



The Career Development & Counseling Center

Founders Hall, Room 121

Who, What, Where, When

- Emily Canto & Ricky Barrett Counselors
- Neal Botting, Secretary
- Founders Hall, Room 121
- 860-343-5826
- Monday, 8:00am-6:00pm; Tuesday-Friday, 8:00am-4:30pm
- We share office space with Hilary Phelps, Coordinator of Disability Support Services

Services We Provide

- Career & Major Exploration
- Transfer Planning and annual Transfer Fair (November)
- Employment Resources (full-time, part-time, internships)
- Referral to Students in Crisis
- Working Together on Course-by-Course Articulations
- Weekly correspondence with students and faculty via email. Please keep this in mind for career and transfer related announcements.

Career & Major Exploration

- Individual Appointments for Students
- FOCUS (online career & education planning tool). Refer students to gain information on career options early!
- Would welcome the chance to work as a team in this area. Refer to each other for students to gain information on career options within disciplines.

Employment Resources

- Full-Time, Part-Time, and Internship Assistance
- CCN (online job board)
- Resume, Cover Letter, & Interview Critiques
- Consider presentations in classes to prepare students for employers.
- Host employers on campus.
- Manage Backpack to Briefcase series to aid in student preparedness for employment. Faculty play a major role in coordinating!

Transfer Planning

- Please let us know if new courses are developed and if the syllabus has been forwarded to other institutions for evaluation and is approved.
- Students often think that course numbering is the same at other colleges; please ensure they understand that is not the case. Eg our bio 121 is bio1107 at UCONN.
- Even though course titles may be the same, often our 200 level courses will not transfer as a 300 or 400 level at a bachelor's level university (bio chemistry as an example.)
- Private colleges and universities are not part of TAP. Our students will still need to meet requirements for them. Please err on the side of conservative in advising. Hence most colleges would expect a history course to meet our historical knowledge requirement, not biotechnology.
- Please encourage students to begin the transfer process a year prior to when they think they want to transfer to ensure appropriate selection of courses.
- Assistance in negotiating with faculty from other institutions on why courses are not deemed equivalent. Example would be chemistry at WCSU.