

Planning for Graduate School or Law School

PLANNING FOR GRADUATE SCHOOL

Discover how to identify and apply to graduate schools.

Tues., September 29	5:15 – 6:15 pm	Shriver Heritage Room
Mon., March 15	5 – 6 pm	Hoyt Hall

PLANNING FOR LAW SCHOOL

The following programs are sponsored by the Pre-Law Center at Miami University; for additional information, go to the Pre-Law Web site at www.cas.muohio.edu/prelaw/

LSAT: Getting Started

Sat., August 29	8 am – 2 pm	1 Upham
Sat., October 10	8 am – 2 pm	1 Upham

Applying to Law School: Step-By-Step

Mon., September 14	6 pm	1 Upham
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The Practice: Young Lawyer Panel

Mon., October 5	6 pm	Shriver MPR-A
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LAW DAY FAIR/INTERVIEWS/ADMISSIONS PANEL

Law Day Fair

Tues., October 27	11 am – 2 pm	Shriver MPR-A, B, C
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Interviews

Tues., October 27	10 – 11 am	Hoyt Hall
Tues., October 27	2 – 3 pm	Hoyt Hall

Admissions Panel

Tues., October 27	4 – 5 pm	Shriver MPR-A, B, C
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Focus on Transactional Law Panel

Mon., November 9	6 pm	Shriver Heritage Room
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Education Workshops and Events

REGISTRATION PROCEDURES & ON-CAMPUS INTERVIEWING

Attend an Orientation (see schedule on pg. 1) to learn about Miami CAREERlink. The Orientation is mandatory for teacher candidates who wish to interview for non-teaching positions on campus.

JOB-SEARCH BASICS FOR TEACHER CANDIDATES

Special job-search topics presented specifically for teacher candidates.

Resumes & Cover Letters

Tues., October 6	5:30 – 6:30 pm	Shriver MPR-BC
Tues., January 26	5:30 – 6:30 pm	Shriver MPR-C

Making Employer Contacts & Interviewing

Wed., October 21	5:30 – 7 pm	Shriver Heritage Room
Wed., February 24	5:30 – 7 pm	Shriver MPR-C

TEACHER JOB FAIR 2010

Meet with school system representatives and interview with those in which there is mutual interest.

Thurs., March 25	8:30 am – 5 pm	Millett Hall
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Regional Campus Students

Students on the Hamilton and Middletown campuses may pick up a regional campus workshop schedule in the Co-op/Internship & Placement office on each campus. Regional campus staff are knowledgeable about the Career Services online registration procedures. Resume and interviewing assistance is available by appointment.

Hamilton Campus

122 Rentschler Hall
(513) 785-3113

<http://www.ham.muohio.edu/~jobs>

Middletown Campus

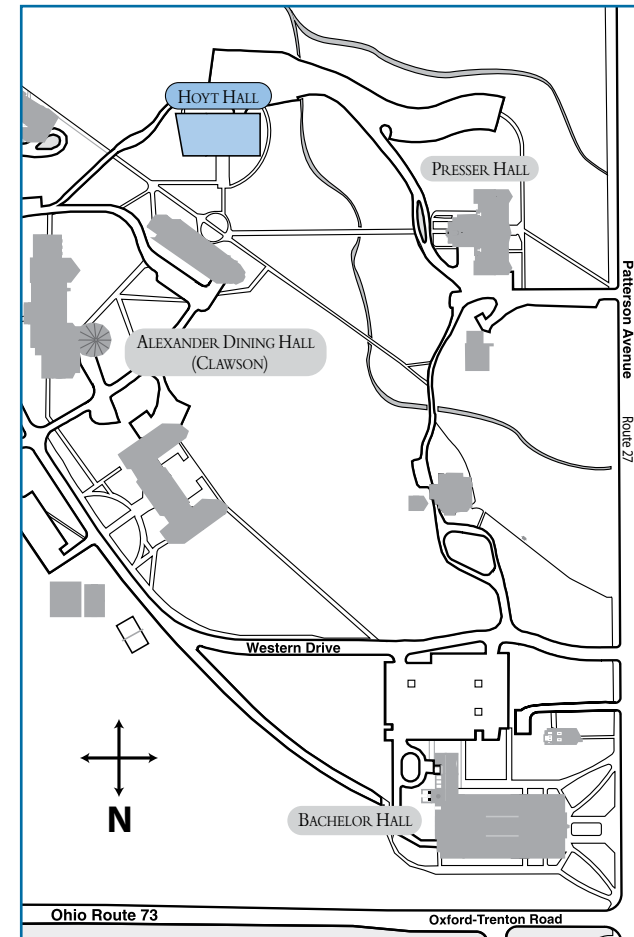
1 Johnston Hall
(513) 727-3431

<http://www.mid.muohio.edu/career/>



NOTICE

If you need accommodations (e.g., sign language interpreter, materials in alternative format, etc.) for any of the workshops or functions sponsored by Career Services, please contact the Office of Disability Resources at 529-1541 (V/TTY) at least 48 hours prior to the event.



Located in Hoyt Hall on Western Campus, Career Services is only a five minute walk from Bachelor Hall.

Riders of the Miami Metro can reach us by taking the Blue or Orange Route. Simply ride the Metro to Alexander Dining Hall (Clawson Hall) and walk around behind Clawson. Follow the sidewalk past the stone bridge and Hoyt Hall will be on your left.

CAREER SERVICES

PROGRAMS

2009-10



2009-10 PROGRAMS

Career Services Orientations (REQUIRED)

REGISTRATION PROCEDURES & ON-CAMPUS INTERVIEWING

Learn about Career Services' registration procedures, our services, on-campus interviewing, basic interviewing techniques, and important dates and programs. *Please note: anyone who intends to participate in on-campus interviewing must attend an Orientation. You only need to attend one Orientation during your time at Miami.*

Mon., August 24	3 – 4 pm	Shriver MPR-BC
Tues., August 25	7 – 8 pm	Shriver MPR-BC
Tues., September 1	12 – 1 pm	Shriver MPR-BC
Wed., September 2	6:15 – 7:15 pm	Shriver MPR-BC
Thurs., September 3	7 – 8 pm	Shriver MPR-BC
Tues., September 8	4:30 – 5:30 pm	Shriver MPR-BC
Wed., September 9	5:30 – 6:30 pm	Shriver Heritage Room
Mon., September 21	6 – 7 pm	Shriver MPR-BC
Thurs., September 24	7:30 – 8:30 pm	Gross Center**
Wed., September 30	4 – 5 pm	Shriver MPR-C
Thurs., October 8	5:30 – 6:30 pm	Shriver MPR-B
Tues., October 13	4 – 5 pm	Shriver MPR-A
Tues., October 27	5 – 6 pm	Shriver Heritage Room
Wed., November 4	4 – 5 pm	Shriver MPR-C
Tues., November 10	5 – 6 pm	Shriver MPR-C
Mon., January 11	6:15 – 7:15 pm	Shriver MPR-C
Tues., January 12	7:30 – 8:30 pm	Gross Center**
Wed., January 20	7 – 8 pm	Shriver MPR-C
Tues., February 2	6:15 – 7:15 pm	Shriver MPR-C
Wed., February 10	6:30 – 7:30 pm	Shriver MPR-C
Mon., February 15	5 – 6 pm	Shriver Heritage Room
Thurs., February 18	5:30 – 6:30 pm	Shriver MPR-C
Mon., March 1	5 – 6 pm	Hoyt Hall

**** - The Gross Student Athlete Development Center is located between Millett Hall and Yager Stadium. Programs will be held in the Multipurpose Room.**

Job and Internship Search Workshops

NETWORKING & OTHER JOB-SEARCH STRATEGIES THAT WORK

There are many ways to find a job besides on-campus interviewing. Learn how to conduct a self-directed job search. Includes tips on using the Internet and finding a job long distance.

Thurs., September 10	4:30 – 5:30 pm	Shriver MPR-C
Mon., October 12	7:30 – 8:30 pm	Gross Center**
Wed., January 20	5:30 – 6:30 pm	Shriver MPR-C
Thurs., February 4	5 – 6 pm	Shriver Heritage Room
Mon., February 8	7:30 – 8:30 pm	Gross Center**

HOW TO BEGIN YOUR INTERNSHIP SEARCH

Find out about our Internship Services and the methods of locating an internship.

Tues., September 29	4 – 5 pm	Shriver Heritage Room
Tues., October 20	5:15 – 6:15 pm	Shriver Heritage Room
Thurs., November 5	12 – 1 pm	Shriver MPR-C
Thurs., November 5	5 – 6 pm	Shriver MPR-C
Tues., January 19	6:15 – 7:15 pm	Shriver MPR-C
Wed., January 27	4 – 5 pm	Shriver MPR-C
Thurs., February 25	5 – 6 pm	Shriver MPR-C

RESUMES & COVER LETTERS

Learn how to write resumes and cover letters for your job or internship search.

Mon., August 24	4:15 – 5:15 pm	Shriver MPR-BC
Tues., August 25	5:30 – 6:30 pm	Shriver MPR-BC
Wed., September 2	5 – 6 pm	Shriver MPR-BC
Tues., September 8	7:30 – 8:30 pm	Gross Center**
Mon., September 14	5 – 6 pm	Shriver MPR-BC
Tues., September 15	4 – 5 pm	Shriver Heritage Room
Mon., January 11	5 – 6 pm	Shriver MPR-C
Tues., January 19	5 – 6 pm	Shriver MPR-C
Wed., January 27	5:15 – 6:15 pm	Shriver MPR-C
Mon., February 1	7:30 – 8:30 pm	Gross Center**
Thurs., February 4	6:15 – 7:15 pm	Shriver Heritage Room
Mon., March 22	5 – 6 pm	Hoyt Hall

SHORT-TERM ALTERNATIVES

Seeking something “different and exciting” prior to graduate school or your real job? Learn how to find an interim job, internship, or alternative experience (e.g., teaching English abroad, travel, etc.).

Mon., November 9	5 – 6 pm	Hoyt Hall
Thurs., March 18	5 – 6 pm	Hoyt Hall

ADVANCED INTERVIEWING TECHNIQUES

Discover how best to prepare for an interview and what to expect. Learn how to respond to behavioral interview questions, plus tips on second interviews. After attending this workshop, call us to arrange for a digitally recorded mock interview.

Thurs., September 10	5:45 – 7:15 pm	Shriver MPR-C
Mon., October 5	5 – 6:30 pm	Shriver MPR-C
Mon., October 26	7:30 – 9 pm	Gross Center**
Mon., January 25	5 – 6:30 pm	Shriver MPR-C
Wed., February 3	5:30 – 7 pm	Shriver MPR-C
Mon., February 22	7:30 – 9 pm	Gross Center**
Tues., March 23	5 – 6:30 pm	Hoyt Hall

OPPORTUNITIES IN NONPROFIT ORGANIZATIONS

Investigate career and internship possibilities in the nonprofit sector.

Wed., October 14	5:30 – 6:30 pm	Shriver MPR-C
Thurs., February 11	5 – 6 pm	Hoyt Hall

HOW TO GET A GOVERNMENT JOB

A presentation introducing federal, state, and local government career opportunities.

Mon., October 19	5:30 – 6:30 pm	Shriver Heritage Room
Tues., March 16	5 – 6 pm	Hoyt Hall



Special Events and Important Dates

TRAINING SESSION FOR CAREER FAIR 2009

Tips presented on how to make the most of the Career Fair.
 Mon., September 14 6:15 – 7:15 pm Shriver MPR – BC

CAREER FAIR STRATEGIES FOR ARTS & SCIENCE MAJORS (co-sponsored with the College of Arts and Science)

Similar to the general Training Session but geared towards helping Arts & Science majors prepare for the Career Fair. Guest employer speaker will offer tips on what employers look for at Career Fair.

Tues., September 15 5:15 – 6:15 pm Shriver Heritage Room

CAREER FAIR 2009

Explore employment options with regional and national employers. For students graduating Dec. 2009, May 2010, or Aug. 2010.

Wed., September 23 3 – 7 pm Millett Hall

ON-CAMPUS RECRUITING DATES FOR 2009-10

Mon., September 28 – Thurs., December 10, 2009

Mon., January 25 – Thurs., April 29, 2010

TRAINING SESSION FOR SPRING INTERNSHIP & CAREER EXPO

Gain helpful tips on how to make the most of the Expo.

Wed., February 10 5 – 6 pm Shriver MPR-BC

SPRING INTERNSHIP & CAREER EXPO (SPRING ICE)

Explore internships and/or full-time employment with regional and national employers. For all interested students.

Wed., February 17 or Tues., February 16 (exact date TBD)
 1:30 – 5:30 pm Millett Hall

*For an updated listing of programs, visit Career Services Web site at:
www.muobio.edu/careers/*

EDL 100 and EDL 302

Career Services offers two levels of career development courses: a two-credit sprint (eight-week) course: EDL 100 - Career Development for the College Student, and a two-credit semester-long course: EDL302 - Career Entry Skills/Post-College Planning.

EDL100 (open to freshmen and sophomores) takes students through the exploration process of learning about one's self (through testing and assignments), learning about majors and careers, and learning how to find the best “fit” between themselves and potential career paths.

EDL302 (open to juniors and seniors) is designed to assist them in making the transition from college to the world-of-work. Resume building, cover letters, job search strategies, and interviewing skills are a few of the learning outcomes.