



# WAGNER COLLEGE CENTER FOR ACADEMIC AND CAREER DEVELOPMENT - **CACD**

**CACD** NEWSLETTER

VOLUME 3, ISSUE 4

SUMMER 2008

Welcome to the Center for Academic and Career Development summer newsletter! You may be away from campus but summer is an ideal time to do some exploration and reflection about majors and careers. In addition to gaining valuable work experience through your summer job, you can go online to our website and follow links such as “What’s *Your* Wagner Plan?”, “What can I do with a major in . . . ?”, how to search for internships and jobs, and more. As Sara Klein recommends in her article “Wall Street Recruitment 101”, *now* is the time to establish the practice of reading professionally relevant newspapers and journals. Reading about careers of interest to you can help solidify your future goals and plans.

As the summer heats up the staff of the CACD are preparing programs and services for you to take advantage of this fall. The Wagner Internship and Career Search (WICS) system is being updated every week with new opportunities; see the next article for lots on information about choosing and applying for internships – they’re not just for Arts Administration and Business majors! We also are working with the Alumni Relations office to bring alumni back to campus to talk about their career paths and to give you first-hand accounts of their career experiences. Fall workshops will include sessions on time management, critical thinking, major exploration, money management, resume and cover letter writing, and interview preparation.

We are available to meet with you now and throughout the coming academic year. Give us a call, send us an email, or stop by our office!

Sincerely,  
Anne Goodsell Love, Ph.D.  
Dean of Academic and Career Development

## **INTERNSHIPS... HOW DO I GET ONE?**

You’ve decided you want to do an internship!  
*Now what?*

**Plan Ahead!** Before your search you should evaluate some key factors affecting internships:

*Credit or Non-Credit* – Internships that are a part of your Senior LC/RFT carry credit associated with that LC. You do not register separately for the LC and the internship practicum. Internships outside of the Senior LC can be credit or non-credit. Some internship sponsors only offer internships for credit. Internships for credit can be one unit (105 hours) or two units (210 hours). Both types require you to register for the internship as a class. Taking a credit bearing internship during the summer is equivalent to taking a summer class and you will be required to pay additional tuition. An internship taken during the fall or spring semesters may or may not be covered by your semester tuition (check with registrar, if unsure). A credit-bearing internship also has academic components determined by your academic department/faculty sponsor.

If you chose not to earn academic credit for an internship you can still register for a non-credit internship. There is a small fee to have the internship listed on your transcript. This is a good option when you have already taken the maximum number of internship credits, but would still like it noted on your transcript. You will not receive a grade or any units for a non-credit internship.

*Major Requirements* – Meet with your faculty advisor to help you determine how the internship will fit within your major requirements. Students may take a maximum of two units of internship beyond what is required in the major. The number of internship credits you can take varies by major.

*Time & Schedule Constraints* – Think about what your time commitments are for the semester you plan on taking the internship. Are you an athlete? Do you have a part-time job? Are you in a show? Will you be taking a class with a lab or other outside requirements? Discuss your course load with your faculty advisor to determine the best semester for an internship. Also take into consideration any personal obligations that may affect your ability to devote the necessary amount of time to an internship.

**Start Searching!** Once you have determined the best time for you to take an internship, begin your search. Not every internship application process is the same, so be proactive and start at least one semester before you want to intern. Some industries/employers have even earlier deadlines. Don't get discouraged. Internships become available at different points during the semester, and some may open up just prior to classes starting.

The first stop on your search for an internship should be the *Wagner Internship and Career Search (WICS)* system (<http://wagner.erecruiting.com>). WICS contains opportunities posted by Wagner College employer partners and alumni, plus postings from the larger Experience network. Search WICS by keyword, major, industry, and other key internship variables. Take your time and read through your search results, do not just rule something out based on its title!

Another stop on your search for internships should be specific company/organization websites. Many have their internship programs

listed in their “Careers” or “Employment” section of their websites.

Professional organization websites also have employment assistance sections and may list internship opportunities there. Research the professional associations that relate to your field and search their websites. Many search tools are also available on the internet. Visit the Center for Academic and Career Development (**CACD**) website (<http://wagner.edu/cacd>) to view the search sites we recommend.

Lastly, work your network. Ask your friends and family if they know of any internship opportunities. Speak to your peers about internships they have completed. Faculty may also know of opportunities available that focus on your particular area of interest.

**Be Prepared!** You've decided when to take your internship, and where to intern, but now you need to apply. Preparation is a crucial part of securing an internship. Prepare a resume that is appropriate for the position. Meet with a career counselor to review your resume to ensure you are putting your best foot forward.

Prepare a cover letter for your internship application. Cover letters provide another level of professionalism in your application. Tailor each cover letter to the specific position. “Generic” or “form” cover letters are not appropriate. Make an appointment with a career counselor for assistance with your cover letter.

Once you are selected for an interview you need to prepare for it. Research the company in detail to show your interest and enthusiasm to be a part of the organization. Utilize Hoovers search on WICS to gather salary and job information. Participate in a mock interview to hone your interview skills. Meet with a career counselor to discuss the interview process.

**Register!** The registration process for an internship, not your Senior RFT, begins with the internship registration forms. Pick up credit and

non-credit forms in the **CACD** or on the **CACD** website -

<http://www.wagner.edu/cacd/students/internships/forms>

You need to fill those forms out and obtain signatures from your academic dept., faculty sponsor, your site supervisor, and the **CACD**. Bring the forms to the registrar during registration. To register and receive credit for an internship you must complete the majority of the internship during the semester in which you are registered.

**Get Started!** To make the most of your internship do not be afraid to ask questions. This is your opportunity to learn from those around you. Soak in as much as you can, from daily tasks to complex projects and ideas. Keep a portfolio of projects you worked on and information of interest.

If you have any questions at any time during the internship process, please contact us at the Center for Academic and Career Development-**CACD**. We are located on the main floor of the Union and can be reached at 718-390-3181 or [cacd@wagner.edu](mailto:cacd@wagner.edu).

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## **WAGNER INTERNSHIP & CAREER SEARCH WICS SYSTEM**

The Center for Academic and Career Development (**CACD**) is happy to announce the Wagner Internship and Career Search (WICS) system, powered by eXperience.com. The WICS system is our new online internship and job search database. Students using WICS have access not only to the internship and job opportunities that are offered to Wagner students, but also to thousand of others across the country secured by the Experience network. Along with internship and job listings, the WICS system provides students with access to a variety

of other career exploration and career preparation resources. Experience provides a variety of “channels” for students to explore; the channels feature industry specific information, career paths, student blogs, job opportunities and a host of other information. Some channels featured on the Wagner student home page include: Diversity, Marketing, Social Enterprise & Nonprofit, and Finance.

Through the WICS system students also have free access to *Hoovers* Employer Searches and a Salary Wizard from Salary.com. The *Hoovers* Search provides company information on over 40,000 employers, a valuable tool for students preparing for interviews. The Salary Wizard provides average salaries for a variety of jobs, to assist during career planning and salary negotiations.

These are only a few of the features available to students using the WICS system. ----- Go to <http://www.wagner.erecruiting.com> to login.

**We encourage all students to spend time exploring the site regardless of their year or major.**

If you experience any trouble or difficulties logging in please contact the **CACD** at [cacd@wagner.edu](mailto:cacd@wagner.edu) or (718) 390-3181.

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## **WALL STREET RECRUITMENT 101**

Getting a job in a corporate environment takes extra effort and drive; this process should begin as soon as a student discovers that the corporate world may be an option for a future career. First, it is important to understand that banking and finance corporate firms generally recruit college students on a specific timeline. In September and October, these firms are considering current seniors for full-time positions. Employers begin to shift focus in December and January to



recruiting college juniors for coveted summer internship programs that occur in June, July, and August. Most often, talented summer interns are offered full-time positions at the end of their summer and are secure with a job as they begin their senior year of college.

As these firms do not visit every college campus, it is crucial that interested students initiate and utilize networking opportunities and request informational meetings to get their foot in the door of a prospective employer. Students must also be highly prepared for interviews with a flawless resume, by regularly reading the *Wall Street Journal* and the *Financial Times*, getting involved with relevant clubs and activities on campus, networking, and researching firms that are of interest. The Center for Academic and Career Development is an excellent place to start for help with resumes and cover letters as well as a mock interview.

Sara Klein, Director of Residential Education and former Recruiter, Goldman Sachs

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## **YOU'RE HIRED! MOCK INTERVIEWS TO GET THE JOB YOU WANT!**

Applying for a job or internship? Once your resume and cover letter has been written, edited, and submitted and you have heard back from the company, you will need to go on an interview.

To assist students with this often-times nerve-racking experience, the **CACD** held our second Mock Interview night of the spring semester on April 9, 2008.

Interviewers were Jack Irving '69-, Vice President, *Partnership for a Drug-free America*; Rudy Racine- Regional Recruiting Supervisor,

*Enterprise Rent-A-Car*; Rainikka Corprew M'08- Human Resources Liaison, *NYC Department of Education*; John Dalton, '77 – District Manager, *Pfizer*.

To participate in the Fall 2008 Mock Interview night, make sure you sign up early! We will be announcing the date at the beginning of the fall semester, along with registration details. Employer partners and alumni from a variety of industries will conduct mock interviews for students of any year or major.

Take advantage of this offer for friendly coaching and encouragement. See you there!

Other FALL 2008 events you won't want to miss!

*Etiquette Dinner –  
October 2008*

*Student-Alumni Networking Dinner –  
November 2008*

*For details, contact  
Victoria Crispo at [vcrispo@wagner.edu](mailto:vcrispo@wagner.edu)*

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## **DISABILITY SUPPORT AT WAGNER COLLEGE**

Disability support is only one facet of Wagner College's commitment to encourage students to respect and celebrate diversity. Wagner College is committed to ensuring that students with documented disabilities have equal access to its programs and services.

Each student is encouraged to be proactive in the accommodation process and to learn about their rights and responsibilities with respect to their disabilities. As students develop their own Wagner Plan, they are encouraged to acquire knowledge of their disability and the self-advocacy skills essential to their success at Wagner and in their careers.

Our goal is to help students with disabilities to become independent learners as well as to be engaged in all facets of campus life. In this way each student can grow in the knowledge of his or her disability and become empowered to grow academically, culturally, and socially at Wagner College.

To ensure that needs are met, students must register with the **CACD** at the start of each semester for which they are requesting services. Please contact Dina Assante, Center for Academic and Career Development, Union, for more information about disability support at Wagner College.

## **THE CENTER FOR ACADEMIC & CAREER DEVELOPMENT-CACD**

THE CENTER IS AVAILABLE FOR CAREER COUNSELING, ACADEMIC ADVISING, MOCK INTERVIEWS, RESUME AND COVER LETTER PREPARATION AND MANY OTHER SERVICES.

**MONDAY – FRIDAY 8:30 A.M. – 4:30 P.M.**  
**UNION BUILDING**

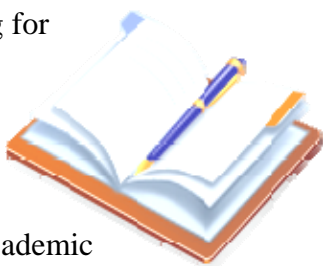
CALL (718) 390-3181 OR EMAIL US AT  
**CACD@WAGNER.EDU**  
TO SCHEDULE YOUR APPOINTMENT TODAY!

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### **HORRMANN LIBRARY STUDY CENTER**

The Horrmann Study Center consists of the Writing Center & the Peer Tutoring Center. The Writing Center is located on the 1st floor of the library in a glass enclosed office to the right of the library entrance. The Peer Tutoring Center is located on the lower level of the library in a large open space with computers and printers.

Each office arranges tutoring for students by fellow undergraduates: specially trained Writing Intensive Tutors (WITs) on how to improve writing skills, and outstanding peer tutors on academic subjects. Students receive this academic support free of charge, on a drop-in basis, by appointment, or through establishing an ongoing tutoring schedule for all or part of the semester.



The Horrmann Study Center opens the third week of classes each semester. Prof. Mary V. Zanfini, Assistant Dean of Academic Support, oversees both centers. Appointments may be made by emailing tutors directly. Schedules are posted on the Centers' websites.

### **OPEN HOUSE AT MOUNT SINAI SCHOOL OF MEDICINE**

In October, the Center of Multicultural and Community Affairs at Mount Sinai School of Medicine sponsors an Annual Open House. This day-long program features students, faculty and administrators who provide information on everything from how to become a successful medical school candidate, what Sinai seeks in its students, programs and life at Sinai, student initiated community service projects, and a financial aid presentation. Breakfast and lunch are included as well as student led tours of the facilities at the end of the day. It's an in-depth orientation to what one may experience as a student at MSSM.

Two presentations focus on alternative approaches to MSSM's medical school and graduate programs. Dr. Miki Rifkin directs the Humanities and Medicine program which recruits humanities and social science majors into medical school. Students are required to apply for admission at the start of their sophomore year and if accepted must maintain a 3.5 average through graduation. The science requirements for this program are one year of biology and one year of chemistry. During the summer of a student's junior year, they live at

MSSM during the summer, where they are required to pass organic chemistry. Successful completion of this program results in admission to MSSM without having to take the MCATS. Last year 35 students were admitted into this very competitive program.

Students who discover an interest in science late in their academic career may be eligible for the Post Baccalaureate Research Education Program (PREP). Dr. Terry Krulwich directs the program which seeks students who have a BS (within three years of graduation) and are interested in biomedical research. Students earn an MS while working with faculty and PhD candidates and successful completion of this program prepares students for PhD programs. This program admits about 25 students per year.

Mount Sinai ranks in the top 25 medical programs nationally and is a leader in increasing the diversity of the medical profession by recruiting and graduating students from underrepresented groups into medicine. If you are interested in learning more about these programs at Mount Sinai, please contact Natalie Johnson at [njohnson@wagner.edu](mailto:njohnson@wagner.edu) or 718-420-4269.

Wagner is fortunate to have an alumnus, Dr. Lloyd Sherman, on staff at MSSM. Through Dr. Sherman's efforts we are establishing a number of new working relationships which will be of great benefit to our community.