

DON'T CANCEL THAT CLASS PRESENTATION DESCRIPTIONS

As of January 2016

GENERAL

Jump Start Your Career

Time Limit: 30 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

This presentation will provide a brief overview of the services, programs and resources available in the Career Development Center. Participants will be introduced to our web site and resources that can help with choosing a major, exploring occupations, locating internships, preparing for graduate school, the job search process, and attending our events.

Business Etiquette

Time Limit: 50 minutes

Audience: Freshman, Sophomore, Junior, Senior

This presentation will provide information on appropriate etiquette to follow in the workplace. Information on organizational culture, protocol, personal brand, communication and building relationships will be covered in this presentation.

CAREER PLANNING

Career Planning Process

Time Limit: 50 minutes

Audience: Freshman & Sophomores

Students will be introduced to the career planning process and the resources available in the Career Development Center that can help them to carry out their career plans.

Graduate School: Are You Ready?

Time Limit: 50 minutes

Audience: Sophomores, Juniors & Seniors

Deciding on whether or not to attend graduate school can be difficult. Pursuing a graduate or professional degree requires a significant investment of time and resources. This workshop will help students explore key factors to consider, provide an overview of a typical application process, and introduce them to the graduate school resources available in the Career Development Center.

Choosing a Major

Time Limit: 50 minutes

Audience: Freshman & Undecided Sophomores

Students will discuss the myths associated with choosing a major and factors that make choosing a major difficult. A model for making career choices and decisions will be reviewed. Participants will learn about resources that can further assist them in choosing a major.

The Helping Professions

Time limit: 30 minutes

Audience: All classifications of students

This presentation by Counseling Services will highlight the similarities and dissimilarities in the helping professions. Specifically, the presentation will focus upon the distinctions in the roles of counselors, social workers, and psychologists. Information on the degree requirements for each of the professions will also be featured. The audience will learn about the various career options in the counseling and psychology fields.

These options include school counselor, school psychologists, marriage and family therapist, career counselor, bio-psychologist, and forensic psychologist.

Applying to Graduate School

Time limit: 45 minutes

Audience: Juniors and Seniors

This presentation by Counseling Services will introduce participants to the steps involved in making preparation and applying to Graduate School. The audience will consider factors involved in deciding whether to gain work experience after graduating or proceeding directly to graduate school. Information on part-time versus full-time attendance, school selection, choice of major, career goals, faculty-to-student ratio, and financing a graduate education also will be discussed.

INTERNSHIPS

Experiential Learning

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors

Experiential Learning plays an important role in ones professional development. Students will learn information about our Cooperative Education and Internship Program, program requirements, application process, and how to access application materials on the CDC website.

Landing Your Dream Internship

Time Limit: 50 minutes

Audience: Sophomores & Juniors

How do you get a job without experience? How do you get experience without a job? Students will be introduced to the internship resources available in the Career Development Center. Resources include four electronic internship databases, books and website search engines.

The Apprentice: How to Succeed in an Internship

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors

Students will become familiar with the advantages associated with internships and discuss strategies for making the internship experience beneficial.

JOB SEARCH

Ace Your Interviews

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

Students will learn how to effectively communicate during an interview in an effort to produce a positive outcome. Participants will become familiar with the stages of a typical interview, the different types of interviews, and the major mistakes made in interviews and how to avoid them.

Bulldogs4Hire: Resource for Jobs and Internships

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

This workshop introduces students to the Career Development Centers' online job/ internship and resume database. Participants will learn how to use *Bulldogs4Hire* to create an account, post their resume and search for jobs and internships related to their majors and career goals. Resumes must be saved in MS Word format.

Please note: This workshop requires access to a computer lab so participants can log onto *Bulldogs4Hire*.

Cover Letters

Time Limit: 30 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

Students will learn the basics of writing an effective cover letter, as well as, explore the various styles of business letters and thank you notes. Examples will be provided.

Job Search Strategies: Tips and Tools

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

Students will learn how to strategically search for employment opportunities via traditional and non-traditional ways. Topics will include using the Internet, job hotlines, directories, and the hidden job market.

Resume Writing

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors & Seniors

In this workshop, students will learn how to create a winning resume. Participants will be introduced to the different sections of a resume, resume styles, and resume formats. Examples will be provided.

COUNSELING SERVICES

The Role of Counseling Services on the University Campus

Time limit: 30 minutes

Audience: All classifications of students

This presentation will provide an overview of Counseling Services at Bowie State University. The workshop features information on the office mission. Additionally, the duties of the counselors aimed at a holistic approach to the various dimensions of wellness are delineated. Counselors provide psychosocial interviews by classification for the freshman through senior year, personal counseling on a wide array of topical issues, professional growth groups, crisis intervention, and student development workshops on such issues as test anxiety, stress management, and relationship issues.

Helping Students in Distress

Time limit: 60 minutes

Audience: Students, Staff, Faculty

This presentation by Counseling Services is designed to assist students, staff and faculty in gaining an understanding of their roles in responding to students in distress. The audience will learn that students experiencing emotional distress may include those who are anxious, depressed, eating disordered, suicidal, severely disoriented or psychotic, aggressive or potentially violent. The facilitator will share facts about the specific presenting problems and their symptoms. Additionally, the presentation will focus upon both appropriate and inappropriate ways to respond to students in emotional distress. Furthermore, participants will gain insight on when and how to refer to counselors when the student's problem is beyond his or her knowledge and capabilities.