

INSTITUTE FOR CAREER PLANNING

Adrian College

September 18, 2019

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Handshake is Adrian College's fast and easy online career management platform for students and alumni. Through this cutting edge technology you can connect on any device to schedule an appointment with a Career Planning staff member, receive information on upcoming career events, request resume and cover letter reviews, search for global jobs & internships, connect w/mentors and more!

"How do I create my profile?"

Visit <http://adrian.edu/academics/career-planning/handshake/> and click on "Handshake for Students" for step by step instructions to build your profile!

Download the Handshake app for "ON THE GO" access



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

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



FOCUS ON YOUR FUTURE: APPLYING FOR STATE JOBS



INSTITUTE FOR CAREER PLANNING



Focus on Your Future Applying for State Jobs

Featured Speaker:

Laurie Perkins

State of Michigan Department of Natural Resources

TUESDAY, SEPTEMBER 24, 2019

12:00PM - 1:00PM

Peelle Hall, Gurdjian Conference Room

*** This event is
great for ALL
majors***

Thinking about applying for a State of
Michigan job or internship?

There is a lot you should know when
applying for jobs and internships with the
State of Michigan. Learn how to navigate the
application process from this quick 50 minute
session!

*THIS IS AN ADRIAN COLLEGE RIBBONS ENDORSED EVENT
HIGHLIGHTING LEARNING THROUGHOUT A LIFETIME*



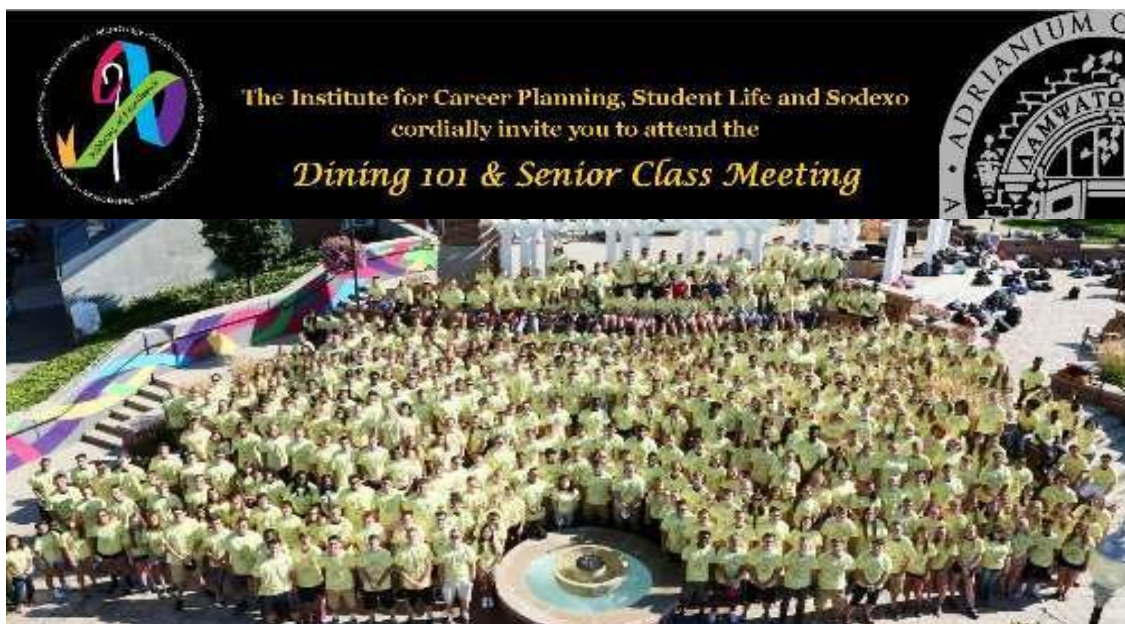
DEADLINE to register: September 20, 2019

To register for this **FREE** event visit adrian.joinhandshake.com

To **create an account**, go to the following link: <http://adrian.edu/academics/career-planning/handshake/>



DINING 101 & SENIOR CLASS MEETING



When: Tuesday, October 8th

Where: Adrian Tobias Room

Before you leave Adrian College, learn the tips and tricks to nailing your next social dining engagement. Presented by Dr. Jennifer Ellsworth.

Mandatory Senior Class meeting will immediately follow the etiquette dinner.

Dining 101

6:30PM - 7:45 PM

Cost: 1 MEAL SWIPE OR BULLDOG BUCKS

*CONTACT CAREER PLANNING FOR ADDITIONAL
PAYMENT OPTIONS

*BUSINESS CASUAL ATTIRE & RSVP FOR DINNER
REQUIRED

Ribbons Endorsed Event Highlighting Thinking Critically

Senior Class Meeting

8:00 PM - 8:30 PM

*MANDATORY FOR ALL
SENIORS*

Deadline to Register for Etiquette Dinner: SEPTEMBER 30TH

To register for this event visit <https://app.joinhandshake.com/events/>

To create an account, go to the following link: <http://adrian.edu/academics/career-planning/handshake/>

INTERNSHIP FOR ACADEMIC CREDIT

Considering an internship in the spring 2020?

DEADLINES ARE APPROACHING!! START THE PROCESS NOW!

****SCHEDULE AN APPOINTMENT TODAY OR ATTEND ONE OF THE BELOW INFO SESSIONS****



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 signed before being returned to the Institute for Career Planning.

COMPLETED PACKET DUE DATES FOR SPRING SEMESTER 2020 INTERNSHIPS:

November 12, 2019—NEW Site Packets

November 25, 2019—EXISTING Site Packets

INTERNSHIP INFORMATION SESSIONS

Monday, October 28, 2019
12:00pm - 12:30pm
HICKMAN BOARD ROOM - CAINE STUDENT CENTER
or

Wednesday, October 30, 2019
4:30pm - 5:00pm
HICKMAN BOARD ROOM - CAINE STUDENT CENTER
or

Tuesday, November 5, 2019
4:30pm - 5:00pm
HICKMAN BOARD ROOM - CAINE STUDENT CENTER
or

Thursday, November 7, 2019
12:00pm - 12:30pm
HICKMAN BOARD ROOM - CAINE STUDENT CENTER
or

Tuesday, November 12, 2019
12:00pm - 12:30pm
HICKMAN BOARD ROOM - CAINE STUDENT CENTER

These sessions are strongly suggested and encouraged



Learn more about.....

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

Have all of your questions answered about completing an internship through Adrian College in a quick, 1/2 hour session.



GRADUATE SCHOOL FAIR & INTERNSHIP/CAREER EXPO

Save The Date
Wednesday
October 30, 2019

11 am to 2 pm

Siena Heights University Fieldhouse
1247 East Siena Heights Drive | Adrian, MI



We hope you can join us!

Questions?

Cindy Anderson, canderso@sienaheights.edu
Sara Chrenko, schrenko@sienaheights.edu

TAKE A BULLDOG TO WORK DAY

TAKE ^{an} ADRIAN
BULLDOG
TO
WORK
8th
Annual

**JOB SHADOWING
EXPERIENCE**

February 18, 19, or 20, 2020

March 25, 26, or 27, 2020

or opportunities during
Adrian College Spring Break

SAVE the DATE!



Contact the Institute for
Career Planning
for more information

careerplanning@adrian.edu
517.265.5161 ext. 4392

*Applications will be
available in October

Application Deadline:
Monday
November 25, 2019

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



UPCOMING EVENTS

Focus on Your Future: "Applying for State Jobs"

Tuesday, September 24, 2019
12:00pm-12:50pm
Peelle Hall, Gurdjian Conference Room

Senior Night Dining 101 "Dinner Etiquette"

Tuesday, October 8, 2019
6:30pm
Adrian Tobias Room
RSVP REQUIRED

National Society of Leadership and Success Broadcast: JIM KWIK "Master Your Memory"

Tuesday, October 15, 2019
7:00pm
Dawson Auditorium

National Society of Leadership and Success Broadcast: VALERIE JARRETT "Finding My Voice"

Tuesday, October 22, 2019
7:00pm
Dawson Auditorium

Graduate School Fair & Internship/Career Expo

Wednesday, October 30, 2019
11:00am-2:00pm
Siena Heights University Fieldhouse
TRANSPORTATION PROVIDED
[See Career Planning to sign up]

National Society of Leadership and Success Broadcast: TIKI BARBER "Be You"

Wednesday, November 6, 2019
7:00pm
Adrian Tobias Room

Seminary Day

Thursday, October 17, 2019
11:00am-2:00pm
Hope College Maas Center
Holland, Michigan

Looking for Part-Time Employment?

Visit the Institute for Career Planning for more information!

CONNECT WITH THE INSTITUTE FOR CAREER PLANNING

FACEBOOK: <https://www.facebook.com/ACCareerPlanning?ref=hl>

TWITTER: <https://twitter.com/AdrianCollegeCP>

WEBSITE: www.adrian.edu/academics/career-planning



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

