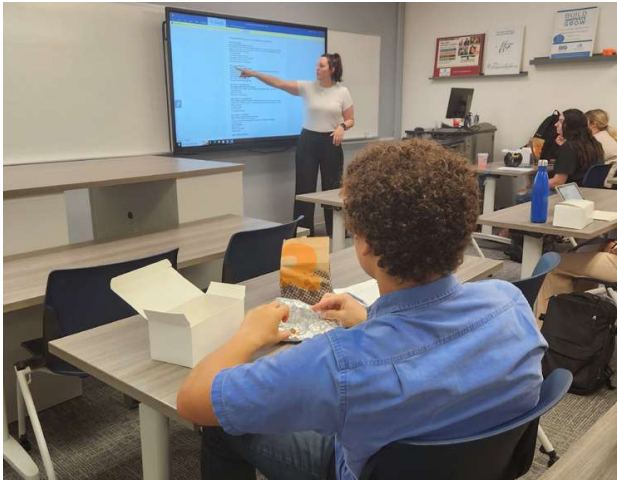


PROFESSIONAL



DEVELOPMENT



HANDBOOK



Marietta College

CENTER FOR ENTREPRENEURSHIP AND
CAREER DEVELOPMENT

OUR MISSION

Our mission is to inspire and empower students to take ownership of their future and facilitate their ability to start building a better life for themselves and their communities through their professional activities from the moment they arrive at Marietta College.

FOUR YEAR PLAN

Marietta is committed to helping students gain expertise in their majors while developing adaptable skills for a changing job market. Through personalized guidance, students are prepared to manage career transitions and grow as professionals. With self-awareness, planning, and access to opportunities, students can shape meaningful careers that reflect their values.


Our Career Coaches support students in making informed decisions through self-discovery and research. This process helps identify multiple career paths with strong potential. Career planning is ongoing and personalized, and students are encouraged to regularly meet with staff at the Center for Entrepreneurship and Career Development (CECD). They can also participate in workshops, mock interviews, startup competitions, networking events, internships, and job shadowing to explore opportunities and clarify their direction.

Here is a plan that the Center for Entrepreneurship and Career Development has created to assist students with career preparation:

In your First Year

1. Visit MyMarietta, find the links to PathwayU and Handshake. Use your Marietta College email and password to access these platforms.
 - a. Complete the Self-Assessment form on PathwayU.
 - b. Become familiar with Handshake and learn how to make appointments with a career coach.
2. Create a virtual and/or physical business card. Less is more. Only include your name, email, and phone number on the card.
3. Scan this QR code and follow CECD on social media.
4. Check social media and campus resources such as Handshake, MyMarietta, digital and physical bulletin boards, and your email on a regular basis for information on career development workshops, summer jobs, competitions, internships, and other opportunities. Make sure to take advantage of as many of these opportunities as possible.



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5. Practice your “elevator pitch” — how you introduce yourself in networking opportunities.
 6. Consider joining a student organization or club that interests you. Employers value these activities.
 7. Explore the many opportunities available to study abroad.
 8. Schedule an appointment with a career coach on Handshake to discuss:
 - a. The results of your Self-Assessment on PathwayU and your career goals
 - b. Your professional résumé
 - c. Summer jobs and internships

During your Second Year

1. Update your Handshake profile and your business card.
2. Draft your first cover letter for a potential job or internship.
3. Create an account on LinkedIn and develop your professional profile. Start building your network on LinkedIn.
4. Check social media and campus resources such as Handshake, MyMarietta, digital and physical bulletin boards, and your email regularly for information on career development workshops, summer jobs, competitions, internships, and other opportunities.
5. Look into leadership opportunities within student organizations and clubs.
6. Practice your “elevator pitch” — how you introduce yourself for networking opportunities.
7. Explore different career paths through informational interviews or job shadows.
8. Schedule an appointment with your academic advisor to discuss your career goals and seek their feedback.
9. Schedule an appointment with a career coach on Handshake to discuss:
 - a. Your experiential learning requirements
 - b. Your LinkedIn and Handshake profiles, résumé, business card, and cover letter
 - c. Summer jobs and internship applications

Throughout your Third Year

1. Update your LinkedIn and Handshake profiles, résumé, business card, and cover letter.
2. Conduct an informational and/or mock interview with a professional in your field or with a career counselor.
3. Check social media and campus resources for information on career development workshops, summer jobs, competitions, internships, and other opportunities.
4. Practice your “elevator pitch” — how you introduce yourself for networking opportunities.
5. Speak with your academic advisor and/or a career counselor to evaluate the skills and experiences needed for your post-grad goals.
6. Prepare for graduate school entrance exams (if applying).
7. Schedule an appointment with career coaches on Handshake to receive assistance with your career-related questions and activities.
8. Look for a summer internship.

Before you finish your Fourth Year

1. Polish your résumé and cover letter, and be ready to tailor them for each specific job opportunity.
2. Use the available tools, including Handshake, LinkedIn, to identify and apply for positions.
3. Check social media and campus resources for information on workshops, mock interviews, networking events, and job fairs to prepare for life after college.
4. Talk with your academic advisor about graduate school, and confirm that all graduation requirements will be met.
5. Create a spreadsheet to keep track of the jobs and graduate school programs that interest you (complete with application requirements and deadlines).
6. Connect with professors, mentors, and alumni for guidance and job leads.
7. Prepare for graduate school entrance exams (if applying).
8. Use the schedule appointment function in Handshake to book interview rooms and borrow from the Career Closet to ensure you are ready for virtual and/or in-person interviews.
9. Schedule an appointment with a career coach on Handshake to receive assistance with your career-related questions and activities.

ENDOWED AWARDS

The following five experiential education awards have been made possible because of the generosity of Marietta College's alumni and friends.

DANIELLE L. CISLER '05 AWARD

An annual award will be provided to a qualified student who participates in an approved internship in a business and/or STEM-related field, excluding petroleum engineering and sport management. The award may be used for expenses such as relocation travel, housing/accommodations, meals, related equipment purchases, and other living expenses, depending on the parameters of the internship.

ROBERT E EVANS INTERNSHIP AWARD

One annual award of \$5000 will be provided to a qualified student who participates in an approved internship in a for-profit organization, preferably a major national or global organization. The award may be used for expenses such as salary, relocation travel, housing, meals, related equipment purchases, and other living expenses, depending on the parameters of the internship.

HOWSMON-KEYES EXPERIENTIAL EDUCATION AWARD

Funds from this endowment are to be used to assist in the provision of experiential education opportunities for students of Marietta College. This may include but is not limited to, costs associated with housing, transportation, stipend, conference fees, workshop fees, and any other costs that might otherwise be a barrier to internship, externship, or other experiential learning opportunities.

NANCY DARE LUCE '76 EXPERIENTIAL LEARNING AWARD

The funds distributed from this endowment are to be expended to create a scholarship to be awarded annually to two students who have demonstrated financial need and participate in an approved experiential learning opportunity, with first preference given to internship. The award may be used for expenses such as relocation, travel, housing/accommodations, meals, related equipment purchases, and other living expenses, depending on the parameters of the internship.

THRASH-HENDERSON MATHEMATICS EXPERIENTIAL EDUCATION AWARD

Distributions from this fund are to be used to support and underwrite experiential education opportunities for students majoring in mathematics or computer science. Funds may be expended on, but not limited to, travel, research, conference fees, housing expenses, stipend, etc.



JOIN HANDSHAKE AT MARIETTA COLLEGE!

- **Resources:** The Center for Entrepreneurship and Career Development uses Handshake for all on-campus recruiting, résumé referrals, and job/ internship postings.
- **Scan the QR Code and Sign up for Handshake** using your Marietta College email and password.
 - The Career Center – Upper Gilman
 - cc@marietta.edu
 - marietta.joinhandshake.com



APPLY FOR MICRO-INTERNSHIPS: PARKER DEWEY AT MARIETTA COLLEGE

- **Micro-Internships** – Short-term, paid, professional assignments that are like those given to new hires or interns.
- **Flexible** – Micro-internships can take place year-round, and typically range from 5 to 40 hours of work.
- **Explore** – Work in different career paths and interesting assignments that demonstrate your abilities to potential employers while building your professional portfolio and network.
- **Connect** – New way for alumni to connect with current students, give your time and expertise back to our community while showing students how their classroom experiences connect to careers.



PATHWAY U

- Create an account
- Complete all survey information
- Complete all self-assessment components
- Click “explore career matches”
- Filter by subject area or view all careers
- Learn more about each career and what it takes to work in that field



RESOURCES

Help us to help you.

Use Handshake to make an appointment with us. We can help you:

- Explore careers and internships
- Refine your résumé & cover letter
- Prepare for interviews
- Develop an effective LinkedIn profile
- Receive feedback on your business card
- Prepare for graduate school
- Borrow professional attire from Marietta's Career Closet
- Take a professional headshot

Participate in our group workshops and events such as:

- Networking Events
- Speed Mock Interviews
- Developing an Effective LinkedIn Profile
- Résumé and Cover Letter Writing
- PioSolve Workshop
- Effective Job and Internship Search
- Transition to Life After College
- PioBiz Workshop
- PioBiz Competition
- PioSolve Competition



What is **PioBiz**?

PioBiz is a business start-up competition consisting of three rounds: Problem/Solution, Proof of Concept, and Business Plan. For more information about PioBiz at Marietta College, scan the QR code.



What is **PioSolve**?

PioSolve is a one-day hackathon that engages students in problem-based, multidisciplinary learning by providing the opportunity to examine the root causes of local and global social, environmental, political, and economic problems and find creative solutions that students themselves can put into action. For more information on PioSolve, scan the QR code

