

# INSTITUTE FOR CAREER PLANNING

Adrian College

November 5, 2019

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Considering an internship in the spring 2020?

**DEADLINES ARE APPROACHING!! START THE PROCESS NOW!**

**\*\*SCHEDULE AN APPOINTMENT TODAY OR ATTEND INFO SESSION\*\***

Remaining Internship Info Sessions as follows:

⇒ Tuesday, November 5th—4:30pm to 5:00pm

⇒ Thursday, November 7th—12:00pm to 12:30pm

⇒ Tuesday, November 12th—12:00pm to 12:30pm

Location: Hickman Board Room-Caine

**IN CASE  
YOU  
MISSED IT**

Learn more about.....

- Internship Process
- Deadlines & Due Dates
- Site Availability
- Packet Procedure



Have all of your questions answered to complete an internship for academic credit in a quick 1/2 hour session.

## **COMPLETED PACKET DUE DATES FOR SPRING 2020**

November 12, 2019 = "NEW" Site Packet

November 25, 2019 = "EXISTING" Site Packet

Internship packets are due the semester prior to registering for an internship.

Packets are found at:

<http://adrian.edu/academics/career-planning/internships/>

*(bottom of the page)*

**\*\*\*NOTE\*\*\* PACKETS HAVE BEEN REVISED: PLEASE DISPOSE OF ANY OUTDATED PACKETS & USE THE NEW VERSION DD. 7/2019**

**\*All internship packets must include the syllabus, resume, be typed, printed, initialed, and all required signatures before being returned to the Institute for Career Planning.\***

Caine Student Center  
Institute for Career Planning  
110 S. Madison Ave, Adrian, MI 49221  
517-265-5161 x4392



## NETWORKING 2019 EVENT

Do you know how to start a conversation when networking? Register for the Networking event held at Siena Heights University. Learn and Practice networking skills with local business professionals in attendance.



**Wednesday, November 20th**

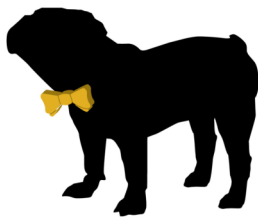
**11:30am to 1:30pm | Siena Heights University Fieldhouse | 1247 East Siena Heights Drive | Adrian, MI**

For more information and to register visit <https://adrian.joinhandshake.com/events/383792>

If transportation is needed, contact Career Planning at [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu) by Monday, November 18th!

## TAKE A BULLDOG TO WORK DAY

TAKE *an* ADRIAN  
**BULLDOG**  
TO  
WORK



Contact the Institute for  
Career Planning  
for more information

[careerplanning@adrian.edu](mailto:careerplanning@adrian.edu)  
517.265.5161 ext. 4392

### JOB SHADOWING EXPERIENCE

February 18, 19, or 20, 2020

March 25, 26, or 27, 2020

*or opportunities during*  
**Adrian College Spring Break**



**Application Deadline:**  
**Monday**  
**November 25, 2019**



## STRENGTH FINDER



### FIND YOUR STRENGTHS: *Developing Your Best Self*

**CliftonStrengths** is an online assessment tool designed to help each student identify and appreciate their unique talents and aim those talents at academic, professional and personal success.

Want to take the assessment? Request a code: contact [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu)

Already have a code and want to discuss your strengths: schedule an appointment in handshake to meet with a staff member.

## SCHEDULE AN APPOINTMENT



### NEED TO SCHEDULE AN APPOINTMENT WITH A CAREER PLANNING STAFF MEMBER?

Appointments are scheduled through your Handshake account under the “Career Center” tab.

**ALL STUDENTS HAVE A HANDSHAKE ACCOUNT**

## OFFICE HOURS

### Institute Hours

**Monday—Friday 8:30am—5:00pm**

**Appointments:** Scheduled through students Handshake account

**Drop-Ins (Non-Appointment):** Monday 11am—1pm, Wednesday & Thursday 3pm—5pm

