VISION
Contributing to student success stories by providing a gateway to employment as a partner of choice for students, faculty, and employers.

MISSION
With a focus on excellence, M State Career Services will provide students access and opportunity to develop a personalized career track, acquire effective job seeking skills and materials, and connect with employers and job openings to advance toward employment or continuing education goals.

GOALS
Employers will view M State students as well prepared, quality candidates.
1. Every student will have a resume by graduation.
2. Every student will understand the job search process and know how to use resources.
3. Every student will complete at least one mock interview.
4. Every student will know industry outlook and wage information of chosen career by their second semester.
5. Every student, whose program contains an internship requirement, will understand process of finding and securing internship opportunities.

STRATEGY
Develop an “ecosystem” of interaction between students, employers, faculty and stakeholders through a variety of delivery methods with a focus on employability.

Career Services Initiatives and Delivery

Career Services is creating partnerships with faculty and employer partners to provide services connected to curriculum through a variety of delivery methods which are timely and relevant to the students’ progress through their major and program. Participating instructors have implemented a resume and mock interview as a required element of curriculum by selecting a course and/or term when this type of activity would be timely. The following delivery methods and activities to LEARN, PRACTICE and CONNECT are available:

Online: Online “workshops” for a variety of topics are available through D2L. The workshops are ideal for online programs or for faculty who wish to require these topics as out-of-class assignments. Completion will be monitored by the Career Services Director. Students may participate in a campus connecting event or arrangements will be made with business partners to accomplish final assignments.

Classroom Presentations: Presentations for each topic will be tailored to majors with examples and strategies reflective of associated employment. Allow at least 50 minutes per topic.

Workshops & Assistance: Assistance is provided to students on all campuses through appointments, campus visits, phone and Skype. On-site workshops are scheduled as needed.

Practice Activities: After completing one of the three delivery methods described above, students may participate in a related connecting activity. Resume Review Blitz is an opportunity for students to have a resume draft reviewed by a business professional. During Mock Interview Day, students will have a 15 minute appointment with a business professional to practice interview skills and receive feedback.

Connecting Activities: Students and employers will have an opportunity to connect through traditional job fairs and industry/major specific networking events. Tours and guest speakers can also be arranged. Students can search for employment and internships by using the College’s online job posting tool where employers can advertise their opportunities (careers.minnesota.edu).

Grading: Faculty can determine the type and weight of grade to be given for assignments - percentages, points, extra credit, pass/fail, or completion check-off. Rubrics/checklists will be provided for assessment and some assessment may be provided by Career Services and business partners through Resume Review Blitz and Mock Interview Day events.

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