

The Faculty and Staff Connection

with Career and Post-Graduate Development

Fall 2022

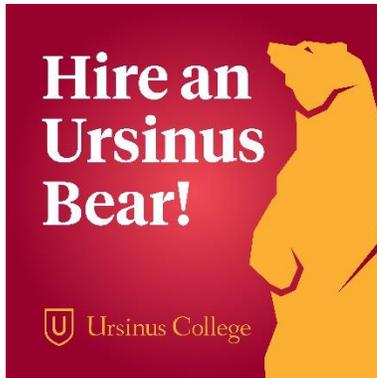


The office of Career and Post-Graduate Development (CPD) seeks to ensure that Ursinus graduates are strongly positioned to succeed.

Internship Funding

Donor and grant funds are available for student externship and internship experiences. Currently, four \$2500 awards are available through the College's grant from The Network for Vocation in Undergraduate Education (NetVUE). Additional funding for spring and summer 2023 internships are also available. Students may find the [application form](#) via the CPD website.

Employer Outreach/Special Events



CPD is the central repository for all inquiries from prospective employers with jobs and internships for Ursinus graduates and students. As you become aware of an open position, please contact [Sam Harvey](#), Assistant Director for Employer Engagement.

On-campus Employment All on-campus student jobs should be posted in Handshake. Details are found on the website under Student Employment.

Fall Student and Employer Mixer

The Fall Student and Employer Mixer returns to the IDC Lounge on Wednesday, September 21st from 4 pm – 5:30 pm. The Mixer is an informal networking opportunity open to all students. Students will have the opportunity to speak with employers to learn more about their organizations and industries.

Student and Employer Mixer Workshop 3:30 – 4 pm, IDC 115. This preparation session will give students advice on networking techniques to increase their confidence and communication skills.

MD-PA College Career Center Alliance Virtual Job & Internship Fair

Ursinus joined the MA-PA College Career Center Alliance to allow students a new way to connect with employers not typically recruiting at Ursinus.

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MD-PA College Career Center Alliance
**FALL 2022 VIRTUAL
JOB & INTERNSHIP FAIR**
SEPTEMBER 28, 2022 | 3:30 - 6:00 PM EDT

SAVE THE
DATE!
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Dickinson



GOUCHER
—college—



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New Graduate Assistant

Beth Monhollen will be joining the CPD for the fall semester as our new Graduate Assistant. Beth brings over 20 years' experience in higher education and has training in anti-racism and anti-oppression work at her previous institution, Alverno College. Beth is currently pursuing a second degree at Meadville Lombard Theological School where she is getting a Master's in Divinity.



Externships - Opportunities available in Handshake for Winter 2023

We have some new and exciting externships and returning sponsors. All externships are posted in Handshake and open for student applications. An extern is an Ursinus student who spends three to five days at the workplace of an alumna/us or friend of the College to gain practical exposure to a potential career field. Students will also build their professional networks. Please encourage students to apply by the **Winter Extern Program deadline of October 19, 2022**. The Winter 2023 program takes place the weeks of January 2 - 6 or January 9 - 13. [Externship Website](#).

Internships for Credit

The essential steps of the internship process appear below. Italicized text indicates key elements relevant to UC faculty internship advisors.

1. **Register for the internship course with your *UC faculty internship advisor*.** Confirm that your *faculty advisor has sent an email to the Registrar* authorizing your registration for this permission-based course.
2. **Complete the Internship Learning Agreement (ILA) on Handshake.** Select the "Career Center" tab and then "Experiences." The site supervisor will receive an email (using the address you provided on the form) after you complete your section. *Once the site supervisor completes the form, your UC faculty internship advisor will receive an email instructing them to complete their section.* Proofread for accurate email addresses. Check progress/completion in your Experiences account on Handshake. **Important Note to Faculty: Please keep this email as it provides the link to view your student's internship details including objectives and site supervisor contact information.**
3. **Complete the Internship PREP course on Canvas.** Once you are registered, the PREP course will automatically appear on your Canvas account. The PREP course is online and designed to be completed before you start your internship. Internship PREP will open on Canvas 1-2 weeks before the semester begins. *The UC faculty internship advisor will receive a status report on completion of this requirement around mid-term.*
4. **Complete two surveys about your experience.** Around mid-term, complete the Internship PREP course evaluation. The final evaluation will require you to reflect on your learning objectives and future plans.
5. **The department providing internship credit may have additional requirements.**
Please reach out to your UC faculty internship advisor for a description of those requirements.

Any exceptions must be approved by the Academic Standards and Discipline Committee. *Regarding credit internships, faculty internship advisors approve the internship based on their department guidelines and need to register the student by emailing the Registrar their permission and course details, including the number of credits and session [ex. 381A is for 3 credits (120 hours) in fall and 382A is for 4 credits (160 hours) in fall; A=fall, B=winter, C=spring, D=summer].*

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Alexis Miller '23, Marketing Major, marketing intern at Macy's Herald Square office in NYC.



Jonathan Gherman '23, English and History double major, interned with Breakthrough Atlanta.



John Grandrino '23, Biology major, interned with Bender Dental Group.

[View Summer 2022 Internship Photo Gallery](#)

First Year Advising Group Workshops

We highly value the opportunity to visit your classroom and meet first year students. CPD will once again be available to speak with your first year advising groups this semester.

As students begin their academic journey through the framework of the open questions, we will focus on encouraging students to consider the things which are important to them and identify ways for them to test and explore these ideas. "What Should Matter to Me: Your Quest Begins" is a 30-minute interactive presentation that introduces students to the CPD team and resources.

Amy Brink, Michele Poruban, and Sue Valerio Sladen are available to present this workshop to your advising group October 17 – November 18. Please [Complete this form](#) to reserve your time.

Department Meetings

CPD would appreciate the opportunity to visit you and your colleagues at a department meeting this fall. We can accommodate any format in which your meeting would normally occur. This is a great opportunity to share what you think would be most helpful for your students and exchange information and data. Schedule the meeting by contacting [Sue Valerio Sladen](#).

Fall 2022 Drop-In Hours

CPD is hosting drop-in hours Wednesdays, 2-3pm and Fridays, 11am – 12 pm. Drop-in appointments are quick, 10-minute appointments for questions about resumes, cover letters, internship processes, interviews, or anything else that does not necessitate a full appointment.

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Events and Deadlines to Note

Please encourage students to register for events in advance. For details and updated information on our events view our [Calendar](#) and follow CPD on [Instagram](#).

Career and Post-Graduate Development Calendar Fall 2022

September	October	November
<p>7 Villanova BSN information table Lower Wismer, 11am-2pm</p> <p>Activities Fair</p>	<p>4 Employer in Residence Jen Cargo, CPA CPD, 9:30am - 1pm</p>	<p>2 Resume Workshop Bomberger 128, 12-1pm</p>
<p>9 Internship registration fall deadline</p>	<p>5 Extern Program Made Easy Bear's Den, 12-1</p>	<p>30 Internship Information session Bear's Den, 12-1pm</p>
<p>14 Senior Career and Post-Graduate Planning Open House CPD, 10am-3pm</p> <p>Senior Career Planning Workshop Bomberger Rm 128, 12-1pm</p>	<p>11 Marine Core Officer Program Lower Wismer, 11am-2pm</p>	
<p>14 Community Service & Advocacy Fair</p>	<p>19 Extern Program applications due 5 PM</p>	
<p>20 Career Fair Prep Workshop Bomberger 128, 12-1pm</p>	<p>24 Graduate School Workshop Bomberger 128, 12-1pm</p>	
<p>21 Student and Employer Mixer Workshop IDC 115, 3:30-4pm</p> <p>Student and Employer Mixer IDC Lobby, 4-5:30pm</p>	<p>26 Graduate School Fair Bears Den, 12-2pm</p>	
<p>28 Maryland/Pennsylvania Career Fair Virtual on Handshake, 3:30-6pm</p>		
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Career and Post-Graduate Development

Division: Academic Affairs

Location: Bomberger 110

Website: www.ursinus.edu/career

Phone: 610-409-3599

Email: career@ursinus.edu

Drop-in Hours

Wednesdays, 2-3pm

Fridays, 11am-12pm

Professional Staff

- Sue Valerio Sladen, Director
- Amy Brink, Associate Director
- Beverly Gaydos, Data Analytics and Database Support Manager
- Sam Harvey, Assistant Director for Employer Relations
- Beth Monhollen, Graduate Assistant
- Michele Poruban, Associate Director, Experiential Learning
- Erna Reinhard, Administrative Coordinator

Peer Associates

- Kate Foley '23, English and Theater majors
- Alexa Alessandrini '24, Biology major