The Career Centers are a college-wide network providing **FREE** career development and transition services to students, alumni, veterans, dislocated workers, and community members. They are located on each Tri-C campus and staffed with experienced career services specialists. In addition, the Career Centers partner with employers to identify cooperative education, and other experiential learning opportunities, for students, as well as, promote employment opportunities. Some of the general services and offerings provided by the Career Center include:

- Assistance with creating an effective resume
- One-on-one coaching appointments for all phases of the job search process, to ensure preparedness
- Workshops that target resume writing, interviewing techniques, job searching, networking, etc.
- Career related information maintained and displayed in the Career Centers and online, include: job postings, career fair notices, on-campus recruiting events, as well as, other available resources to job seekers
- Computer and internet access is provided for all job seekers in the Career Centers, along with printing, copying, and faxing of job related material

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Additional resources available through the Career Center include:

**College Central Network** – [www.collegecentral.com/tri-c](http://www.collegecentral.com/tri-c)

- Website where individuals can search external job postings including Job Central (national job board), and Intern Central (national internship board)
- View schedule of all workshops – dates, locations, and times
- Register for all workshops and special events
- Receive communication from the Career Center on special events, services, and job related items
- Learn expert job search tips from over 100 free career videos
- Upload documents, such as resumes, once approved by a Career Center Specialist, and portfolios

**MyPlan** – [www.tri-c.myplan.com](http://www.tri-c.myplan.com)

<table>
<thead>
<tr>
<th>*Assessment Testing</th>
<th>*Skills Profiler</th>
<th>*Career Matching</th>
<th>*Career Database</th>
<th>* Majors Database</th>
</tr>
</thead>
</table>

- Comprehensive, four part career exploration assessment tool used to assist individuals in planning for their careers by making well-informed decisions about their educational choices. MyPlan can help you explore options and bring clarity and insight into figuring out what’s right for you
- Use the license code 2RMD9GPP when registering (*this will make it FREE*)
- Visit the Career Center, or our website, to take the assessments

**CareerSpots** – [www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)

CareerSpots is a virtual library of 52 short, high quality video clips posted on our website that cover a wide range of topics related to the job search process. These videos provide expert advice from leading recruiters and students. These videos provide a convenience for those that need some quick, last minute guidance, as they are conveniently available online 24-7-365!
InterviewStream – http://tric.interviewstream.com

- **INTERVIEW STREAM** is a web-based, interactive interview tool designed to help you master your interview
- Simulated online job interviews for students to practice both verbal and non-verbal communication skills by answering questions randomly provided, or select the specific questions that you want to practice!
- Professors can offer mock interviews as a classroom assignment, as well as, provide feedback online
- Computer and webcam are needed for an InterviewStream session *(if you do not have access to this equipment, please visit the Career Center to record your session)*

**On-Campus Recruiting**

The Career Center routinely host employers on each campus during the Fall and Spring semesters for the purpose of recruiting students. This is a great opportunity for informal networking between students and employers about job and internship openings. Please visit the ‘Upcoming Events’ section on College Central Network (www.collegecentral.com/tri-c), or stop by the Career Center to get details for the next On-Campus Recruiting event.

**Experiential Learning Programs**

An opportunity for students to gain valuable work experience in their field of study prior to graduating. We offer Co-op and Internship opportunities:

- **Co-Op** opportunities are paid positions and students earn college credit hours. A maximum of three credit hours may be obtained in a semester:
  - 1 credit hour = 180 hours of hands-on paid work experience (average of 12-15 hours/week)
  - 2 credit hours = 360 hours of hands-on paid work experience (average of 20-25 hours/week)
  - 3 credit hours = 540 hours of hands-on paid work experience (average of 40 hours/week)
- **Internships** can be paid or unpaid and may be reflected on unofficial transcripts

**Eligibility Criteria:**

<table>
<thead>
<tr>
<th>CO-OP</th>
<th>INTERNSHIP</th>
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<tbody>
<tr>
<td>Must be a current Tri-C student studying for a degree or certificate in one of the following areas – Business Administration, Information Technology, Engineering, Restaurant / Hospitality Management, or Creative Arts</td>
<td>Must be a current Tri-C student studying for a degree or certificate in any discipline (excluding Healthcare programs)</td>
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<tr>
<td>Minimum GPA of 2.75</td>
<td>Minimum GPA of 2.0</td>
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<tr>
<td>12 credit hours completed</td>
<td>12 credit hours completed</td>
</tr>
<tr>
<td>At least two classes in your field of study completed</td>
<td>At least two classes in your field of study completed</td>
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<tr>
<td>Minimum hours worked = 180 per semester</td>
<td>Minimum hours worked = 100 per semester</td>
</tr>
</tbody>
</table>

**Requirements for both Co-op and Internships:**

- Once all eligibility requirements are met, the student must attend 3 required Career Center workshops:
  - *Resumes That Get Results*
  - *Ace That Interview*
  - *New Job: Tips for Success!*
- The student must also finalize their resume and have it approved by a Career Center Specialist
- If the student is hired for a Co-Op or Internship experience, he/she will work with the assigned Instructor of Record, along with the employer, to establish learning goals and objectives for their experience.