Subject: Help!
Introducing yourself through email

By Vicki Klopsch, Associate Director, Alumni Sharing Knowledge

Email correspondence has become a popular and widely accepted form of business communication. According to Anita Campbell, editor of the Small Business Trends newsletter, “62% (of small business owners) believe email is just as effective or more effective than in-person or phone communication.” With that in mind, it was only a matter of time before email became a critical component of networking as well.

Most of us understand the value of networking. It gives us an opportunity to connect professionally with other people in a certain industry, with a unique skill, or at a specific company. DePaul offers a variety of outlets for networking, including targeted networking events, student/professional organizations, and career mentoring. In many cases, your opportunity to meet someone else depends on your willingness to reach out. We rely on email because we find it safe and easy, but communicating through email can be tricky.

Remember that email is a one-sided conversation and that your first email to someone is also your first impression on that person. Nearly 7000 students connect with DePaul alumni each year. Nearly a quarter of those connections start with an email. This begs the question, “What should I say?”

FIRST ATTEMPT = FIRST IMPRESSION

Attempting a "cold call" through email can be challenging, but there are a few techniques that can simplify the process.

1. **DON’T SKIP THE SUBJECT LINE.** To ensure an email is not questioned or deleted as spam, make use of the subject line. Use this to address your specific need or intention, such as “DePaul Student Requests Informational Interview”. An empty or awkward subject line from an unknown email address will be deleted.

2. **INTRODUCE YOURSELF.** Take a sentence or two to explain who you are and how you came about getting your contact’s email address. This is especially important for referrals or online directories.

3. **STATE YOUR REQUEST.** Ambiguous emails leave little room for response. Explain why you are reaching out for help and describe what you hope to gain from the connection. Include one or two specific questions that can be answered in a response.

Learn more about Introducing Yourself through Email on page 2

Get Connected at Career Week

Inaugural event for adult students, alumni and more!

By Amanda Powers Snowden, Associate Director, Communications

DePaul’s Career Week, slated for February 19 – 24, 2008, will offer a series of career-related activities and seminars for experienced adults, those in transition, and those looking for change. This inaugural event aims to attract a diverse cross-section of DePaul alumni, graduate students and adult students.

Read more about Career Week on page 2

Manage Your Spending, During and After College

By Amanda Taubman, Peer Career Advisor

Wondering how to avoid excessive debt once you graduate? With college expenses continuing to rise, many students find themselves asking the same question. Equally important is, “How do I stay out of debt while in school?” It is estimated that 20% of graduating college students have $10,000 or more in non-school related credit card debt. In a nation that puts a heavy emphasis on consumerism and provides easy access to credit, it can be hard for students to stay on track and avoid over-spending. DePaul’s Financial Fitness Program can help you examine these issues and develop a plan to avoid, and/or pay off debt.

Read more about Manage Your Spending on page 3

Looking for an Internship?

DePaul offers a variety of outlets for networking, including targeted networking events, student/professional organizations, and career mentoring. In many cases, your opportunity to meet someone else depends on your willingness to reach out.

Learn more about Looking for an Internship? on page 3
Introducing Yourself through Email

4. KEEP IT SIMPLE. Write a concise email without attachments. Consider your first email to be an invitation to connect. Once accepted, you can reply with the specifics and offer to send attachments as needed.

5. CLOSE THE SALE. Include your contact information and ask for an opportunity to connect again for a more in-depth conversation.

SPELLING AND GRAMMAR STILL COUNT
You wouldn’t walk into an interview wearing sweatpants or introduce yourself to a recruiter with a high-five, so why make similar mistakes in email? Many of us have become accustomed to the shorthand used in texting and instant messages. However, emails, particularly in the business setting, still demand a higher level of professionalism. “Plz send info 2moro” is simply not appropriate. Ever. Spell words as they are spelled and use correct grammar. Here are a few other tips to consider:

• Use an appropriate email address. If you wouldn’t use it for a job application, don’t use it here.
• Think office memo. Save the smiley faces and jargon for people you know well.

Get Connected at Career Week

Career Week activities and networking opportunities are planned with three goals in mind; to enable attendees to:

• DISCOVER how to effectively transition into a new career or field.
• Learn strategies to launch or ADVANCE your career.
• Make connections that will help you BECOME the leader you want to be.

Career Week is a collaborative response to a growing need for increased services among experienced adults and those considering a career change. Topics that will be covered include improving interview skills, managing career transitions, preparing for negotiations, starting your own business and pursuing law as a second career or career enhancement. Events are free or have a nominal fee. Activities will take place on the Loop, Lincoln Park and suburban campuses.

A highlight of the week is the closing brunch on Sunday, February 24, from 11:00 a.m. – 12:30 p.m., featuring keynote speaker Orville Pierson. Pierson is the author of The Unwritten Rules of the Highly Effective Job Search and offers consulting services on job search assistance programs to not-for-profit organizations and coaching for volunteers working in those programs. His talk, entitled “The Highly Effective Job Search,” will discuss a project planning approach to job search, one that incorporates basic marketing principles into the process. Attendees will learn how to define and evaluate their personal job market, create a core message to market themselves, and discover how to reach the right decision-makers before job openings are announced.

Career Week is sponsored by an ever-growing list of DePaul programs and departments, including Adult Student Affairs, Alumni Relations, Alumni Sharing Knowledge (ASK), Career Center, MBA Career Management Center, Coleman Entrepreneurship Center, Continuing and Professional Education, Law Career Services, the School for New Learning, and University Ministry, among others.

View the schedule, register for events and find out more about DePaul Career Week at http://careercenter.depaul.edu/careerweek.

The Bottom Line: Report Your Success

Have you accepted a full-time job? Tell us about your hiring success! Please complete DePaul University’s Online Job Offer Form to help us track your successful employment decision at:

http://careercenter.depaul.edu/general/forms/nace_job_offer_form.aspx

This information is compiled for statistical purposes and assists the DePaul University Career Center in better understanding employment markets and trends. All personal information will be kept confidential. By filling out this survey, you will be entered in a quarterly drawing to win a $250 VISA GIFT CARD.
Manage Your Spending, During and After College  continued from page 1

Many students recoil at the thought of creating a budget or savings plan. A budget, however, allows you to get the most out of your money. The Financial Fitness Program sees it as, “telling your money where to go, instead of wondering where it went.”

The first step is to track your expenses to get an idea of where you are really spending your money. This allows you to analyze your spending habits and develop a realistic budget for yourself—one that includes regular savings. Then, you may consider finding areas where you could cut back on spending. For example, to save money maybe you can forego your daily Starbucks fix and instead make coffee at home.

Budgeting also helps you plan for various financial goals, like saving money for a vacation or putting funds aside so you can move off-campus next year. Frank Mares, a senior in the college of CTI, notes, “Creating a budget has allowed me to put aside money for a trip to San Francisco after graduation. Overall, budgeting isn’t so bad once you start doing it…..and by next summer I should be able to enjoy a trip.”

In addition to budgeting to reach short-term goals, a long-term financial plan should also be developed. This plan takes into account how you are going to reach such long-term goals as saving for your first condo or house or paying back student loans. According to a report by the Project on Student Debt, over the past decade undergraduate tuition borrowing has increased by 108% with the average student taking out $19,200 to cover the cost of education. This means many students are graduating with debt in the tens of thousands and are paying off that debt well into their thirties or longer. Having a plan and knowing how to handle this debt can significantly decrease the amount of time you will be paying back these loans.

In order to get started on a plan, consider attending the Financial Fitness workshop “Post-Graduation Money Matters.” This workshop discusses how to consolidate loans and which cycle of re-payment would be the most cost-effective upon graduation. The information in this workshop can save you thousands of dollars in the long run.

The Financial Fitness Program also has workshops that cover how to rent an apartment, buy a home and invest in mutual funds, among others. The program has workshops that can benefit all students—regardless of financial situation or year in school. Additionally, Brenda Williams, the associate director of the Financial Fitness Program, is a professional financial counselor. You can meet with her on an individual basis to discuss financial issues such as budgeting, credit card debt, loan repayment plans, and more.

While it can be hard to get through college without accumulating any debt, the trick is to know how to properly manage your finances so in the end you can enjoy the lifestyle you choose and do the things you want to do.

Want more information and access to additional resources? Visit the Financial Fitness Program’s comprehensive website at [http://financialfitness.depaul.edu/](http://financialfitness.depaul.edu/).

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Looking for an Internship? Consider the University Internship Program! A Student’s Perspective By Nick Mangiaracina, Assistant, University Internship Program

It’s no secret that internships have rapidly become an essential element in a college student’s education. Employers expect job applicants, even those looking for entry-level positions, to have professional work experience on their resumes. Internships can be the key to gaining this much-needed experience.

Worried about how to fit an internship into your already packed schedule? Why not work and gain academic credit at the same time? Nick Mangiaracina, a DePaul alumnus and current graduate student, shares his experience with a program that allows you to do just that - the University Internship Program.

It’s about that time. In a few short years or months, you will enter the workforce and begin another chapter in your life - the “real world”. Though many of us choose to push back that day of reckoning with graduate school, travel, or a claim to be “finding ourselves,” its arrival is inevitable. As a student who has been there I would like to offer some advice - ease the transition with the University Internship Program.

The University Internship Program (UIP) gives DePaul undergrads the chance to simultaneously earn academic credit and gain work experience. I learned about UIP while earning my bachelor’s degree in Communication. As I pursued my degree, I grew increasingly interested in the advertising field. I knew that it was a very competitive industry and learned that breaking into it would require a lot of networking, internship experience, and persistence. As I considered my options, my advisor informed me that I needed to fulfill my Junior Year Experiential Learning Requirement and recommended considering the Career Center’s University Internship Program.

After meeting with one of the program’s directors, I learned about UIP’s requirements and enrolled in the ISP 250 internship course. I landed an internship at a non-profit, in a position that allowed me to build the experience and skill set that advertising agencies hold in high regard. As I interned at the non-profit, I was also fulfilling my Experiential Learning Requirement. I eventually went on to take two additional UIP classes for elective credit - earning twelve credits in all. To top it off, I was being paid the whole time. And I wasn’t the only one - over 70% of students in UIP are in paid internships.

So, my advice is simple. Make your transition to the “real world” as easy as possible and take advantage of the University Internship Program. By participating in UIP, you can earn money, get academic credit and develop the skills that companies expect from their entry-level employees. Internships are important even if you don’t yet know what career path you want to pursue - they can provide you with the opportunity to try different careers while exposing you to the network that someday may lead to a full-time job.

It worked for me. I am now earning my graduate degree in PR & Advertising and making my way into the industry by marketing the work experience I gained through the University Internship Program.

For more information about UIP, please contact Carrie McAteer-Fournier, cmcateare@depaul.edu or Michael Elias, melias@depaul.edu.
suburban
career
services

Career services
including advising,
practice interviews
and networking events are
specially designed for
DePaul’s suburban students. Please also
check the event listings
on pages 4-8 for
offerings at your
campus.

2008 events ::

Job & Internship
Fairs

Unless otherwise noted, DePaul University Job & Internship Fairs are not open to the general public. You must be a DePaul student or alumnus to attend.

WINTER QUARTER

WINTER JOB & INTERNSHIP FAIR
Wednesday, February 6, 2008
12:00 – 4:00 p.m.
Lincoln Park Student Center, Room 120

This is the perfect opportunity to search for a summer internship or post-graduation position. Recruiters are seeking candidates of all majors and experience levels.

::NEW! HEALTHCARE AND TECHNOLOGY JOB AND INTERNSHIP FAIR
Tuesday, March 11, 2008
12:00 – 4:00 p.m.
Lincoln Park Campus Student Center, Room 120

At this first-time event, recruiters are seeking candidates of all majors and experience levels for various positions in healthcare and technology.

BIG EAST CAREER FAIR
Friday, March 14, 2008
10:00 - 3:00 p.m.
Madison Square Garden, New York

Career Centers from the Big East Conference schools have joined together to offer this unparalleled recruiting event. Employers from a variety of fields offer employment and internship opportunities. Open only to students and alumni from Big East schools.

EDUCATION JOB FAIR
Saturday, March 15, 2008
10:00 – 2:00 p.m.
Lincoln Park Student Center, Room 120

Network with employers, schools, and districts. Organizations are seeking candidates of all experience levels for positions as teachers, administrators, advisors, and counselors at this fourth annual fair.

GOVERNMENT JOB & INTERNSHIP FAIR
Thursday, March 27, 2008
12:00 – 4:00 p.m.
Roosevelt University, 430 S. Michigan, 2nd Floor

This multi-university fair allows participants to meet and network with representatives from federal, state, and local government offices. All educational backgrounds and experience levels welcome!

SPRING QUARTER

::NEW! HIRE BIG 10+ CAREER FAIR
Friday, April 11, 2008
12:00 – 4:00 p.m.
University of Chicago, Ida Noyes Hall,
1212 E. 59th Street

Meet with employers from communications, education, finance, government, management and non-profit organizations, recruiting for both full-time positions and internships.

Open to students and alumni of Big Ten Universities, the University of Chicago, the University of Notre Dame and DePaul University.

DEPAUL UNIVERSITY AND IDEALIST.ORG NONPROFIT JOB & INTERNSHIP FAIR
Tuesday, May 20, 2008
12:00 – 4:00 p.m.
Lincoln Park Student Center, Room 120

Nonprofit employers are seeking full-time employees, interns and volunteers of all majors and experience levels. This event also features workshops about working in nonprofit.

Open to the public.

On-Campus Interviewing

WINTER RECRUITING SEASON ON-CAMPUS INTERVIEWS

Winter is a time when many employers visit campus to interview candidates for internships and full-time positions to begin in Summer. To view the employers that will be interviewing on DePaul’s campus this quarter, and to apply for openings, log-in to http://depaul.eRecruiting.com and click on Jobs & Internships>Job & Internship Search in the top navigation bar. From there, select ‘Jobs with Interview Schedules’ under 1-click searches to view and apply for positions.

COMPANY PRESENTATIONS

Meet and network with recruiters and learn about their organization, its culture and employment opportunities. To view the companies hosting presentations on campus, please visit http://depaul.eRecruiting.com. Once logged in, click on Calendar>Calendar Search in the top navigation bar. From there, select ‘Company Presentations’ under ‘By Event Type’.

Career Connections
winter 2008 page 4
Special Events

DEPAUL CAREER WEEK
February 19-24, 2008
Loop, Lincoln Park and Suburban campuses

DePaul’s Career Week offers a series of career-related activities and seminars for experienced adults, those in transition, and those looking for change. This week-long event is designed specifically for DePaul adult students, graduate students, and alumni. Events will take place on the Loop, Lincoln Park and suburban campuses.

Events are free or have a nominal fee. For the schedule of events, and to register, visit http://careercenter.depaul.edu/careerweek/.

DEPAUL STUDENT EMPLOYEE OF THE YEAR 2008

Beginning in January 2008, Student Employment at DePaul University will begin a campus-wide search for our 2008 Student Employee of the Year. Candidates will be nominated by their supervisors and judged in areas such as professionalism, reliability, quality of work, and uniqueness of contribution.

Campus winners will be forwarded for State, Regional, and National competition. The 2007 winner, Katie Bijak, was also nominated as the 2007 State of Illinois Student Employee of the Year!

SAVE THE DATE FOR NATIONAL STUDENT EMPLOYMENT WEEK

The 2008 National Student Employment Week will be April 6 – 12, 2008. This is a great time for supervisors to let student employees know how much they mean to their departments. Student Employees on DePaul’s Loop and Lincoln Park campuses will be eligible to participate in raffles, and other special activities, in honor of National Student Employment Week.

Career Networking Events

WINTER QUARTER
CAREER FORUM FOR INTERNATIONAL STUDENTS
Tuesday, January 22, 2008
2:00 – 4:00 p.m.
Loop Campus

This event will provide international students with an opportunity to learn the essentials of the H1B hiring process from the student, legal and employer perspectives.

CAREERS IN EDUCATION
Wednesday, February 13, 2008
5:00 – 7:00 p.m.
Lincoln Park Student Center, Room 120

Connect with teachers, counselors, administrators and more. A panel of speakers working in a variety of education functions will discuss their career experiences and answer your questions on education careers.

CAREER CHANGERS FORUM
Saturday, February 23, 2008
12:00 – 4:00 p.m.
O’Hare Campus

Also offered: Thursday, May 15, 5:00 - 7:00 p.m., Loop Campus.

This forum is designed for individuals contemplating a career change or those already in the midst of a professional transition. A panel of successful career changers will discuss the process of changing careers and effective transition strategies.

CAREERS IN TECHNOLOGY
Wednesday, February 27, 2008
5:00 – 7:00 p.m.
Loop Campus

Learn to effectively market yourself in a competitive job market. Entry-level to executive-level professionals will share experiences and provide tips on how to manage a technology career.

CAREERS IN SCIENCE & HEALTHCARE
Wednesday, March 5, 2008
4:00 – 6:00 p.m.
Lincoln Park Student Center, Room 120

Meet professionals in industries such as medicine, allied health professions and environmental/biological/physical sciences. Representatives typically have backgrounds working in laboratories, hospitals, corporations and more.

SPRING QUARTER
CAREERS IN HUMAN & SOCIAL SERVICES
Wednesday, April 23, 2008
4:00 – 6:00 p.m.
Lincoln Park Student Center, Room 120

Connect with professionals in advising, counseling, health care, human services and social work. Learn about what it is like to work in these fields, the required education, as well as the challenges and rewards for working in human and social service roles.

CAREERS IN MANAGEMENT & HUMAN RESOURCES
Wednesday, May 7, 2008
5:00 – 7:00 p.m.
Loop Campus

Network with management and human resources professionals with expertise in project management, recruiting, compensation and benefits, operations management, training, organizational development, leadership development and consulting.

CREATIVE ARTS, DIGITAL MEDIA & ENTERTAINMENT SHOWCASE
Tuesday, June 3, 1:00 – 4:00 p.m.
12:00 – 4:00 p.m.
Student Center, Room 120, Lincoln Park Campus

Get your professional or creative work reviewed by full-time creative professionals! Students majoring in Art, Graphic Design, Digital Cinema, Computer Game Development, Computer Graphics and Animation, and Human Computer Interaction should attend this event and display their portfolio.

Register for all events through eRecruiting at http://depaul.eRecruiting.com.
ADVANCED INTERVIEWING SKILLS
Refresh your interviewing skills and learn how to prepare for advanced interviewing techniques including critical behavioral, panel and case interviews. Review the do’s and don’ts for interview situations and learn how to address the most difficult questions.

Friday, January 25
12:00 – 1:00 p.m. Teleconference

Wednesday, February 20
5:30 – 7:00 p.m. SAC 151

ADVANCED RESUMES AND COVER LETTERS
Learn about different resume formats and how to best market your accomplishments for specific audiences. This workshop is ideal for someone who has already written a resume and is looking to enhance or change the content or structure. Please bring a draft of your resume to the workshop.

Tuesday, February 19
4:00 – 5:30 p.m. DPC 9500

DISCOVER YOUR LEADERSHIP STYLE WITH THE FIRO-B
The Fundamental Interpersonal Relations Orientation-Behavior® (FIRO-B®) is a personality assessment that identifies needs/wants regarding your interpersonal work style. Results from this assessment will help you gain additional insight about your leadership approach to help you work more strategically.

Friday, February 22
10:00 – 11:30 a.m. SAC 151

MANAGING CAREER TRANSITIONS
Learn how to develop a change plan by identifying the career development components you most need to work on. This workshop will help you identify the type of transition you are attempting and assess its level of difficulty.

Monday, January 28
12:00 – 1:30 p.m. DPC 9500

Thursday, February 21
5:30-6:30 p.m. Teleconference

workshops

HOW TO BUILD A PORTFOLIO
A professional portfolio provides you with a tremendous resource for showcasing your work skills and experiences to an employer. Learn how to conceptualize and compile an effective portfolio.

Tuesday, January 22
5:30 – 7:00 p.m. DPC 9500

Wednesday, February 27
12:00 – 1:30 p.m. SAC 151

HOW TO BUILD A TEACHING PORTFOLIO
Note: This workshop is open only to students and alumni in DePaul’s School of Education. This workshop will help you understand how to build a teaching portfolio that provides clear evidence of your knowledge and skills related to teaching.

Thursday, January 10
4:00 – 5:30 p.m. SAC 151

Tuesday, February 5
5:00 – 6:30 p.m. SAC 151

HOW TO FIND AN INTERNSHIP
This workshop will help you prepare for an internship search by sharing successful search strategies. You will also learn about the University Internship Program (UIP), as well as meet the UIP Orientation requirement.

Thursday, January 17
2:00 – 3:30 p.m. DPC 9500

Tuesday, January 29
3:30 – 5:00 p.m. SAC 151

Monday, February 11
2:30 – 4:00 p.m. DPC 9500

HOW TO FIND ON-CAMPUS EMPLOYMENT
Interested in finding a job on-campus, but not really sure where to start? This workshop will guide you through the on-campus job search process.

Monday, January 7
12:00 – 1:00 p.m. DPC 9500

Tuesday, January 8
3:30 – 4:30 p.m. SAC 151

Wednesday, January 9
2:30 – 3:30 p.m. SAC 151

Thursday, January 10
10:00 – 11:00 a.m. DPC 9500

INTERVIEWING SKILLS FOR TEACHERS
Note: This workshop is open only to students and alumni in DePaul’s School of Education. Learn about common questions asked in teaching interviews and effective strategies for responding to the questions. Additionally, you’ll develop a follow-up plan to use after your interview.

Thursday, February 7
6:00 – 7:30 p.m. SAC 151

Thursday, March 13
5:00 – 6:30 p.m. SAC 151

INTERVIEWING SKILLS FOR STUDENTS
Learn how to approach employers and make a lasting first impression.

Thursday, January 31
5:30 – 7:00 p.m. DPC 9500

Monday, February 4
4:00 – 5:30 p.m. SAC 151

Thursday, March 6
12:00 – 1:30 p.m. DPC 9500

Monday, March 10
2:00 – 3:30 p.m. SAC 151

INTERVIEWING SKILLS FOR GRADUATE SCHOOL
Learn about the application process and the resources available to help you choose and evaluate potential graduate and professional school programs.

Monday, January 21
3:00 – 4:30 p.m. SAC 151

HOW TO WORK A JOB & INTERNSHIP FAIR
Learn how to present your accomplishments and skills with persuasive cover letters, effective resumes and appropriate follow-up correspondence.

Note: This workshop is open only to students and alumni in DePaul’s School of Education!

Monday, January 28
12:00 – 1:30 p.m. DPC 9500

Thursday, February 21
5:30-6:30 p.m. Teleconference

How to Prepare for Graduate School
Learn about the application process and the resources available to help you choose and evaluate potential graduate and professional school programs.

Monday, January 21
3:00 – 4:30 p.m. SAC 151

HOW TO PREPARE FOR GRADUATE SCHOOL
Learn about the application process and the resources available to help you choose and evaluate potential graduate and professional school programs.

Monday, January 14
11:00 – 12:00 p.m. SAC 151

Tuesday, January 15
3:00 – 4:00 p.m. DPC 9500

Wednesday, January 16
11:00 – 12:00 p.m. DPC 9500

Thursday, January 17
10:30 – 11:30 a.m. SAC 151

Wednesday, February 13
3:30 – 4:30 p.m. DPC 9500

Tuesday, February 26
1:30 – 2:30 p.m. SAC 151

Wednesday, March 5
11:00 – 12:00 p.m. SAC 151

Tuesday, March 11
10:30 – 11:30 a.m. DPC 9500

INTRODUCTION TO CAREER CENTER SERVICES
This workshop teaches students and alumni to better understand and utilize Career Center.

Please go to eRecruiting for the dates, times and locations for this workshop — http://depaul.eRecruiting.com

TEACHERS
Learn how to present your accomplishments and skills with persuasive cover letters, effective resumes and appropriate follow-up correspondence.

Note: This workshop is open only to students and alumni in DePaul’s School of Education!

Monday, January 28
12:00 – 1:30 p.m. DPC 9500

Thursday, February 21
5:30-6:30 p.m. Teleconference

JOB SEARCH STRATEGIES
Learn how to identify effective job search strategies. Get an overview of a multitude of job search tactics and begin the process of selecting the strategies that make the most sense for you.

Wednesday, January 23
2:00 – 3:30 p.m. SAC 151

Tuesday, February 12
10:00 – 11:30 a.m. DPC 9500

JOB SEARCH STRATEGIES FOR TEACHERS
Note: This workshop is open only to students and alumni in DePaul’s School of Education. This workshop will provide you with valuable information about how to find a teaching job. Not only will you find out where and when to look for teaching vacancies, but you’ll learn about the most effective job search strategies for teachers.

http://depaul.eRecruiting.com
MAJOR DECISIONS: HOW TO CHOOSE A MAJOR AND CAREER

Undecided on a major? Need help getting started with the process of deciding on a major? In this workshop, participants will become familiar with the five steps of the career development process as well as the tools and resources available to begin exploring these steps.

Tuesday, January 15
12:00 – 1:30 p.m. SAC 151

Thursday, January 31
2:00 – 3:30 p.m. SAC 151

MAKING CONNECTIONS

Discover the Alumni Sharing Knowledge (ASK) Volunteer Network. Learn how to connect with DePaul alumni for career-related guidance and expertise. Start building your professional network.

Wednesday, January 16
3:30 – 5:00 p.m. SAC 151

Tuesday, January 22
11:30 – 1:00 p.m. DPC 9500

Thursday, February 7
3:00 – 4:30 p.m. SAC 151

Wednesday, February 20
5:00 – 6:30 p.m. DPC 9500

Thursday, March 6
4:30 – 6:00 p.m. DPC 9500

MYERS-BRIGGS TYPE INDICATOR (MBTI)

Looking for work that is intrinsically interesting and gratifying to you? The MBTI is used to assist individuals in identifying their personality strengths, preferred work environments, communication styles and career possibilities. This indicator and workshop will assist you in making an informed decision.

Tuesday, January 29
5:30 – 7:00 p.m. SAC 151

Wednesday, February 20
2:00 – 3:30 p.m. DPC 9500

Monday, March 3
1:30 – 3:00 p.m. SAC 151

NEGOTIATION SKILLS

Determine the best techniques and practices to negotiate your compensation package. This workshop will include a discussion on salary and benefits negotiation and offer advice on how to handle salary requests and multiple offers.

Friday, February 22
2:00 – 3:30 p.m. SAC 151

Tuesday, March 4
5:30 – 7:00 p.m. DPC 9500

NETWORKING SKILLS

Developing a strong professional network has become an increasingly important and powerful strategy used by effective job seekers in all fields. Learn how to maximize your networking opportunities and build a set of contacts.

Consider taking this workshop before attending a Career Center networking event.

Monday, February 11
5:30 – 7:00 p.m. SAC 151

Monday, February 25
12:00 – 1:30 p.m. DPC 9500

PRACTICE INTERVIEWS

The Alumni Sharing Knowledge (ASK) Volunteer Network gives you the opportunity to enhance your interviewing skills by meeting with an ASK Volunteer. During the one-on-one session, you will participate in a mock interview and receive helpful tips and feedback. Practice interviews are offered all quarter and posted on http://depaul.recruiting.com, keyword search “practice interviews”. Contact ASK at (312) 362-8281 or ask@depaul.edu with questions or scheduling concerns.

RESUMES AND COVER LETTERS FOR TEACHERS

Note: This workshop is open only to students and alumni in DePaul’s School of Education!

Learn how to write a powerful resume that highlights your skills and accomplishments and promotes you as a strong candidate for a teaching or student teaching position.

Thursday, January 24
5:00 – 6:30 p.m. SAC 151

Tuesday, February 19
4:00 – 5:30 p.m. SAC 151

Wednesday, March 5
6:00 – 7:30 p.m. SAC 151

SKILLS AND ACCOMPLISHMENTS

Skills are the currency of the job market; you get a paycheck in exchange for the skills you use in your job. Assess your skills, determine which ones you want to acquire or further develop, and identify ways to do so. Learn how to clearly articulate your skill set and provide solid examples of those skills in practice.

Monday, January 21
10:00 – 11:30 a.m. DPC 9500

Monday, February 18
2:00 – 3:30 p.m. SAC 151

STRONG INTEREST EXPLORER

This workshop is ideal for students who are undecided about a college major and/or for those considering exploring new career directions. In this workshop, you will take an inventory that measures your level of interest in broad categories and helps you see how your interests relate to different occupational fields and college majors.

Wednesday, January 23
12:00 – 1:30 p.m. DPC 9500

Friday, February 15
10:00 – 11:30 a.m. SAC 151

WORK VALUES

Your work values play a very important role in determining what kind of work you find fulfilling. Through this workshop, you’ll assess and prioritize your most important work values and discover how to use what you’ve learned about your work values to help guide your career decisions.

Monday, February 4
11:00 – 12:30 p.m. DPC 9500

Tuesday, March 4
1:00 – 2:30 p.m. SAC 151

WORKING FOR THE COMMON GOOD: CAREER PATHS IN SOCIALLY RESPONSIBLE ORGANIZATIONS

Heard the term “Corporate Social Responsibility” but not sure what it’s all about? Participants will have an opportunity to learn more about corporate social responsibility, the nonprofit sector, and various career paths within socially responsible organizations.

Thursday, February 21
5:30 – 7:00 p.m. SAC 151

Program Orientations

COMMUNICATION INTERNSHIP PROGRAM WORKSHOP

The College of Communication sponsors an internship program for juniors and seniors majoring or minoring in communication. To participate, students must attend this workshop in its entirety before completing the application procedure. For more information about other program requirements or to register, contact Professor Karen Roloff at (773) 325-7586.

Wednesday, January 30
3:00 – 5:30 p.m. Richardson 400

Tuesday, February 19
9:00 – 11:30 a.m. Richardson 400

COOPERATIVE EDUCATION INFORMATION SESSION

Cooperative Education (co-op) allows undergraduate students to gain high-level, real-world experience, and also earn income year-round. Co-op positions with major employers are part-time, typically lasting one or more years in duration. The Information Sessions are open to all undergraduate freshman, sophomores, and juniors in LaS, Commerce & CTI.

Tuesday, January 8
2:00 – 3:00 p.m. DPC 9500

Wednesday, January 16
10:00 – 11:00 a.m. DPC 9500

Monday, January 28
2:00 – 3:00 p.m. DPC 9500

Thursday, February 7
4:00 – 5:00 p.m. DPC 9500

Monday, March 3
3:00 – 4:00 p.m. DPC 9500

Friday, March 14
2:00 – 3:00 p.m. DPC 9500

ON-CAMPUS INTERVIEWING ORIENTATION

The 30 minute On-Campus Interviewing orientation is a prerequisite to participating in the On-Campus Interviewing Program. You must attend an orientation session prior to your first on-campus interview.

Thursday, January 3
2:00 – 2:30 p.m. DPC 9500

Wednesday, January 9
10:30 – 11:00 a.m. DPC 9500

Tuesday, January 15
3:30 – 4:00 p.m. DPC 9500

Friday, January 18
9:30 – 10:00 a.m. SAC 151

Monday, January 21
4:00 – 4:30 p.m. DPC 9500

Tuesday, January 29
1:30 – 2:00 p.m. DPC 9500

Thursday, February 7
11:00 – 11:30 p.m. DPC 9500

Tuesday, February 19
10:00 – 10:30 p.m. SAC 151

Wednesday, February 27
2:30 – 3:00 p.m. DPC 9500

Friday, March 7
11:00 – 11:30 p.m. DPC 9500

Monday, March 10
10:00 – 10:30 p.m. DPC 9500

Tuesday, March 18
2:30 – 3:00 p.m. DPC 9500

winter 2008 Career Connections page 7
workshops
continued from page 7

ON-CAMPUS INTERVIEWING ORIENTATION “SUPER SESSIONS”
OCI Super Sessions include the mandatory OCI Orientation information and feature a campus recruiter from one of the employers hiring DePaul University students and graduates. The recruiter will highlight the do’s and don’ts of on-campus interviewing and provide tips on how students can effectively market themselves throughout the interview process.

Monday, February 4
2:00 – 3:00 p.m. DPC 9500
Tuesday, February 12
3:00 – 4:00 p.m. DPC 9500

UNIVERSITY INTERNSHIP PROGRAM (UIP) ORIENTATION
This is a prerequisite workshop for UIP and must be completed to earn Experiential Learning credit. The UIP Orientation provides you with the information you need to successfully enroll in ISP 250 and complete the Liberal Studies Experiential Learning Requirement.

Wednesday, January 2
10:30 – 12:00 p.m. SAC 151
Thursday, January 3
3:00 – 4:30 p.m. SAC 151
Friday, January 4
1:00 – 2:30 p.m. DPC 9500
Wednesday, February 6
3:30 – 5:00 p.m. DPC 9500
Tuesday, February 19
3:30 – 5:00 p.m. DPC 9500
Thursday, February 28
12:00 – 1:00 p.m. DPC 9500

DEBT 101: CREDIT CARD AND LOAN BASICS
Learn about choosing credit cards, understanding credit reports and credit scores and managing existing credit card debt. Get information on loan types, loan terms and how to choose the best loan.

Monday, January 21
4:00 – 5:00 p.m. Richardson 400
Tuesday, February 5
12:00 – 1:00 p.m. DPC 9500
Wednesday, February 20
4:00 – 5:00 p.m. Richardson 400
Wednesday, March 5
12:00 – 1:00 p.m. DPC 9500

RENTING AN APARTMENT
How do you find a safe and affordable apartment? What should you make sure is included in your lease? Get the answers to these questions and more!

Wednesday, January 16
5:00 – 6:00 p.m. DPC 9500
Tuesday, January 29
12:00 – 1:00 p.m. Richardson 400
Wednesday, February 13
5:00 – 6:00 p.m. DPC 9500
Wednesday, February 27
4:00 – 5:00 p.m. Richardson 400

VACATIONS ON A STUDENT BUDGET
Doing the proper research and planning can save you tons of money and keep you from paying for that vacation long after the fun has faded.

Wednesday, January 23
12:00 – 12:45 p.m. DPC 9500
Thursday, February 21
4:00 – 4:45 p.m. SAC 151
Tuesday, March 4
12:00 – 12:45 p.m. Richardson 400

INTERMEDIATE LEVEL
POST-GRADUATION MONEY MATTERS
This workshop will focus on financial concerns facing graduating students. Topics will include repayment of school loans and how to create a realistic budget for a full-time entry level salary.

Tuesday, January 22
4:00 – 4:45 p.m. Richardson 400
Thursday, February 7
12:00 – 12:45 p.m. DPC 9500

INTRODUCTION TO SALARIES & BENEFITS
Can I afford to live comfortably on my starting salary of $40,000? What is the difference between a 401k and a 403b? Get answers to questions on employee benefits and salary.

Tuesday, February 19
12:00 – 12:45 p.m. DPC 9500
Thursday, March 6
4:00 – 4:45 p.m. Richardson 300

ADVANCED LEVEL
BUYING A HOME
Purchasing a home can be complicated and scary. Learn what is really involved in making this big purchase.

Thursday, January 17
4:00 – 5:30 p.m. DPC 11013
Thursday, February 14
4:00 – 5:30 p.m. DPC North Café 11th fl.

BUILDING WEALTH SERIES I: MUTUAL FUNDS
Interested in learning how to maintain and build wealth? This is the workshop series for you! Topics covered will include investing basics for mutual funds.

Thursday, January 24
5:30 – 6:30 p.m. DPC 9500
Thursday, February 28
5:30 – 6:30 p.m. DPC 9500