

The Career Development & Counseling Center

F.Y.I.

Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457

Fall 2019

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Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.

-Thomas Edison

**The Career Development
& Counseling Center**
Founders Hall, Room 121
860-343-5826
MxCC.edu/CDCC

Staff:

Emily Canto, Counselor
Ricky Barrett, Counselor
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Welcome to the Fall 2019 Semester at MxCC

We hope that your semester is off to a wonderful start. Hopefully by now, you are settled into your classes and are ready to begin to explore the services available to you here at Middlesex Community College.

The Career Development and Counseling

Center can assist you in a variety of ways. In the pages to follow, you will find helpful information on the services we offer, as well as a schedule of events to assist you in both your college and career journey.

If you have any questions or would

like to make an appointment please stop by our office in Founders Hall room 121 or call us at 860-343-5826.



Visit Our Online Job Board

.....➡ Your job search starts here!

CollegeCentral.com / MiddlesexCC

- ➡ ADD THE COLLEGE CENTRAL® APP TO YOUR HOME PAGE AND MOBILE DEVICE!
- ➡ SEARCH OUR EXCLUSIVE JOB LISTINGS AND SET UP YOUR JOB AGENT TODAY!
- ➡ CREATE YOUR ONLINE RÉSUMÉ. IT'S EASY WITH OUR RÉSUMÉ BUILDER!
- ➡ BUILD, UPDATE, AND FORWARD YOUR ONLINE CAREER PORTFOLIO TO EMPLOYERS!
- ➡ READ OUR CAREER-RELATED ANNOUNCEMENTS!
- ➡ CHECK OUT AND REGISTER TO ATTEND OUR LATEST CAREER EVENTS!
- ➡ DOWNLOAD OUR SCHOOL'S FREE CAREER ADVICE DOCUMENTS AND PODCASTS!
- ➡ READ HUNDREDS OF FREE CAREER-RELATED ARTICLES!
- ➡ VIEW AND APPLY TO JOBS ON THE NATION'S LARGEST ENTRY-LEVEL JOB BOARD!

➡ JOB SEEKERS: LOG IN NOW!



➡ TAKE CHARGE OF YOUR FUTURE!

CollegeCentral.com

Go here. Get jobs.

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Welcome and welcome back!

The staff of the Career Development and Counseling Center hopes that you are all off to a wonderful start to the semester. As both the semester and your tenure here at Middlesex progresses, there are a myriad of ways we believe we may be of assistance to you. Here is a quick overview of the services that our office provides:

- Academic and transfer advising
- Career counseling
- Job search and listing information
- Information on scholarships
- Referral for personal issues

So... what do these topics actually mean? Let's take a closer look at each...

Each student is assigned an academic advisor, who is a member of either the faculty or professional staff. This individual is the person who will assist you in selecting courses to meet degree requirements and from who you may gain additional information that will be of assistance to you during your time at the college. Some of you will be assigned an advisor from the Career Development and Counseling Center. In addition, our staff provides assistance to all students who are interested in transferring to another college or university after Middlesex to attempt to ensure that the courses that are taken here will be applicable to the intended transfer institution.

Sometimes students are not quite sure what type of career they wish to pursue. Here in the Career Development and Counseling Center, our staff works with students to aid them in learning more about themselves, the world of work, and how the two might best complement each other. In an individual meeting, a counselor would attempt to guide you in doing self-exploration to determine some potential career areas to investigate. We also have a computerized guidance system, Focus that may assist students in learning more about their interests, abilities and values. In addition, the library resources in the Career Development & Counseling Center may provide additional references on careers.

The Career Development and Counseling Center also serves as a central listing place for full and part time job listings. Currently, we are part of an eight Connecticut Community College consortium that shares position listings. Students and alumnae may view job listings within the region as well as on a national level. In addition, the staff may be of assistance to you in preparing for a job search. We are here to provide information on resume and cover letter writing, interviewing techniques, and job search strategies.

In the Career Center library, there are numerous resources on career, majors, job search strategies as well as transfer information and scholarships. Some are scholarships sponsored by individual colleges and universities while others are based on individual criteria. In addition, there are books that list more nationally oriented scholarships.

We hope that these explanations will be of value to you in understanding the types of assistance our office may provide. Our website MxCC.edu/CDCC elaborates on the services available to you through our office as well as has links to a number of our handouts and resources for career, transfer and employment information. To schedule an appointment, please stop by our office in Founders, room 121 or call at 860-343-5826.

We hope you have a great semester,
The Staff of the Career Development & Counseling Center



Looking for a Job?

The Career Development & Counseling Center has resources to help!

Many employers' list part-time, full-time, seasonal, and internship opportunities with our office. These positions are available on our online job board, [CCN](#) (click to register its fast & free) and access hundreds of job listings. In addition, some jobs are posted on the bulletin board outside our office (Founders Hall, Room 121).

Most positions will request that you contact the employer to schedule a time to meet or stop by to fill out an application. However, some jobs will request that you send a resume & cover letter.

Resume & cover letter help is available in several forms: we have books and handouts in our

office and online, and CCN has helpful videos and podcasts. In addition, once you have developed a draft, you can schedule an appointment with a counselor for review and recommendations.



7 Career Wreckers

Lying on your resume, stealing office supplies, or failing to show up for work will surely dampen your career prospects. Here are some less obvious mistakes that can also sabotage your careers:

- 1) **Procrastinating** If you put together a report or presentation at the last minute, it will show. Procrastination is an ingrained habit that will interfere with career growth.
- 2) **Having a Sense of Entitlement** Younger employees tend to feel entitled to quick promotions, but

experience is the real key. Pay your dues by taking on jobs others do not want or work days that others want off.

- 3) **Settling into Your Job Description** You should always be on the lookout for opportunities to shine by going above and beyond.
- 4) **Avoiding Office Politics** Co-worker support is important when it comes to workplace advancement. You get that backing by building relationships, asking others for advice, offering your help and showing sincere interest in

others.

- 5) **Not Being a Team Player** Getting stuck with this label is one of the fastest career killers.
- 6) **Not Dressing the Part** How you present yourself can play a crucial role in the progress of your career.
- 7) **Failing to Network** Maintaining your job network after you are hired is critical to the continuing success of your career. Add to it by building a rapport with higher-ups in your office.

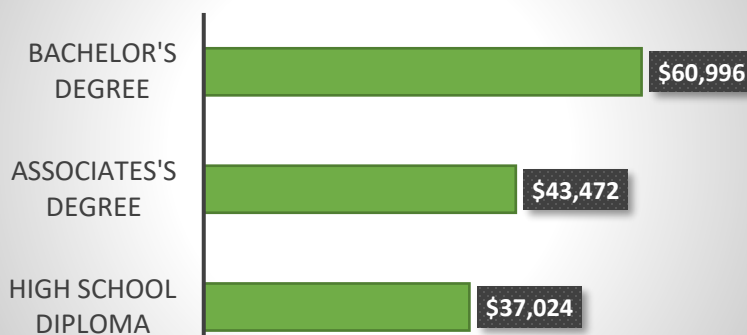
Erin Burt, Kiplinger

3.7%

Overall unemployment rate
Bureau of Labor Statistics (Jul 2019)



Median Annual Earnings



Bureau of Labor Statistics (2017)

TRANSFER PLANNING

The Career Development & Counseling Center is committed to helping you make a smooth transition to your next institution. Whether you are transferring to a four-year college or university, or to another two-year institution, we can help make your transfer process a success. We also understand that selecting your transfer college and major can be confusing. We encourage you to make an appointment with a counselor in the Career Development & Counseling Center or with your academic advisor for assistance with transfer planning.

Planning to transfer this Spring?

If so, it is time to start applying. Many colleges and universities have early deadlines; some are as early as October 1st. So, what do you need to do? Here is a quick guide.



- 1) Identify your transfer institutions and obtain an application online. We recommend that you visit the colleges and universities you identify to get a better gauge of how well the college meets your educational as well as social needs.
 - 2) Find out if you qualify as a transfer student. Many colleges and universities require a minimum number of college credit hours to be considered a transfer student. In addition, as part of your application you may have to forward high school and/or SAT information.
 - 3) The application may require an essay and/ or recommendation letters. Utilize application guides to write your essay and review it with an English instructor or our office staff.
 - 4) Remember to contact individuals for a recommendation early enough to provide them sufficient time to write a letter. If the application only asks for names of individuals providing recommendations, you still need to obtain permission from these people prior to using their names.
 - 5) Send official transcripts from Middlesex and any other college or university you may have attended directly to each transfer institution. Find out if the college or university wants mid semester grades for your current classes. You will need to forward transcripts at the time of application and at the end of the semester after you obtain all Fall semester grades.
 - 6) If you are planning to apply for financial aid, **you must list all colleges on your FAFSA application.** They will determine if you qualify under their guidelines. In addition, the Financial Aid deadline may be before the application deadline. Many are between October 15 and November 1. It is best to apply to the college and complete Financial Aid requirements by October 15 for the spring semester.
 - 7) Log onto our [Transfer Planning](#) website to access all things transfer, including admission and financial aid links, transfer checklist, and transfer guidelines.
- If this all seems a bit overwhelming, please do not hesitate to contact the Career Development & Counseling Center for assistance.*

MxCC's Annual College Transfer Fair

Wednesday, October 16th

11:00 am - 2:00 pm

Founders Hall Student Lounge

Get answers to these important questions at the Transfer Fair:

- What types of majors do you have at your school?
- What are the admissions requirements for transfer students?
- What courses should I be taking now in preparation to transfer?
- What are the application and financial aid deadlines?

More than 30 colleges and universities are expected to attend!



Fall 2019 Event Calendar

Date	Event	Time	Location	
SEPTEMBER				
09/09/19 (Mon)	Coaching for Student Success S1-How Do I Succeed	12:30p	Wheaton 305A	Coaching Series
09/16/19 (Mon)	Coaching S2-Stopping Bad Habits & Productive Tips	12:30p	Wheaton 305A	Coaching Series
09/23/19 (Mon)	How to use Focus, A Career Exploration Tool	12:30p	Wheaton 305A	Workshop
OCTOBER				
10/07/19 (Mon)	Coaching S3-Who is Here to Help	12:30p	Wheaton 305A	Coaching Series
10/07/19 (Mon)	What Can I Do With a Major In...	10:30a	Student Lounge	Student Lounge & Pavilion
10/8/19 (Tue)	Resume and Employment Cover Letter Writing	2:00p	Wheaton 305A	Workshop
10/16/19 (Wed)	Transfer Fair	11:00	Student Lounge	Other
10/16/19 (Wed)	Resume and Employment Letter Writing	12:30p	Wheaton 305A	Workshop
10/21/2019 (Mon)	Coaching S4-Becoming an Active Learner	12:30p	Wheaton 305A	Coaching Series
10/23/2019 (Wed)	Backpack 2 Briefcase-Writing for Work	12:30p	Student Lounge	Other
10/28/2019 (Mon)	How to use Focus, A Career Exploration Tool	12:30p	Wheaton 305A	Workshop
NOVEMBER				
11/4/19 (Mon)	Coaching S3 Who is Here to Help	12:30p	Wheaton 305A	Coaching Series
11/13/19 (Wed)	Resume and Employment Letter Writing	12:30p	Wheaton 305A	Workshop
11/25/19 (Mon)	How to Use College Central Network	12:30p	Wheaton 305A	Workshop

COACHING FOR STUDENT SUCCESS WORKSHOPS – This multi workshop series will help you identify where your strengths may be and areas to pay attention to. Learn strategies for setting long-term and short-term goals.

HOW TO USE FOCUS - Are you undecided about your career or major? GET FOCUSED! Focus 2, an online career exploration system will help you with selecting the right major and planning your career based on talents, interests, values & goals. Students will access the Focus 2 program during this interactive workshop.

RESUME AND EMPLOYMENT LETTER WRITING - In a tough job market, it is more important than ever to have a top-notch resume & cover letter. Start your first or update your existing resume and cover letter that reflects your skills, knowledge, and education as they relate to the job you are seeking.

WHAT CAN I DO WITH A MAJOR IN...? - Students come and talk with MxCC Faculty and Staff! Learn about career options in every field of study! Learn about services and resources offered at MxCC! FUN, INFO, and PRIZES!

TRANSFER FAIR - Speak with representatives from 30+ colleges & universities from throughout New England. Stop by the Student Lounge to ask questions and gather valuable information to assist you in making that all-important transfer decision during this annual event.

BACKPACK 2 BRIEFCASE - Attend this interactive event and get tips on how to write better professionally, including text, email, and employment material.

HOW TO USE COLLEGE CENTRAL NETWORK - A successful job search starts with good information and well developed job-hunting skills. Learn how to best utilize CCN (our online job board) and LinkedIn to become a successful job seeker.

BACKPACK 2
BRIEFCASE

Writing for Work

Review how your writing is being viewed professionally, including text, email, and employment material.

Wednesday, October 23rd, 2019
12:30pm-1:15pm
Founders Hall, Student Lounge
FOOD, FUN, and PRIZES!

Emily Canto and Adam Florida
will show examples of how
things read based on how they
are written.

Attend this interactive event and get tips to
write better professionally

A Success Workshop Series to help you take charge of your college experience!

**MONDAYS AT 12:30PM
WHEATON HALL, ROOM 305A**



These workshops will help you identify where your strengths may be, as well as areas needing attention. Learn strategies for setting long-term and short-term goals.

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|----------------------------------|--|
| September 9th | <u>How Do I Succeed-Intro to Goal Setting</u> <ul style="list-style-type: none">• Assess your strengths and weaknesses• How to determine and set realistic goals• How to utilize the SMART goal achievement system |
| September 23rd | <u>Stopping Bad Habits & Learning Productive Tips</u> <ul style="list-style-type: none">• How to identify bad habits• Time management• Scheduling your time |
| October 7th | <u>Who is Here to Help</u> <ul style="list-style-type: none">• Identifying and using college resources• Where are they located• How can they help |
| October 21st | <u>Becoming an Active Learner</u> <ul style="list-style-type: none">• Active Listening Skills• Communicating with your Professor |
| November 4th | <u>3 Ways to Still Succeed-Looking to the Future</u> <ul style="list-style-type: none">• Revisit current strategies• Reducing your class load• How to prepare for next semester |

For additional information, please stop into the Career Development & Counseling Center located in Founders Hall-RM 121 or call 860-343-5826.