

***Life After Lawrence NOW!***

# Career Services

**Fall Term 2013**

Timelines for Your Exploration

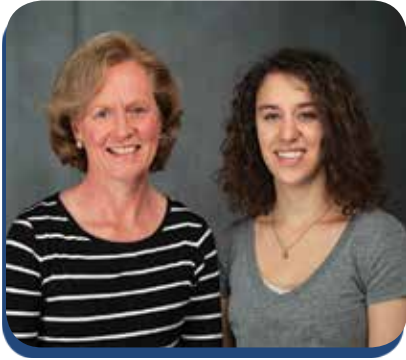
Freshmen . . . . . page 8

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# Getting to Know Career Services



**Welcome to Career Services from Mary Meany '83, dean of Career Services, and Alexis Cuozzo '15, career assistant**

Students often ask us what Career Services offers and why they should utilize our office while in school. Similar to your classes and your co-curricular activities, participating in the different events and meeting with a career advisor

helps prepare you for the future—even if you don't know what the future holds—that's OK!

## **When should I start going to Career Services? Isn't it only for seniors looking for jobs?**

Now! Career Services is for everyone! We have resources for freshmen, sophomores, juniors and seniors. We are here to help you at any stage in your development. Please see the suggested timelines on pages 8–11, which we created to help you get started.

Most importantly, **you do not need to have a fully formed idea of what you are looking for in terms of majors, careers or internships or grad school.**

We are here to talk through your ideas with you when you are ready. We encourage you to visit early and often so we can get to know you and your interests as they evolve over your time here at Lawrence.

## **What does *Life After Lawrence NOW!* mean?**

The ***Life After Lawrence NOW!*** slogan encourages students to begin preparing for their futures now while at Lawrence. Career Services provides great resources in a safe and nonjudgmental setting, so why not take advantage of the staff now while you have immediate access to a team of people excited to help? Now is the time to begin collecting experiences, skills and knowledge to ensure your success in the future.

## **What if I don't know what to major in, much less what I want to do after graduation?**

We provide plenty of opportunities and encourage you to explore! We bring in employers and graduate schools to talk about offerings and students' interests and to conduct mock interviews. Mock interviews help you hone your interviewing skills and determine if you may be interested in the employer or school as well as to gain valuable interview experience.

We also offer workshops to assist in your brainstorming process: **Internships 101** and, our new program, **Strategies for Success: S<sup>2</sup>**. **S<sup>2</sup>** presents an overview of techniques—such as networking, résumé and cover letter writing, graduate school preparation, etc.—to help you begin preparing for ***Life After Lawrence NOW!*** Starting this term, we are pleased to offer **On Demand** workshops. **On Demand** is available for campus organizations to customize a workshop covering techniques such as those noted above or others that group members would find valuable and suited specifically to their interests and aspirations for the future.

## **What if I haven't done anything that I can put on my résumé?**

But you have! We help you think about your past experiences in a different way. Your summer job as a camp staff employee or lifeguard can be exhibited to employers to show off your leadership, communication and management skills. Your job as a front desk clerk can showcase your organization and customer service skills, as well your independence as a worker to a potential employer. Your role in any of the campus organizations may demonstrate your initiative and collaboration skills. Your volunteer experiences may highlight your ability to problem solve a community issue. Career Services can help you think about your experiences in a new way and gain confidence in your skills and future.

You may come to drop-in hours, offered daily, attend any of our campus or off-campus events, or make an appointment to talk about concerns, goals and options for the future. The better we know you as an individual, the more we can help you locate and pursue opportunities.

We look forward to helping you prepare for your ***Life After Lawrence NOW!*** Come visit us in the Hurvis Center!

Mary Meany '83  
Dean of Career Services

Alexis Cuozzo '15  
Career Assistant

## Career Services Staff



**Cassie Curry, employer relations coordinator**

- Partners with for-profit and nonprofit organizations locally, nationally, and internationally to help build strong relationships between students and employers in diverse fields.



**Mollie Kaebisch, career advisor**

- Partners with students to determine interests, skills and strengths as they relate to major selection and to planning for jobs, graduate schools and scholarships/fellowships.
- Assists with social media outreach and maintaining the Career Services website.



**Sue Knott, administrative assistant**

- Provides administrative and operational support to staff.
- Markets and coordinates events and programs.



**Grace Kutney, career technology specialist**

- Develops and maintains the Career Services website including blogs, Twitter and Facebook.



**Tricia Plutz '03, internship coordinator**

- Fosters relationships with students, faculty, staff, alumni and internship sponsors to ensure a beneficial experience through internships and shadow experiences in preparation for **Life After Lawrence NOW!**

## Career Services Hours

### Office Hours

Monday–Friday, 8 a.m.–noon and 1–5 p.m.

### Drop-in Hours

Monday, 3–4:30 p.m.

Tuesday, 5–7 p.m.

Wednesday, 9–11 a.m.

Thursday, 1:30–3:30 p.m.

Drop-in hours are regularly scheduled set blocks of time when you can come to Career Services without an appointment to ask quick questions about résumés, cover letters, CVs or any other career-related topics.

### Career Cart on the Go

Tuesday and Friday

## Mission Statement

Lawrence University encourages students to think about **Life After Lawrence NOW!** As part of the student affairs division, Career Services provides a comprehensive program to support the relationship between academic planning and career planning within a liberal arts environment. This includes collaborating on strategies to support internships, preprofessional advising, graduate/professional school, scholarships/fellowships and job placement. In addition, Career Services partners with alumni, faculty and staff to identify networking opportunities, outreach events and programs to assist in **Life After Lawrence NOW!**

# Internships

"It's funny because I always thought I was busy at Lawrence, but working here has been a nice wake-up call to what's in store after graduation—I think I'm finally starting to really understand what busy actually means."

—**Zach Simmering '14**, intern at **Oshkosh Corporation**

## Internships 101

Attend one of the following sessions before starting the internship process:

Thursday, Oct. 3 • 11 a.m.–noon

Thursday, Oct. 17 • 4–5 p.m.

Thursday, Oct. 31 • 11 a.m.–noon

Thursday, Nov. 14 • 4–5 p.m.



## Congratulations to our 2013 summer interns!

Below is a sampling of local, national and international organizations that hosted Lawrence students during summer 2013:

|   |   |
|---|---|
| Amazon  | Milwaukee Art Museum  |
| American Red Cross  | Milwaukee CHIP  |
| Andreabeaty LLC   | Minnesota Zoo   |
| Appleton Boychoir   | NASA  |
| Appleton COTS   | National Renewable Energy Laboratory                          |
| Appleton Downtown Inc.  | New York Jazz Academy   |
| BCDVideo  | Oberlin College   |
| Boston Modern Orchestra Project/<br>Odyssey Opera/Monadnock<br>Music Festival | Oberlin in Italy  |
| Bottlenose Dolphin Research Institute   | Oshkosh Corporation   |
| Carnegie Hall   | Peninsula Players   |
| Columbia University   | Penumbra Theatre Company                                      |
| Contemporary Art Museum St. Louis   | Productive Strategies   |
| Cook County State's Attorney's Office   | Rockwell Automation   |
| Copley Equity Partners  | Santa Fe Opera House  |
| Deep Listening Institute  | Sexual Assault Crisis Center-Fox Cities                       |
| Detroit Medical Center  | Shakespeare Theatre of New Jersey                             |
| Empire Medical Review Services, Inc.  | SHARE foundation  |
| Environmental Protection Agency   | Smart Sensors and Integrated<br>Microsystems (SSIM)           |
| FNB Fox Valley  | Spark and Echo  |
| Fox Cities Magazine   | Sustainable Lawrence University Gardens<br>(SLUG)             |
| Girls Write Now   | Teach For America   |
| Harbor House  | Teens Alone   |
| Harmony Café, a program of Goodwill<br>Industries of North Central Wisconsin  | 10th Congressional District Democrats                         |
| Health Development Initiative—Rwanda  | Trout Museum of Art   |
| Heckrodt Wetland Reserve  | Time Warner Cable   |
| History Museum at the Castle  | University of Virginia Health System                          |
| HY Connect  | UNT NSF REU in Civil Conflict<br>Management and Peace Science |
| Interlochen Arts Camp   | Wake Forest University  |
| La Musica Lirica  | Washington Office on Latin America<br>(WOLA)                  |
| Lawrence University   | Winnetka Historical Society                                   |
| Lunds and Byerly's Food Holdings Inc.   | Women's International League for Peace<br>and Freedom         |
| Machon Kaplan   | Young Chicago Authors   |
| Madison Children's Museum Inc.  | Zinch China   |
| Make-A-Wish Foundation of Wisconsin   |   |
| MicroInsurance Centre, LLC  |   |

## Additional Resources

Career Services subscribes to a number of resources to assist in your job or internship search. They are free to all Lawrence students.

Visit [go.lawrence.edu/4964](http://go.lawrence.edu/4964) and sign in to access the resources below.

- ArtJob • [www.artjob.org](http://www.artjob.org)
- ArtSearch • [www.tcg.org/artsearch](http://www.tcg.org/artsearch)
- Bridge: Worldwide Music Connection • [www.myinterfase.com/nec/student](http://www.myinterfase.com/nec/student)
- Chronicle of Higher Education • [www.chronicle.com](http://www.chronicle.com)
- Current Jobs • [www.graduatejobs.com](http://www.graduatejobs.com)
- Internships-USA • [www.internships-usa.com](http://www.internships-usa.com)
- The International Educator • [www.tieonline.com](http://www.tieonline.com)
- The Job Seeker • <http://blogs.lawrence.edu/jobs/category/the-job-seeker>
- National Network for Artist Placement • [www.artisitplacement.com](http://www.artisitplacement.com)

### What Can I Do With This Major?

Whether you are exploring multiple majors or searching for information about your chosen field, this site will help you connect majors to careers. Learn about the typical career areas and the types of employers that hire people with each major, as well as strategies to make you a more marketable candidate.

Continue your research through workshops, appointments with an advisor, internships and the resources above.

To explore "What Can I Do With This Major?" go to the Career Services website, click on "For Students" and then "What Can I Do With This Major?"

# S<sup>2</sup> New Program!

## Strategies for Success

**Strategies for Success: S<sup>2</sup>** will help you uncover your interests and skills, match them to your potential majors, help prepare your résumé and start providing you with tools and resources that all college students should know to be successful now and in the future.

A career advisor will offer you the support and connection you need to launch your **Life After Lawrence NOW!**

Attend one of the following sessions:

|                    |               |                                |
|--------------------|---------------|--------------------------------|
| Thursday, Sept. 26 | 11–11:45 a.m. | Career Services, Hurvis Center |
| Thursday, Oct. 10  | 11–11:45 a.m. | Career Services, Hurvis Center |
| Tuesday, Oct. 22   | 11–11:45 a.m. | Career Services, Hurvis Center |
| Thursday, Nov. 7   | 11–11:45 a.m. | Career Services, Hurvis Center |

# Exploring your *Life After Lawrence* NOW!

## Freshman Year—Start NOW!

- Complete your profile on LUworks
- Consider your interests, abilities and skills, values, personality, and motivation in partnership with Career Services
- Explore Academic Options:
  - Keep your mind open and think about what you might like to do
  - Take a broad selection of courses as a way of previewing different majors
  - Initiate meetings with professors to learn about various majors
  - Visit Career Services for resources to help you think through a major
- Attend **Strategies for Success: S<sup>2</sup>** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should know to be successful now and in the future. A career advisor will offer you the support and connection you need to launch your ***Life After Lawrence* NOW!**
  - Review What Can I Do with this Major?
  - Talk to upperclassmen about their experiences and reasons for choosing specific major(s)
  - Attend the student-sponsored Majors Fair
  - Consider off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator
- Discover internship and career opportunities:
  - Review LUworks for current internships and jobs, or past ones to stimulate interests/ideas and visit the Internship Summit
  - Explore a variety of careers (even if you think you “know” what you want to do) by participating in Career Services events such as:
    - Think Globally, Explore Locally (TGEL) trips
    - Lawrence Scholars sessions and midterm reading period trips
    - Career Conference days
    - Guest Drop-In Hours with alumni
    - Shadow/Network events
    - Info Tables and Info Sessions
  - Participate in mock interviews to practice articulating your interests and skills to a third party; interviewing well is a valuable lifelong skill to have
  - Learn the search function in Voyager
- Develop yourself as a competitive candidate by:
  - Maintaining a solid GPA by utilizing good study habits
  - Establishing your LUworks profile
  - Creating an effective résumé and uploading it to LUworks
  - Gaining work experience through volunteering or interning
- Attend Internships 101 for more information
  - Participate in different extracurricular activities and leadership programs, where you can test your skills and interests

## Sophomore Year—Build on Freshman Year!

### Explore career options with a major in mind

- Continue to update your résumé and LUworks profile
- Attend the following Career Services events to see how the majors you are interested in can be applied in the work world:
  - Think Globally, Explore Locally (TGEL) trips
  - Lawrence Scholars sessions and midterm reading period trips
  - Career Conference Days
  - Guest Drop-in Hours with alumni
  - Shadow/network events
  - Info tables and info sessions
- Take advantage of the student-sponsored Majors Fair
- Start thinking about whether or not you may want to attend graduate school
- Attend **Strategies for Success: S<sup>2</sup>** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should know to be successful now and in the future. A career advisor will offer you the support and connection you need to launch your ***Life After Lawrence* NOW!**
- Use winter and spring breaks to do informational interviewing or job shadowing to explore your potential major or career; in addition to alumni, talk to neighbors, family friends, parents, etc., about your interests and potential internship opportunities
- Consider off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator

### Plan for Summer

- Begin taking steps in Fall Term to secure an internship or job in your field of interest for the coming summer; many employers, as well as graduate schools, expect applicants to have at least two internships during college
- Visit the Internship Summit to see what other students did over the summer
- Attend the summer research informational meeting to learn about on-campus or off-campus summer research; speak to professors about summer research opportunities
- Attend Internships 101 to learn how to search for summer internships and how Career Services supports you through the process
- Schedule a meeting with the internship coordinator to further target your search or to discuss next steps after attending Internships 101
- Participate in mock interviews to practice articulating your interests and skills to a third party; interviewing well is a valuable lifelong skill to have
- Use winter break to do informational interviews at potential internship sites or even arrange an internship
- Search for alumni on Voyager to make networking connections



## Junior Year—Assess and Take Action!

- Participate in Career Services events to explore specific paths within your field of interest and to learn about postgraduate study requirements:
  - Think Globally, Explore Locally (TGEL) trips
  - Lawrence Scholars sessions and midterm reading period trip
  - Career Conference days
  - Guest Drop-in Hours with alumni
  - Shadow/network events
  - Info tables and info sessions
- Graduate School Planning:
  - Attend internship and job fairs
  - Research and explore graduate and professional programs
  - Initiate a dialogue with your advisor and other faculty members about postgraduate options
  - Learn the requirements for postgraduate programs which are of interest to you (e.g., MCAT, LSAT, GRE or required courses)
  - Take the appropriate professional and graduate school entrance exams in the spring or register for fall exams
  - Maintain a solid GPA
  - Identify faculty and others who may be able to provide you solid references
  - Speak with Career Services about participating in mock interviews
- Career Planning:
  - Visit Career Services and/or attend **Strategies for Success: S<sup>2</sup>** which will help you uncover your interests and skills, match them to your major, help prepare your résumé, and start providing you with tools and resources that all college students should know to be successful now and in the future. A Career Advisor will offer you the support and connection you need to launch your **Life After Lawrence NOW!**
  - Continue to update your résumé and LUworks profile
  - Participate in mock interviews with a career advisor, visiting alumni and/or business representatives hosted by Career Services
  - Explore off-campus study options, such as the London Centre, Associated Colleges of the Midwest and IES Abroad, as a way to gain experience in your major; many programs include research, language immersion, volunteer and internship components which help build your résumé; for more information regarding application deadlines, contact the off-campus programs coordinator
  - Look into gap year and other alternative postgraduate options like the Peace Corps, AmeriCorps VISTA, Green Corps, etc., to ensure you meet applicable application deadlines
  - Attend Internships 101 for more information about securing an internship or job in your field of interest for this summer
  - Search for alumni on Voyager to make networking connections

## Senior Year—Time to Apply!

- Continue to participate in Career Services events:
  - Think Globally, Explore Locally (TGEL) trips
  - Lawrence Scholars sessions and midterm reading period trips
  - Career Conference days
  - Guest Drop-in Hours with alumni
  - Shadow/Network events
  - Info tables and info sessions
- Participate in **Seniors: Support, Strategies and Success S<sup>4</sup>** which will provide you the tools to promote your skills, create quality application materials, build your personal brand and feel energized about your future
- Decide whether you are going to enter the job market right from Lawrence, participate in a gap year or pursue further study
- Finalize graduate school applications in early fall; have personal statements reviewed by career advisors and faculty members
- Start working with a career advisor early in the fall to develop job search strategies and establish job targets
- Network with others, even people you don't know and let them know you are looking for a job—they may be able to help you expand your network or keep you posted on job openings
- Identify potential employers and send résumés and cover letters; set up informational interviews to build contacts within the company and learn more about the field or organization
- Tailor résumés and cover letters for specific job targets
- Continue to participate in mock interviews with a career advisor, visiting alumni and/or business representatives hosted by Career Services
- Attend internship and job fairs
- Consider gap year postgraduate opportunities such as the Peace Corps, Teach For America and Green Corps

**Celebrate your success!**

## Opportunities to Network

### What are on-campus events?

On-campus events are when recruiters, graduate school admissions officers or others from an organization come to Lawrence to educate you about possible graduate programs, gap year opportunities, fields of interest, internships and/or jobs.

It is never too early to start exploring your options and discovering what you want for your life after Lawrence. This is how the idea ***Life After Lawrence NOW!*** was born.

There are a variety of ways that you can interact with organizations:

**Information tables:** Organizations sit near the mailboxes in the Warch Campus Center, typically from 11 a.m. to 1 p.m. You can drop by to hear about their programs or ask a question. You don't need to have any prior information; this is your opportunity to gather information.

**1:1 Career Chats:** Some organizations will host 1:1 Career Chats. You will need to sign up in advance via LUworks. This is your opportunity to gather individualized information and start building a relationship with that organization. You can bring questions (application advice, culture of the organization, etc.), résumés, cover letters or thoughts about what you are hoping to get out of the experience.

**Mock interviews:** This is your opportunity to practice! Organizations appreciate access to bright students like you and give back to the university by helping you practice your interview skills in a realistic setting, with someone who has conducted professional interviews in his/her career. Mock interviews are an opportunity for you to perfect your interview skills for when a "real" interview comes along; however, sometimes a mock interview will turn into a great job offer! You should do as many mock interviews as possible during your time at Lawrence.

**Information sessions:** This is an interactive presentation where an organization's representative educates you about their full-time, part-time, gap year, internship or graduate program. Graduate schools will focus on their degree programs, so even if you are uninterested in that particular university it is important to come and learn about the application process for that degree.

## On-Campus Events







**Green Bay Packers: Tuesday, Sept. 24**

**By appointment 8–9 p.m.** Mock interviews: Hurvis Center, Career Services 2nd floor  
Careers in the NFL Information session: Hurvis Center, Room 202



**Medical College of Wisconsin and Graduate School of Biomedical Sciences: Wednesday, Sept. 25**

**11 a.m.–1 p.m.** Information table: Warch Campus Center, near mailboxes  
**By appointment 6–7 p.m.** Mock interviews: Career Services, Hurvis Center, 2nd floor  
Information session: Hurvis Center, Room 202



**Coyote: Friday, Sept. 27**

**11 a.m.–noon** Information table: Warch Campus Center, near mailboxes  
**Noon–1 p.m.** Information session and lunch with Coyote recruiter: Warch Campus Center, Schumann Room  
**By appointment** Mock interviews: Career Services, Hurvis Center, 2nd floor



**PhysAssist Scribes: Tuesday, Oct. 1**

**7–8 p.m.** Medical panel (including an ER doctor, PhysAssist recruiter and scribe), Hurvis Center, Room 202



**Federal Bureau of Investigation (FBI): Wednesday, Oct. 2**

**6–7 p.m.** Information session: Warch Campus Center, Kraemer Room



**Northwestern Mutual Financial Network: Thursday, Oct. 3**

**By appointment 6–7 p.m.** Mock interviews: Career Services, Hurvis Center, 2nd floor  
Information session: Warch Campus Center, Kraemer Room



**Valparaiso University Law School: Monday, Oct. 7**

**7–8 p.m.** Law school admissions advice: Career Services, Hurvis Center, 2nd floor



**Sentry Insurance: Tuesday, Oct. 8**

**10:30 a.m.–noon** Information table: Warch Campus Center, near mailboxes  
**By appointment** Mock interviews: Career Services, Hurvis Center, 2nd floor



**Teach For America: Wednesday, Oct. 9**

**By appointment 6–7 p.m.** 1:1 Career Chats: Career Services, Hurvis Center, 2nd floor  
Information session: Hurvis Center, Room 202



**Alta Resources: Tuesday, Oct. 15**

**12:30–2 p.m.** Information table: Warch Campus Center, near mailboxes  
**By appointment** Mock interviews: Career Services, Hurvis Center, 2nd floor  
**6–7 p.m.** Information session: Hurvis Center, Room 202  
 (information about management training program)



**Teach for America: Thursday, Oct. 17**

**By appointment** 1:1 Career Chats: Career Services, Hurvis Center, 2nd floor



**Epic: Monday, Oct. 21**

**TBD** Andy Olson '08, quality assurance at Epic, will provide  
 résumé reviews for students interested in the organization  
 Guest Drop-in Hours: Career Services, Hurvis Center,  
 2nd floor



**Rush University College of Nursing: Monday, Oct. 28**

**11 a.m.–1 p.m.** Information table: Warch Campus Center, near mailboxes  
**By appointment** 1:1 Career Chats: Career Services, Hurvis Center, 2nd floor  
**6–7 p.m.** Information session: Hurvis Center, Room 202



**PeaceCorps: Thursday, October 29**

**11 a.m.–1 p.m.** Information table: Warch Campus Center, near mailboxes  
**By appointment** 1:1 Career Chats: Career Services, Hurvis Center, 2nd floor  
**6–7 p.m.** Information session: Hurvis Center, Room 202



**Associated Financial Group: Wednesday, Oct. 30**

**11 a.m.–1 p.m.** Information table: Warch Campus Center, near mailboxes  
**By appointment** Mock interviews: Career Services, Hurvis Center, 2nd floor  
**6–7 p.m.** Information session: Warch Campus Center,  
 Kraemer Room

**Save the Date for  
Fall Festival!**

Scott Quehl '88  
 Hear about the Peace Corps,  
 University of Pennsylvania's  
 Fels Institute of Government  
 and life working in the  
 nation's capital.



### Think Globally, Explore Locally

Career Services partners with local and regional for profit and not-for-profit organizations to provide you with an experience that will give you a sense of the opportunities available through the host organization as well as in similar organizations elsewhere in the world. The initiative is intended to give you an on-site glimpse into the workplace and to promote the view that the greater Fox Valley and eastern Wisconsin area can be seen as a microcosm of the national and global job market.



Remember to sign up for events on [UWorks](#)

# IDEAco

THE COALITION FOR INNOVATIVE  
DEVELOPMENT, EDUCATION AND ACTION

**Thursday, Oct. 10**

**Leaving from outside Hurvis Center at 4:30 p.m.**

IDEAco is responsible for three large projects, including The Avenue HQ, which is happening in Appleton. Join us to hear more about this innovative organization and the projects they are doing all over the world.

**The City X Project** is an international education program that teaches creativity and literacy using 3D technologies and the framework of the design process.

**The Avenue HQ** is a new collaborative workspace in Appleton\*. It offers space to startups, creatives, nonprofits and other companies to create an atmosphere of constant learning and energy. The space will also include a hacker/maker network and a mentorship program for local high school students.

**The Open World Leadership Center** is a program of the U.S. Congress that brings young professionals and leaders from Russia and Eastern Europe to the United States for seminars on various topics of professional learning. IDEAco has hosted more than a dozen Open World delegations on topics ranging from 21st-century skills to environmental education. In 2013 it is welcoming groups from Serbia, Moldova and Russia, who will all take part in programs that provide skills and connections they can return home with to build a community of entrepreneurship and innovation.

**IDEAco is hiring interns to help with all three major projects!** Attend this Think Globally, Explore Locally to learn more about projects like these that are popping up all over the world.

\*Other collaborative workspaces you might be familiar with:

1871 at Merchandise Mart, Chicago, Ill.  
Milwaukee MakerSpace, Milwaukee, Wis.  
Indie Ballard, Seattle, Wash.  
Grind.Work.Liquid. New York, N.Y.  
Citizen Space, San Francisco, Calif.

## Lawrence Scholars in Business and Lawrence Scholars in Arts & Entertainment

Join us for the fall midterm reading period day trip to Milwaukee!

**Thursday, Oct. 24**

Space is limited! Remember to register on LUworks and bring your \$20 refundable deposit to Career Services by **Oct. 18 at 4 p.m.**



### Trip Orientations

You are required to attend one orientation session before the trip.

Please register for the orientation of your choice on LUworks.

**Thursday, Oct. 17** from 11 a.m. to noon in Hurvis Center, Room 202

**Tuesday, Oct. 22** from 7 to 8 p.m. in Hurvis Center, Room 202

### LSB Scholarship application and selection process

If you aspire to succeed in a career in business, apply for an LSB Scholarship for a summer internship at a pre-selected organization. Recipients will be awarded a stipend of \$5,000.

Application deadline for LSB scholarship: **Friday, Oct. 4, 2013.**

For more information, visit [www.lawrence.edu/alumni/scholars/business](http://www.lawrence.edu/alumni/scholars/business)

### Shadow D.C.

Watch for information about shadowing opportunities in the workplace of your choice over winter break.

Conservatory students, watch for the **Conservatory<sup>2</sup>** scholarship deadline in the Winter Term booklet.



### Networking Tips:

1. Be prepared. Know something about the organization or person you are meeting. You can find a lot of information by doing online research.
2. Be confident in your approach with:
  - a. Strong handshakes
  - b. Showing genuine interest in the other person
  - c. Giving eye contact
  - d. Respecting personal space
3. Think about how you are going to introduce yourself
4. Networking is about giving before you get
  - a. Talk about things you are learning that might benefit the organization
5. Always ask people their preferred method of communication for follow-up
6. Arrive early and remember you are on from the minute you walk in the door
7. Always carry business cards
8. Always send a follow-up or thank-you note within 24 hours





## CAREER SERVICES

LAWRENCE UNIVERSITY

711 E Boldt Way, Appleton, WI 54911-5690 920-832-6561 • [careerservices@lawrence.edu](mailto:careerservices@lawrence.edu)  
[www.lawrence.edu/dept/student\\_dean/career](http://www.lawrence.edu/dept/student_dean/career)