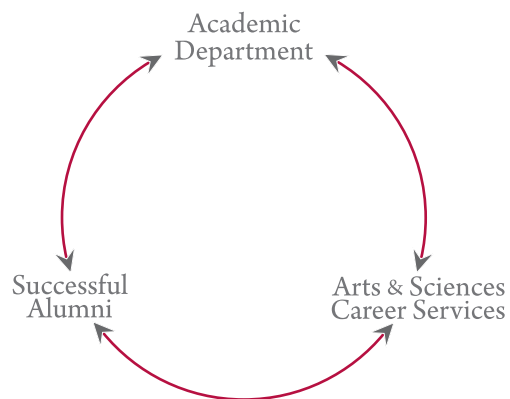


## Dear Professor:

Our students look up to you and are influenced by you. Your advice and teaching, inside the classroom and out, can be students' most valuable memories of Indiana University Bloomington. The **Career Development Center and Arts & Sciences Career Services** regularly collaborates with faculty to guide students. We would like to encourage your participation in these collaborations and ask for your continued support.

Students with thought-out career goals identify more strongly with their departments, now and in the future. Classwork is made more meaningful, and the students can go on to become professionals with a clear sense of the value of their liberal arts education. When they are successful alumni, they can look back on a chain of support that began with their department. This kind of support creates enthusiastic alumni who want to give back their time and resources. Please help us spread the word about the importance of career development.



**INDIANA UNIVERSITY**

CAREER DEVELOPMENT CENTER AND  
ARTS AND SCIENCES CAREER SERVICES  
Bloomington

**Connecting faculty, students & careers**

**IUCareers.com**

812.855.5234

## Current Collaborations with Faculty:

### Career events

Each year we facilitate events during which faculty and alumni panelists serve as concrete role models for students. These events clarify students' visions of the future, strengthen their ties to their departments, and show them that their studies at Indiana University make them members of a wide-spread, successful community.

*Two such series that often include faculty are our Global Careers and Networking Nights.*

### Classroom visits

Instructors from our Center regularly lecture about career development in other departments' large introductory classes. Students who know where they want to go after graduation can be motivated to work harder while in college.

### Department outreaches

We can provide major-specific or generalized advice for students looking at a variety of career paths. Liberal arts students uniquely benefit from advice on how to form goals and transform their knowledge and experience into job and internship applications.

## Our Core Services:

### IUCareers.com

Our Center website serves as an introduction to our services and as a gateway to additional career-related resources.

As part of our website, *myIUCareers* provides **information about job/internship opportunities, on-campus interview schedules, and career events.**

### Advising

We offer one-on-one advising to discuss career-related needs and questions. Typical advising sessions focus on finding internships and jobs, writing résumés and cover letters, researching and applying to graduate schools, and preparing for interviews.

### Career courses

Our courses teach students theories of self-evaluation to help them determine what will satisfy their goals. We then cover how to research careers, build experience now, develop a professional portfolio, and apply for jobs and internships. We also offer academic credit for students taking internships.

### Career fairs

These day-long events often include over 50 employers seeking to fill part-time, full-time, and internship positions. They are a convenient way for students to both explore options or seek specific employment opportunities.

## Course Descriptions:

### ASCS Q294: Basic Career Development

Open to all freshmen and sophomores, ASCS Q294 will help students explore their values, skills, interests, and personality preferences and learn other tools to assist in major and career research, selection and preparation. This is an 8-week, 2-credit course offered during each 8-week session of Fall and Spring academic terms.

### ASCS Q299: Job and Internship Search Strategies for the Liberal Arts Student

Open to all sophomores, juniors, and seniors, ASCS Q299 teaches students how to engage in a successful job or internship search. Students will learn to write résumés and cover letters, interview, negotiate job offers, and much more. This is an 8-week, 2-credit course offered during each 8-week session of Fall and Spring academic terms.

### ASCS Q275: Professional Portfolio Development

Open to all sophomores, juniors, and seniors, ASCS Q275 students will learn to create a professional portfolio to market their skills and experiences to employers and graduate schools. This is an 8-week, 1-credit course offered during the 2nd 8-week session each Fall and Spring semester.

### ASCS Q398: Internship—Theory into Practice

Open to all sophomores, juniors, and seniors who have exhausted their department's internship course, ASCS Q398 will allow students to earn academic credit for completing coursework in conjunction with an approved internship. This is a semester-long, variable-credit (up to 3 credits) course offered each Fall, Spring, and Summer (non-standard) academic terms. The non-credit-bearing W499 is also available to students.