Learn from My Mistakes:
A Guide to Surviving Graduate School Application Season

By Laurel Appleton, BA, Anthropology, June 2013

Shortly after midterms, I found myself filling out online graduate school applications, writing personal statements and compiling my resume at various hours of the day and night. One night, hopped up on caffeine and approaching the wee hours of the morning, my mind suddenly filled with a sense of dread. What if all the research that I had done did not answer the pertinent application questions, or help me understand how the graduate system works? After all this hard work, I could not give up. So there I was emotionally paralyzed at three in the morning, sending e-mails to my professors asking the most (in my opinion) inane questions about graduate school and the application process. Although I made mistakes, I learned from them, and I wish to share what I learned to help those who are going through the graduate school application process.

Connect with Professors

First, your professors are there to help and guide you; do not hesitate to reach out to them. At one point in their lives, they experienced a similar grueling application process. Establishing connections with your professors outside of class is essential, especially if you intend to request letters of recommendation from them in the future. Professors need to get to know you and understand your strengths before they can write effective recommendations for you.

Start Your Research Early

One of the most important parts of the application process is to start your research early! The amount of work involved will be overwhelming if you wait until just a few months before applications are due. Thus read, research, contact and plan. Ask around about programs you are interested in and follow up with your professors.
Many times they might know something about a school that is not publicized, but is known within the academic circle. For example, they may know if a school’s funding will be significantly less than previous years, or have insight into a program’s reputation for employment outcomes.

Next, as part of your planning you should contact faculty in your programs of interest; but be sure to research them beforehand. This means that you need to dig beyond the faculty profiles or short bios that are listed on the department webpage. Read their CV/resume, find out what their research has focused on and check whether they list whom they have mentored in the past.

My Grad School Application To-Do List
There are many things to consider and to keep track of as you progress through the application process. Many graduate school websites offer checklists to guide you through the process; I have taken what I learned from my application experience and expanded upon existing checklists to offer the below list:

• Make a list of what you need to do for each school. What does the school require as part of their application process? Does the department you want to apply to have separate (or additional) requirements for admission?
• School websites can be ambiguous about application procedures. (i.e. Does the program require transcripts from all schools or just the bachelor-granting institution? Do they require official or unofficial transcripts (or unofficial followed by official upon acceptance)? Are the transcripts required to be uploaded in the online application or mailed?) If you are unsure about a school’s requirements, find the contact information for the department as well as the graduate school and contact them.
• A very important part of your application is the personal statement (titles may vary). How long should the statement be? Are the requirements different from institution to institution?
• Do you need a resume or a CV? Go to the Career Center and talk with your professors if you are unsure how to write an effective resume or CV.
• Do you need to include a writing sample?
• When are your recommendation letters due? How much time do you need to give someone who is writing you a recommendation letter? How do you choose someone who would write an effective recommendation? Do your references need to submit the letter online or through the mail?
• Funding may be a very important consideration when applying to graduate school. Research what the school and department has to offer. In some cases, schools may require you to submit your financial aid or fellowship application by a certain date; that date could be sooner than the publicized application deadline.

With this advice along with a wide range of other sources out there, you should be prepared for applying to any graduate program. Although the process may seem intricate and demanding, little things like keeping checklists and asking for help or clarification when you need it can keep your application process on track. Good luck! ★

Check out more grad school application tips in the Roadmap on page 3.

Embracing an entrepreneurial attitude requires job seekers to be assertive when applying for jobs. Rather than relying solely on online applications and company websites, the entrepreneurial job seeker actively networks, attends industry events, seeks out informational interviews and searches for opportunities to make connections.

Former DePaul student and current Alumni Sharing Knowledge (ASK) mentor Micaela Vargas experienced the benefits of an entrepreneurial approach to job searching upon graduation in spring of 2012. Armed with a bachelor’s degree in International Studies and a bevy of valuable internship experience, Micaela was eager to put her skills and newly minted degree to work. She walked into her Alderman’s office one day, hoping to get involved in her community while looking for a job. Even though all the available opportunities were un-paid, she handed in her resume and cover letter. One unexpected morning, Micaela received a call from the Alderman himself who had just returned from a trip, glanced at her resume and cover letter, and immediately dialed her number. It turns out that a position opened up on the same day that she stopped by. They interviewed her and offered her the job on the same day of the call.

Micaela uncovered a position in the “hidden job market” by being proactive - and so can you. Taking an entrepreneurial approach to job searching can uncover opportunities you may not have thought of before. Although you may not fit a job description 100% or fully understand how a position fits into your career plan, if it piques your interest or ignites your passion, embrace your inner entrepreneur and take a chance on it. Being open to change - and chance - can open a door to a successful future. ★
**CAREER GOALS:** What are your goals? Does your field require an advanced degree?
- Meet with a Career Advisor to discuss how your career and academic goals align
- Conduct informational interviews via Alumni Sharing Knowledge (ASK), ask.depaul.edu

**EXPERIENCE:** Have you completed an internship or worked in your chosen field?
- Search DePaul.Experience.com for job & internship listings

**COST:** Do you have the resources to pay for graduate school?
- Meet with a Financial Fitness advisor to review your current debt and discuss plans to pay for graduate school

**TIMING:** Is this the right time in my life for graduate school?
- Identify contacts to help you learn what’s expected of candidates and how to increase your competitiveness
- Take the Am I Ready For Grad School? Quiz on careercenter.depaul.edu
- Attend the Is Graduate School Right for Me? workshop

**INSTITUTIONS, PROGRAMS AND CONCENTRATIONS:**
Conduct online searches via school websites and general sites like Petersons.com.
Consider:
- Academic prerequisites
- Size of school
- Networking opportunities
- Placement rate of graduates
- School/program reputation
- Attend graduate school open houses and fairs
- Contact and potentially visit schools

**STANDARDIZED EXAMS:** Create a study plan for any standardized exams necessary for admission.

**APPLICATION REQUIREMENTS:** Check deadlines, requirements, and application fees for each school.
- Get your personal statement reviewed by the University Center for Writing-based Learning
- Have your resume reviewed by a Peer Career Advisor
- Carefully select and invite professionals who can write recommendation letters

**FINANCIAL AID:** Complete your FAFSA, fafsa.ed.gov, and any other grant, scholarship, or graduate assistantship applications for which you are qualified

**SELECTED A SCHOOL:** If you are accepted to multiple schools, make simple comparisons to help decide on a program.
- Rank schools according to categories of importance such as prestige, concentrations, research opportunities, and faculty areas of expertise
- Compare and contrast school cultures, environments, and locations
- Compare financial aid and funding packages, as well as total costs versus future earning potential

**REJECTION AND ALTERNATE OPTIONS:** If you aren’t accepted into your school of choice, consult with mentors, career specialists, and other advisors about your next steps and graduate school alternatives.
resume & interview prep

WALK-IN ADVISING
No appointment necessary! Peer career advisors are available for walk-in appointments and can teach students and alumni about Career Center services, including DePaul’s web-based system DePaul.Experience, On-Campus Interviewing (OCI), resume resources, career mentors, workshop and event registration and much more.

RESUME DRIVE THRU
Need resume help? Don’t have time to set an appointment? Cruise on over to SAC 192 or DPC 8th Floor for a Resume Drive Thru! Career Center staff will be standing by every Wednesday at both campuses between 11:30 a.m. -12:30 p.m. and 4:30 - 5:30 p.m. to help you create or revise your resume. Stop by for a resume tune-up!

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. Visit ask.depaul.edu to view the schedule. Contact ASK at (312) 362-8281 or ask@depaul.edu with questions or scheduling concerns.

job search support

JOB SEARCH TEAM
The Career Center holds a Job Search Team meeting for experienced professionals and those in transition on the third Thursday of every month except December. The team shares resources and insights, provides encouragement, and networks. Job seekers are there to support their peers and benefit from the public accountability. If you are interested in attending, please contact Donna Del Giudice at ddelgiud@depaul.edu.

ON-CAMPUS INTERVIEWS
Ongoing
Interview for full-time post-graduate positions and full-time internships right on-campus! To view employers and positions, log-in to depaul.experience.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.

depaul career week
FEBRUARY 17-22, 2012
MOVE ON, MOVE UP, MOVE FORWARD IN YOUR CAREER
DePaul’s sixth annual 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 designated specifically for DePaul adult students, graduate students, and alumni. Events take place on the Loop, Lincoln Park and suburban campuses and are free or have a nominal fee. For the full schedule of events, visit careerweek.depaul.edu.

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

WINTER QUARTER
WINTER INTERNSHIP FAIR
Friday, February 8, 2013 │11am – 3pm
Lincoln Park Campus, Student Center 120 & 314
Join us for DePaul’s first internships-only recruiting event! Companies from a wide variety of industries will be seeking qualified candidates of all majors for internship openings at this event.

EDUCATION JOB FAIR
Saturday, February 23, 2013 │10am – 2pm
Lincoln Park Campus, Cortelyou Commons
This fair is designed for students and alumni eligible to work no later than Fall 2013. Connect with employers, schools, and school districts seeking candidates of all experience levels for positions as teachers, administrators, advisors and counselors. This fair is open to the public from 11:30am-2pm. All members of the public MUST pre-register through EventBrite to attend.

MUSIC & ENTERTAINMENT CAREER FAIR
Wednesday, February 27, 2013 │6pm – 9pm
Lincoln Park Campus, Student Center 120
The DePaul Music Business Organization (DMBO) and the Career Center invite you to take advantage of this valuable opportunity to connect with top companies in the music and entertainment fields! This fair is open to the public. Non-DePaul attendees are subject to a $10 registration fee.

2013 EVENTS

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.
A Career Center advisor will be available on the following dates for individual advising. Contact the Loop Career Center at (312) 362-8437 to make a suburban advising appointment.

O’Hare Campus
Monday, January 28
Wednesday, February 27
11:00 a.m. - 7:00 p.m.

Naperville Campus
Monday, January 28
Thursday, February 28
11:00 a.m. - 7:00 p.m.

Register for events at depaul.experience.com
TECHNOLOGY AND INTERACTIVE MEDIA JOB & INTERNSHIP FAIR
Friday, March 8, 2013 | 11am – 3pm
Loop Campus, DePaul Center, Concourse Level
Explore a career in technology at this annual recruiting event. Employers will be seeking students and alumni to fill a wide variety of jobs and internships within computer science, information technology, cinema and interactive media.

BIG EAST CAREER FAIR
Friday, March 15, 2013 | 10am – 3pm
Madison Square Garden, New York, NY
Career Centers from Big East Conference schools have joined together to offer this unparalleled recruiting event for students and alumni of any major or degree. Employers from a variety of career fields will be recruiting for employment and internship opportunities. Registration details and other information at: http://www.bigeastcareerfair.org/

SPRING QUARTER
JUST IN TIME JOB FAIR
Tuesday, June 18, 2013 | 10am – 2pm
Lincoln Park Campus, Student Center 120
This annual event, held the week after graduation, aims to help recent grads find immediate opportunities. Employers will be recruiting for part-time, full-time, temporary, and/or internship level opportunities. Staffing firms and post-graduation volunteer organizations will also be in attendance at this event.

career networking events

Networking Events often consist of a panel discussion followed by an informal reception where you can speak with panelists in small groups or one-on-one. Professionals share information about career paths, industry trends, specific companies and professional development.

WINTER QUARTER
CAREERS IN IT: MEET & NETWORK WITH PROFESSIONALS IN YOUR INDUSTRY
Friday, January 18, 5:30 – 7:30 pm
DePaul Center, 11th Floor, North Café and DePaul Club
Not sure about your options post-graduation? Careers in IT provides an evening filled with industry expert advice, career insight, and the opportunity to network with successful industry professionals. Professionals from varying experience levels will offer guidance to those interested in pursuing a career in various aspects of the IT industry. Students in the following programs are encouraged to attend:

- Computer Science
- Information Systems
- Information Security
- Network Engineering
- Business IT
- E-Commerce
- IT Project Management
- Software Engineering
- Human Computer Interaction

The event will kick-off with a welcome and panel discussion followed by breakout sessions and open networking. Food and refreshments will be provided. Juniors and seniors encouraged to attend!

DECODED: YOUR FUTURE CAREER IN MARKETING RESEARCH
Wednesday, January 23, 5:00 – 7:00pm
DePaul Center, Loop Campus
Do you want to work in one of the top 20 fastest growing occupations in the U.S.? A career in marketing research may be for you. Mix and mingle with professionals in the marketing research industry and gain insight into career options in data analytics, ethics, quantitative data, focus groups, and search engine optimization. The event will kick-off with a welcome and panel discussion followed by informal open networking. Students in the following programs are encouraged to attend: Marketing, Analytics, Mathematics, PR & Advertising and Economics.

COLLEGE OF SCIENCE & HEALTH GRADUATE SCHOOL SYMPOSIUM
Friday, January 25, 1:30 – 5:00 pm
McGowan South, 1st Floor
- 1:30pm: Welcome and Keynote
  Keynote speaker, Susan Klosterman, DePaul ’08 Biology MS graduate and PhD candidate at UIC, will share her experiences as a graduate student.
- 2:00 pm: Panel #1
  Tips from Admissions Professionals: Becoming a competitive applicant, evaluating fit, and financing your graduate school education
- 2:45pm: Panel #2
  The Inside Story: Current graduate students share their experiences as an applicant and student

- 3:30pm: Fair
  Graduate School Information Fair and Networking

ASK NETWORKING BREAKFAST: MAKING CONNECTIONS
Tuesday, February 19, 8:00 – 9:00am
O’Hare Campus, 2nd Floor
Meet and mingle with fellow alumni and students at this special speed networking opportunity sponsored by Alumni Sharing Knowledge (ASK) and the Office of Alumni Relations. Enjoy light complimentary breakfast as you expand your network and build new connections.

ASK HOUR
Tuesday, February 19, 5:00 – 6:00pm
O’Hare Campus, 2nd Floor
Open networking for ASK mentors, students, and alumni. Meet alumni authors of Corporate Bold, a book written by 101 professionals who offer insights on sustaining and thriving in the Corporate Environment.

CAREER TRANSITIONERS FORUM
Tuesday, February 19, 6:00 – 8:00pm
O’Hare Campus
This forum is designed for individuals in the midst of a career transition or contemplating a career change. A panel of career professionals will discuss the process of transitioning and changing careers and the strategies necessary to help you be effective and successful. Resume critiques are available throughout the event.

GROW YOUR NETWORK:
DEFINING GOALS WHILE SEEKING OPPORTUNITIES AND PROMOTING OTHERS
Wednesday, February 20, 12:30 – 2:00pm
DePaul Center, 11th Floor, DePaul Club
Whether you’re looking for a job, growing your business, or promoting a service, the most common advice is to network. But what does networking really entail? Go beyond collecting business cards and learn the true power and value of growing your network. Leading our discussion on how to move forward will be ASK mentors Bonnie Tunick, Assistant Director of Law Career Services at DePaul University and Mitchell Goldberg, Partner at Lawrence, Kamin, Saunders & Uhlenhop (LSKU).
## Workshops

**Ace Professionalism and Beat Your Competition**
Learn professionalism strategies, including how to stand out above your competition and perform with great precision and success. This workshop focuses on students working in internships, on-campus, and part/full time jobs. Give yourself an advantage in interviewing, accepting and declining job offers, and becoming a pro on the job.

### Details
- **Monday, March 11**
  - 12:00-1:30pm
  - SAC 151
- **Thursday, January 31**
  - 1:00-2:30pm
  - SAC 151
- **Tuesday, January 29**
  - 5:30-6:30pm
  - Webinar and live at [O'Hare 205](#)
- **Tuesday, February 5**
  - 1:30-3:00pm
  - DPC 9500
- **Wednesday, February 6**
  - 12:00-1:30pm
  - SAC 151
- **Thursday, February 7**
  - 1:00-2:30pm
  - SAC 151
- **Tuesday, February 26**
  - 12:00-1:30pm
  - DPC 9500
- **Friday, February 22**
  - 3:00-4:30pm
  - Loop TBD

**Connecting Your Values to Career Satisfaction**
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.

### Details
- **Thursday, January 31**
  - 1:00-2:30pm
  - SAC 151

**Creating Your Career Plan B**
Expand your career options. Learn how to use your most important work values, and discover how to use what you’ve learned about your work values to help guide your career decisions.

### Details
- **Thursday, February 7**
  - 12:00-1:30pm
  - DPC 9500

**Demystify Networking and Create Connections**
Developing a strong professional network has become an increasingly important and powerful strategy used by effective job seekers in all fields. In this workshop, you will learn how to maximize your networking opportunities and build a set of contacts.

### Details
- **Wednesday, February 6**
  - 12:00-1:30pm
  - SAC 151

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

### Details
- **Thursday, February 14**
  - 2:00-3:30pm
  - DPC 9500

**How Can Alumni Help Me Plan My Career?**
What are your plans after getting your degree? Do you know what kinds of jobs you can get with your major? DePaul alumni can help! Learn about the different resources available to you as you think about classes to take and skills to build while you’re a student. We’ll talk about where to find alumni who can help you and how to approach them. It’s easier than you think!

### Details
- **Wednesday, January 30**
  - 5:00-6:00pm
  - DPC 9500
- **Monday, February 25**
  - 3:00-4:00pm
  - SAC 151
- **Friday, March 15**
  - 12:00-1:00pm
  - Webinar

**How to Build a Career Portfolio**
A professional career portfolio provides you with a tremendous resource for showcasing your work skills and experiences to an employer. In this workshop, you’ll learn how to conceptualize and compile an effective portfolio.

### Details
- **Monday, February 4**
  - 3:30-5:00pm
  - DPC 9500
- **Tuesday, March 5**
  - 12:00-1:30pm
  - SAC 151

**Identify Your 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. Through this workshop, you’ll assess your skills, determine which ones you want to acquire or further develop, and identify ways to do so. Also, you’ll learn how to clearly articulate your skill set and provide solid examples of those skills in practice.

### Details
- **Thursday, February 14**
  - 2:00-3:30pm
  - 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.

### Details
- **Wed., February 13**
  - 2:00-4:00pm
  - SAC 151

**Navigating Your Career Change**
Experienced professionals who are considering or already involved in the process of changing careers will benefit from this workshop. 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.

### Details
- **Mon., March 11**
  - 5:30-7:00pm
  - DPC 9500

**Polish Your Professional 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.

### Details
- **Thu., February 21**
  - 5:30-7:00pm
  - Student Center 314A

**Strengthen Your Resume and Cover Letter**
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.

### Details
- **Wed., February 13**
  - 5:30-7:00pm
  - SAC 151

---

**Winter 2013 Workshop Series**

**Workshop Calendar and Registration**
Attendance at these events is FREE, however pre-registration is required for all workshops, practice interviews and orientations through DePaul.Experience. Please visit depaul.experience.com to view the calendar and register for workshops and events.

**Workshops**
This workshop is for working professionals, alumni, adult, and graduate students.

**Career Week**
This event is part of DePaul Career Week. Visit careerweek.depaul.edu for more information.

**Workshop Location Key**
DPC = DePaul Center, 1 East Jackson, Loop Campus
Richardson = John T. Richardson Library, 2350 N. Kenmore Avenue, Lincoln Park Campus
SAC = Schmitt Academic Center, 2320 N. Kenmore Avenue, Lincoln Park Campus
Student Center = 2250 N. Sheffield Avenue, Lincoln Park Campus
Teleconference = This workshop is conducted via telephone. Check eRecruiting for details.

**TBD** = To be decided.

---

**Career Connections**
winter 2013 | page 6
**job & internship fair workshops**

**How to Work an Internship Fair**
Learn how to approach employers and make a lasting first impression. This workshop helps you maximize the Winter Internship Fair as an opportunity to showcase your skills and abilities in an active job searching forum.

**Wednesday, January 30**
11:30am-1:00pm SAC 151

**Thursday, February 7**
5:00-6:30pm DPC 9500

**Maximize Your Job & Internship Fair Experience**
First impressions count! Learn how to approach employers and make a lasting first impression. This workshop helps you maximize the Job & Internship Fair as an opportunity to showcase your skills and abilities in an active job searching forum.

**Wednesday, February 20**
12:00-1:30pm SAC 151

**Monday, March 4**
5:30-7:00pm DPC 9500

**So You Went to the Internship Fair, Now What? Mini-Workshops**
Don’t let the business cards you gather at the fair collect dust. Learn how to follow-up with employers effectively and leverage your new connections.

**Friday, February 8**
12:30-1:00pm SAC 151

**Friday, February 8**
1:30-2:00pm SAC 151

**Friday, February 8**
2:30-3:00pm SAC 151

**Monday, February 11**
5:00-5:30pm DPC 9501

**Tuesday, February 12**
12:30-1:00pm SAC 151

**iPrep – Find Your Dream Internship Workshop**
This workshop will help you create a strategy for applying to your dream internship. You will also learn about the University Internship Program as a way for undergraduate students to receive academic credit for an internship and fulfill the Junior Year Experiential Learning (JYEL) requirement. iPrep workshops have rotating topics based on internship type. This workshop also meets the University Internship Program Orientation requirement.

**Internships in Scientific Research & Healthcare**
**Wednesday, January 9**
2:00-3:30pm SAC 151

**Internships in Technology and Interactive Media**
**Wednesday, March 6**
4:30-6:00pm DPC 9500

**Is Graduate School Right for Me?**
This workshop will help you decide whether graduate school is the right option for you. Learn about the application process, the financial decisions you will have to make, and resources available to help you choose and evaluate potential graduate and professional school programs.

**Wednesday, February 27**
3:30-5:00pm SAC 151

**Job Search Strategies in a Challenging Job Market**
Learn how to identify effective job search strategies in a challenging job market. 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. Learn how to maximize the numerous job search resources available at DePaul and beyond.

**Wednesday, March 13**
12:00-1:30pm DPC 9500

**LinkedIn Basics for Job Searching**
This is a “hands on” workshop held in a computer lab. Learn the benefits of creating a LinkedIn profile, including how to make connections, get recommendations, and join industry or interest-specific groups. Get tips, tricks, and etiquette for using LinkedIn for networking, job searching, and gathering career information. Please be sure to create a LinkedIn account before the workshop so you have a starting point when you attend the workshop.

**Thursday, February 28**
1:00-2:30pm Loop TBD

**Love What You Do – DePaul Interest Finder (DIF)**
Research has shown a strong correlation between incorporating interests into your career planning process and ultimate workplace satisfaction. Participants will take the DePaul Interest Finder (DIF), a tailored survey designed to specifically help DePaul students explore their interests and identify related majors, student organizations, and careers. Take advantage of this opportunity to learn how your time at DePaul can be shaped to match your interests and help you work toward career satisfaction.

**Thursday, March 7**
1:00-2:30pm SAC 151

**Making the Grade – ePortfolio Workshop**
*Note: This workshop is open only to students and alumni in DePaul’s College of Education.*
Want to make a strong impression while job searching? This workshop will introduce strategies to help you develop your eportfolio and highlight your strengths as a candidate in the education field. We will share an overview of the Digication platform and critically examine how to reflect skills and values from your resume and philosophy statement.

**Saturday, March 2**
9:30-11:30am LPC TBD

**Moving into Contract Work: Basics**
Are you interested in consulting or contracting but have little or no experience? Join this introductory level workshop to learn:
- The difference between consulting and contracting
- The three types of consulting
- The two types of contracting
- How consulting and contracting are different than working at a company.
- Finding work
- Determining your rate

**Tuesday, February 19**
3:00-3:45pm O’Hare Campus, Room 205

**Moving into Contract Work: Advanced**
Do you already have some consulting or contracting experience and looking for ways to advance? Join this advanced level workshop to learn:
- Overview of the types of contracting
- Staying employed - networking
- Working through contracting firms
- Working on your own – selling your services
- Pricing your services
- Working with contracts

**Tuesday, February 19**
4:00–4:45 pm O’Hare Campus, Room 205

**Moving On, Up, and Forward: Job Relocation Success**
Transitioning to new environments could be an exciting but also intimidating experience. What if your new career target requires you to step out of your comfort zone, literally? Join this special webinar as DePaul alumna Gina Crettenden, President of Elevate U Coaching, shares the ins and outs of job relocation. With the right resources and information, moving on, up, and forward could be easier than you think.

**Thursday, February 21**
1:30–2:30pm Webinar (phone and Internet)

**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. While few occupations provide a “perfect” match between personality and work tasks, this indicator and workshop will assist you in making an informed decision.

**Monday, January 28**
2:00-4:00pm DPC 9500

**Tell Me About Yourself 101**
This workshop will help you build confidence in approaching and talking to potential employers at job fairs. Specifically scheduled before the Winter Internship Fair, attendees will work on perfecting their introduction to employers. With help from DePaul’s Alumni Sharing Knowledge (ASK) program, you will leave knowing exactly what to say when an employer says, “Tell me about yourself.”

**Friday, February 8**
10:00-11:00am Student Center TBD

**Turning to Teaching**
This workshop will assist both those who have just begun to contemplate teaching as a career path as well as those who have already committed to the profession. In this session, attendees will complete self-assessments, identify resources needed to become a teacher, explore obstacles and solutions for gaining skills and making connections, and create a financial plan to keep them on track both in school, while student teaching, and during the job search phase.

**Thursday, February 21**
3:00-4:30pm Student Center 324
program orientations

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. The orientation will make you aware of the policies for participation in the On-Campus Interviewing Program and provide tips for successful interviewing. Please visit depaul.experience.com for specific times and locations.

University Internship Program (UIP) Orientation
This is a prerequisite workshop for UIP and must be completed in order to enroll in an academic internship course to earn Experiential Learning credit. The UIP orientation is geared towards students who have already secured an internship. Note: For UIP Webinars, please pre-register 2-3 days in advance via depaul.experience.com to receive online participation instructions for the session. An internet connection is required to participate.

financial fitness workshops

5 Tips for Financing Graduate School
Are you considering graduate school but not quite sure how you will fund it? Learn how to calculate total costs, and get an overview of various funding options including loans, grants and scholarships. Discover a method to determine if you are borrowing wisely.

Wednesday, February 20
3:30-4:30pm DPC 9500

Buying a Home
Purchasing a home can be complicated and scary. Learn what is really involved in making this big purchase. Participants will receive step-by-step processes that will assist them in making a financially sound choice.

Wednesday, February 6
12:00-1:00pm DPC 9500
Thursday, March 7
4:00-5:00pm DPC 9500

Debt 101: Demystifying Student Loans
Attend this workshop to gain a deeper understanding of your student loans. Learn about the different types of student loans, how to estimate your debt load upon graduation, and what some of your repayment options may be.

Wednesday, February 13
4:00-5:00pm Richardson 400
Thursday, March 21
12:00-1:00pm DPC 9500

The Graduate’s Guide to Financial Success
Graduating soon? Learn simple strategies to becoming financially successful. Topics covered include repayment of school loans, how to create a realistic budget for a full-time job and credit strategies.

Tuesday, February 12
12:00-1:00pm DPC 9500
Wednesday, March 6
4:00-5:00pm Richardson 400

How’s Your Credit History?
Do you know how your credit habits will affect your lifestyle? Learn important information about choosing credit cards, understanding credit reports and credit scores and managing existing credit card debt.

Wednesday, February 27
12:00-1:00pm DPC 9500

Introduction to Investing
If you are interested in learning how to maintain and build wealth, this is the workshop series for you! Topics covered include investing basics for stocks, bonds and mutual funds.

Tuesday, January 29
5:30-7:00pm DPC 9500
Tuesday, February 26
5:30-7:00pm Richardson 300

Savings and Spending Plans that Won’t Fail
We all want to save, but it can be hard to stick to a savings plan. It’s easy for spending to get out of control. This workshop will help you to set reasonable and attainable goals that motivate you to keep your savings on track and your budget in check.

Tuesday, February 5
12:00-1:00pm DPC 9500
Wednesday, March 13
4:00-5:00pm Richardson 400

Study Abroad Without Breaking the Bank
This workshop will cover some basics about the costs of overseas study as well as strategies to save for your trip and manage your money while abroad.

Tuesday, February 19
12:00-1:00pm Richardson 400

Thrifty Travel Tips
Looking for tips on planning a getaway without going broke? This is the workshop for you. We will review insider tips, the best times to buy, and some of the best sites to use.

Thursday, February 14
3:00-3:45pm Richardson 300
Tuesday, March 5
12:00-12:45pm DPC 9500