



Randolph-Macon
College

Ashland, Virginia

Fall
2009

R-MC
Career
Services

Yellow Jacket Career Connections For Parents

Save the dates!

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CAREER, INTERNSHIP, & GRADUATE SCHOOL FAIR

Wednesday, October 28
12:00-3:00 p.m.
Brock Sports & Recreation Center

How to Prepare for the R-MC Career Fair (workshop)

Monday, October 26
11:00 a.m.-12:00 p.m.
Career Center Conference Room

Resume Express Hours

Friday, October 23, 9:00 a.m.-12:00 p.m.
Monday, October 26, 2:00-5:00 p.m.

FALL WORKSHOPS:

Dates and times are sent in a weekly email and are listed on our website:
www.rmc.edu/offices/career.aspx

Resume Writing from A to Z

All About Cover Letters

How to Interview Like a Pro

Professional Portfolio Development

Graduate School Preparation

Utilizing Social Networking Sites in your Job Search

Dress for Success

Deciding Your Major Workshop

CAREER SYMPOSIA SERIES:

Network and learn from alumni about their career fields.
(Each symposium will be in the Trustee/Worsham Room-Upstairs Estes on the specified dates from 7:30-9:00 a.m.)

Higher Education: Wednesday, September 16

Language: Tuesday, October 20

Medical/Healthcare: Tuesday, November 10

PROGRAMS & EVENTS:

Career Services Kick-off at the Fountain

Thursday, September 3
3:00-5:00 p.m.

At Fountain Plaza
Refreshments will be served

Summer Internship Reception

(By invitation only)
Monday, September 14
6:00-8:00 p.m.

Internship Information Session

Monday, September 28
5:00-7:00 p.m.
Career Center Conference Room

Kaplan Practice Test Night for the GRE/GMAT/LSAT:

Tuesday, October 6
5:00-9:00 p.m.
**To sign up, stop by the Kaplan table in the Brown Campus Center on Wednesday, September 16 between 10:00 a.m.-4:00 p.m.*

Etiquette & Networking Dinner

Thursday, October 8
5:30-7:00 p.m.

Speed Networking

Wednesday, November 4
6:00-8:00 p.m.

The above events will be in the Trustee/Worsham Room (Upstairs Estes).

***To sign up,** students should email careercenter@rmc.edu.

Considering Graduate School?

Attending graduate school is one of many options that R-MC graduates have after earning their undergraduate degree, but is it the right option for your student? This article aims at helping you and your student determine that very answer.

Most importantly, why does your student want to go to graduate school? Students have a multitude of reasons, but are their reasons sensible and appropriate for their goals? Consider your student's reasons for going to graduate school and weigh it against the reasons below.

Good Reasons for Going To Graduate School:

- To follow your planned career goals which require a graduate degree
- To go into a specialty field
- To get a better job in your career field

Bad Reasons for Going to Graduate School:

- Unsure what you want to do
- To avoid the job search
- To fulfill others' expectations
- No other plans

Whether your student's response falls into the good or bad reasons, the Career Services staff can help! Both graduate school preparation and a job search take a great deal of time and effort.

R-MC career counselors are equipped to guide students through the graduate school preparation process. It is important for students to begin the process early and seek advice and help from counselors, faculty, professionals in the field, and others.

Once your student has determined the type of graduate program that he/she would like to pursue, they need to determine which schools and programs are a good fit.

Key points to consider:

- Curriculum
- Faculty research and interests
- Campus location
- Cost of tuition and living expenses
- Experiential learning opportunities
- Student life, culture, and diversity
- Rank and accreditation of the program
- Reputation
- GPA and admissions testing scores
- Facilities and resources
- Other distinguishing features

How many schools should you apply to? This is a frequently asked question with no definitive answer. Students need to consider fees (application and transcript), the time and effort it takes to write personal statements/essays, gather materials, and ask for

recommendation letters, as well as the level of competition of the programs. Students should apply to at least one program that they are likely to get into (a "safety" school).



Graduate school admissions requirements vary from school-to-school and program-to-program. Students should review admissions criteria and speak with an admissions counselor or program coordinator.

Common Requirements for Graduate Admission:

- Admissions testing (GRE, GMAT, LSAT, etc.)
- Personal statements/essays
- Recommendation letters
- Undergraduate transcripts
- Interview
- Writing samples

For additional help with graduate school exploration or applications, students can schedule an appointment with a career counselor and/or attend graduate school workshops offered by the Center.

Upcoming Graduate School Events:

- KAPLAN TEST PREP NIGHT
- CAREER, INTERNSHIP, & GRADUATE SCHOOL FAIR

*See calendar on page one for details.

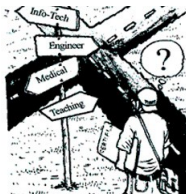
Macon a "Major" Decision or Not...

Deciding on a major can be one of the most difficult decisions that students make throughout their college career. *Is this undue stress? Is it really that major of a decision?*

The Answer: Yes and No!

Yes, it is a major decision because we want students to be happy and successful in the major that they choose to pursue.

And No, it is not a major decision because a student's major does not necessarily determine their career path. Most careers do not require specific majors; the majority of employers are looking for graduates who are well-rounded individuals with strong transferable skills, not students with specific majors.



There are a few career-oriented majors offered at R-MC that are intended to prepare students for specific careers.

However, the majority of the majors offered at R-MC are intended to provide students with a well-rounded education in preparation for any career they choose.

Some occupations require graduate or professional school upon completion of an undergraduate degree; however, many occupations do not require further education.

Students may also elect to declare a minor and/or double major. Minors and double majors are optional and provide students with additional skills and knowledge.

Students should begin by taking classes in the majors that interest them and also talk to professors and upperclassmen who are majoring in those areas.

The Career Services staff is happy to help students in determining which majors and minors are a good fit based on their interests, abilities, and values. Workshops are also offered throughout the semester.

The Center offers personality and interest assessments at no cost to the students.

To view a list of the majors and minors offered at R-MC, go to: <http://www.rmc.edu/Academics.aspx>.



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offices/career.aspx](http://www.rmc.edu/offices/career.aspx)

Relationships Matter!

Networking is the #1 way to get a job or internship! This is one of the main reasons that the Career Services staff stress the importance of making connections, also known as networking.

Beyond getting a job or internship, developing and sustaining relationships helps students identify which career fields interest them, and learn and get advice from professionals in those fields.

As you can see, networking is far more than just a buzzword! Making connections can truly help students learn more about the "real world" and help them excel.

The benefits are clear but where does your student begin? Career Services organizes many events throughout the academic year, and the majority of these events incorporate networking. Employers, alumni, faculty, and staff are invited to many of our events to help students make connections.

The alumni who participate in R-MC networking events are interested in helping the students succeed. They choose to be involved because they want to help students learn more about their career field and to help them connect with others in their professional network. Your student's network can start based on one single contact and develop into a web of contacts.

Employer contacts serve as a great resource for students because they hire

students as graduates and interns for their company! Students often think that one form of communication with an employer is enough; however, this is not the case. Career Services encourages students to attend and talk to employers of interest at all career fairs, on-campus recruitment events, and to follow up thereafter. Students can also attend off-campus recruitment events. By displaying themselves in a professional manner with a genuine interest in the company, they will set themselves apart from others.

As insinuated above, making connections is only part of networking; students need to keep in contact with their new connections in order for them to truly benefit. Writing a thank you letter and following up are extremely important aspects of networking.

Upcoming Networking Events:

- CAREER, INTERNSHIP, & GRADUATE SCHOOL FAIR
- ETIQUETTE & NETWORKING DINNER
- SPEED NETWORKING
- CAREER SYMPOSIA

*See calendar on page one for event details.

If your student wants to continue networking with alumni or is unable to attend the events, he/she can request a list of alumni within specified career fields at: <http://www.rmc.edu/Alumni/careernetworkingform.aspx> [CareerNetworkingForm.aspx](http://www.rmc.edu/Alumni/CareerNetworkingForm.aspx)

Intern Connections

What is your student planning on doing during their winter and summer breaks?

Many R-MC students choose to fill their breaks by getting involved with internships! Internships are great opportunities to obtain "real world" relevant work experience. They give students the chance to determine firsthand if a career is right for them. Employers have also reported that they offer 70% of their interns full-time jobs (NACE National Survey, 2008). Many employers who recruit at R-MC state that they view their internship program as an extended interview process. Interns need to work hard and be motivated as these job offers are extended only to those who prove themselves during their internship.

The Bassett Internship Program at Randolph-Macon has three components: academic, paid, and additional programs, including volunteer internships, A. Purnell Bailey pre-ministerial internships, and the Disney College Program. Every year over 100 juniors and seniors participate in internships. The Bassett Internship

Program has placed interns in over 1,000 sites in more than 20 states, Washington, DC, and 11 foreign countries.

Students must be juniors or seniors to complete an academic internship; students must be seniors to complete an A. Purnell Bailey pre-ministerial internship. Paid, volunteer, and additional internship requirements are determined by employers; therefore, many of these internships are open to all students. Most internships require students to apply by sending a resume and cover letter; the Career Services staff can help with these application documents.

Students interested in completing an internship should contact Career Services to obtain additional information about the various types of internships and/or to schedule an appointment.



Jillian Winans and Brittany Bryan, Summer 2008 R-MC Interns at Roanoke Island Festival Park in Manteo, NC

This past January, Career Services began a new program to spread awareness of the importance of internships. This new program, Intern Connections, gives ambitious students the chance to learn from current interns and their supervisors at an internship site.

The Career Services staff plan to arrange at least two Intern Connections site visits this fall. Students interested in participating should email sarahburgess@rmc.edu.

Upcoming Internship Events:

- INTERNSHIP INFORMATION SESSION
- CAREER, INTERNSHIP, & GRADUATE SCHOOL FAIR
- INTERN CONNECTIONS (Dates TBD)
- SUMMER INTERNSHIP RECEPTION (To honor summer interns-By invitation only)

If your student had a summer internship that was coordinated outside of Career Services, please let us know as we would like to invite him/her to the Summer Internship Reception.