating a newsletter and many other projects related to public relations. Taylor's persistence, hard work, and positive contribution made a believer out of Scott who now has a whole different outlook on the value of interns.

What can be learned from these three experiences? First, each individual took the initiative and did the hard work involved in finding internships that fit their career goals. They all had positioned themselves well during their college careers to build impressive resumes. They did their research locating the right organizations, networked with the right people, and persisted even when there was reluctance on the part of the employer. All three individuals performed beyond expectation and benefited from a very rich and substantive learning experience which added much to their education and chances for career success.

We are editing the video now and will make it available soon so that many others can be inspired by these success stories.



What Is Federal Work Study (FWS)?

Students who apply for financial aid for the upcoming academic year by completing a FASFA can also be eligible to receive up to \$2,500 in Federal Work Study. Students who receive this award will receive a letter in the mail from the Financial Aid department which states the amount of their FWS award. FWS must be earned on an hourly wage basis except for graduate student assistants who are paid on a salary basis. FWS is paid on salary in very limited circumstances and a graduate student's pay is reviewed very carefully before approval. Any student who does not know his/her award status can call the Financial Aid office and find out his/her award status/eligibility.

In order to use the FWS award, a student has to get an on-campus job, a community service off-campus job with Americorps, or an off-campus job with a not-for-profit organization that has signed a contract with the University. When Payroll pays the student, 75% of the student's pay will come from the student's FWS award until the award is depleted, and 25% will come from the employer's budget. Although a student who has Federal Work Study will be more "hirable" than a student without the award, once the FWS award is used, the employer has the option of terminating the student or continuing employing the student and paying him/her 100% from the employer's budget.

There is a work study award conversion chart on the Student Employment Website which can help determine the average number of hours per week that a student with a FWS award can work for an academic year based upon the amount of the award.

<http://www.indstate.edu/student-employment/supervisors/cnvrsnchrt/wrkstudy-cnvrsnchrt.pdf>

An employer can indicate a preference of hiring a student with FWS when posting the open position on the Applicant Tracking System. Graduate and undergraduate students are eligible to receive the Federal Work Study. Students who wish to look for an on-campus job must apply online via the Applicant Tracking System. The Applicant Tracking System is located on the Student Employment Webpage at the following link: <http://www.indstate.edu/student-employment/students/>

There are also community service jobs available through AmeriCorps. To find out more information, call (812) 237-7900, go to Tirey Hall Room 134C, or click on the link below on the Center for Public Service and Community Engagement website for more information:

<http://web.indstate.edu/publicservice/americorps.htm>

Marilyn Heaton, Student Employment Coordinator, ISU Career Center, marilyn.heaton@indstate.edu, 237-2482



Speed Interview Review in *Review*

Knowing how to present one's self in a professional manner during an interview is the key to landing a job, volunteer opportunity, or receiving entrance into graduate school. What better way to learn how to put your best foot forward in an interview than with help from employers who hire candidates yearly. This occurred during the Career Center's sponsored event titled the *Speed Interview Review*.

Selecting one of the three nights to attend this semester, ISU students learned from Indiana and Illinois professionals how to land an interview, dress for success, proper methods to answer behavioral-based questions, important verbal and non-verbal cues, and the protocol for following up with an employer after the interview.



Not only was there an opportunity to learn successful interviewing techniques but students also networked with professionals to gain knowledge about their field of interest. Rob Fox, who serves as the Human Resource Specialist at the Vigo County Public Library, has volunteered to assist ISU students during the Speed Interview for two years. According to Mr. Fox, "it is very rewarding and a privilege to participate in an event that prepares ISU students for success. This is important due to the fact that they will soon be competing in today's challenging and competitive job market".

*Rob Fox, Human Resource Specialist
Vigo County Public Library*

The Speed Interview Review is an event free to all students and alumni. Inquiries from students, staff, faculty, and employers are welcome!

To learn more information on how to participate in S.I.R., contact:

Haajira Lansana, Assistant Director, ISU Career Center, haajira.lansana@indstate.edu, 237-5000



Newsletter Prize Giveaway!!!

To be entered to win a prize, answer the questions below. Answers can be located in our previous September newsletter at <http://www.indstate.edu/carcen/aboutUs/newsletters/09-09.pdf>. Submit by e-mail your name and answers to haajira.lansana@indstate.edu.

Winner will be notified if name is selected and will be featured in our November newsletter. Good luck!

**Deadline for submission is Friday, October 23rd at 4:30p.m.*

Question 1

List one way in which you can gain transferable skills throughout your college career.

Question 2

Please fill the following blank:

"I assure you the entire Career Center staff is dedicated to helping students be prepared to reach their respective goals in spite of the challenges we anticipate. However, the Career Center cannot be successful alone. We really need a team approach to maximize our effectiveness. I am, therefore, encouraging _____ and often."

Hint: This excerpt was pulled from the Welcome Back address provided by Kent Waggoner, Director of ISU Career Center.

Question 3

What is the N.E.W. and when does it take place for Fall 2009?

Question 4

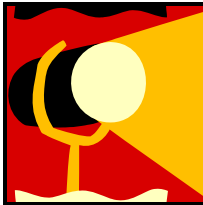
Select what letter represents the best answer.

The feature(s) of My Plan include:

- A. Major/Career Search Engines
- B. Assessment Test
- C. Graduate School Search Engines
- D. Only A & B
- E. A, B, & C



Career Spotlight



In hopes of educating ISU students about various career options, each month the Career Center Newsletter will highlight a specific occupation not commonly known. To learn more about the occupations featured and many others, schedule an appointment to meet with a Career Counselor at 812-237-5000.

Futurist

“People are afraid of the future, of the unknown. If a man faces up to it and takes the dare of the future he can have some control over his destiny. That’s an exciting idea to me, better than waiting with everybody else to see what’s going to happen”.

-Astronaut John H. Glenn

This sentiment expressed by John Glenn can be viewed as the driving forces behind the work of an occupation entitled, Futurist. Self-employed or hired by a company/organization, Futurists “specialize in recognizing upcoming uncertainty and attempts to manage it” (Occupational Outlook Quarterly, Spring 2009).

Whether it’s utilizing media outlets, publications, statistical data, or other resources, Futurists analyze current situations, to assist in suggesting possible occurrences that may take place in the future. Clients or employers of Futurists can use this information to advance a cause or avoid costly situations. For example, one could be employed by the U.S. Government to recognize political trends to aid in public policy.

So what major should one select in order to become a Futurist? Dr. Peter Bishop of the University of Houston, program coordinator of one of few advanced degree programs for Futurists, points out that individuals from all educational backgrounds could be successful in the field. However, Dr. Bishop believes that earning a bachelor’s degree in History or Journalism would be helpful. History majors could contribute their analytical abilities through studying change overtime, while Journalism majors will be able to exhibit efficient writing skills and research capabilities.

If you are the type of individual that is curious and able to handle complexity and sudden change, consider a career as a FUTURIST!

To learn a bit more about Futurists check out this YouTube video

<http://www.jimcarroll.com/blog/2009/04/video-clip-what-is-a-futurist.html>

Haajira Lansana, Assistant Director, ISU Career Center, haajira.lansana@indstate.edu, 237-2584





FOCUS INDIANA SUCCESS STORY

The Focus Indiana scholarship has given me a chance to participate in an internship at the Graham Shelter in Fort Wayne, Indiana. I was pleased to create an internship that was intended to strengthen my competencies in the areas of youth development, program planning, and evaluation. I also learned what questions to ask on the job to address real-life issues in the workforce and when dealing with children.

My position description outlines the functions of being a Care Giver/Aid Assistant. The supervisor and I created an internship that provided the children time to self-reflect in journal writing, work as a team, have group discussions, play games, and participate in activities. Therefore, my experience has matched my position description by sharing my initiatives. In games, for example, I grouped the children in small groups and I gave each group a bag that consisted of paperclips, straws, tape, paper, a paper cup, and a balloon. I gave them a couple of minutes to visualize what they wanted to create as an individual, and then gave them six minutes to work as a group to create. The activity was intended for teamwork, communication, inclusion, trust, and perspective.

I benefited from all the great people I met; networked with the owner of the Urban League and several basketball coaches. Having Fellowship with the children was beneficial because they were well-grounded and they opened up to me as the session went on, and I became a friend, not a worker.

One major accomplishment was the final evaluation forms I handed out to the children at the end of my program. They really put thought into it by telling me that the material I provided to them really helped them in life and assisted them in a way that made them feel positive. The most meaningful experience would have to be the time when two kids got into a fight and one kid was bigger than the other. When the fight was over, the boy who "started the brawl and ended up losing", asked me if he could write in his journal. I asked why? Then he said, "I want to write about the situation that happened and how it could have been prevented." When I started my program, one task for the children was to self-reflect in a journal. I told them that it can serve to reinforce key concepts, provide a basis for review and reflection after sessions, and be kept as a souvenir of their experience. The most helpful learning that I obtained was how to adjust and adapt to any situation. I had to stop a program because of weather or physical abilities and did not have a plan B, therefore I needed to have an alternative in all activities I planned.

The application process was long but it was absolutely necessary information they needed in order to say it is 100% applicable as an internship. None of the parts were unnecessary or difficult; everything was smooth and organized. I really enjoyed when the staff member from the ISU Career Center came for a site visit and talked with me and my supervisor.

Rodney Dedeaux
ISU Recreation & Sport Management major

To learn about the application process for the Focus Indiana Internship Program please visit the following website:
<http://www.indstate.edu/carcen/expLearning>.





Looking for a JOB?

Looking for an EMPLOYEE?

<http://www.indstate.edu/carcen/scl/>

Need help?

237-5000 local

888-892-6044 toll free



Coming Events



Spring 2010

[Career Opportunity Fair](#)

Wednesday, February 10th



Spring 2010

[Networking & Etiquette Workshops](#)

February 16th, 17th, & 22nd



Spring 2010

[Speed Interview Review](#)

April 5th, 6th, & 7th



Spring 2010

[Teacher Recruitment Fair](#)

Friday, April 9th

