

CAREER, INTERNSHIP & STUDENT EMPLOYMENT SERVICES PRESENTATION & WORKSHOP CATALOG

Greetings from the Career, Internship & Student Employment Services team! We have tailored our in-class presentations & workshops to extend our resources effectively to your students, facilitating easier access to our services. We can adapt our content to fit a timeframe that suits your schedule. Below are topics we cover and their suggested durations. We believe preparing students for their careers is a collective effort across campus, and we value your role in this endeavor!

YOUR PRESENTATION AND WORKSHOP OPTIONS:

01. WHAT DOES THE AYCSS OFFER? | 5-15 MINUTES

This presentation provides a concise overview of the services provided by the Allen Yarnell Center for Student Success including Career Services, Student Success, Financial Education and Gold Standard Student Employment. Following the overview, students will learn how to schedule an appointment with a career coach, success advisor, or financial advisor, as well as find student employment and begin their career journey.

02. ALL THINGS CAREERS | 45-60 MINUTES

In this presentation, students will receive an overview on crafting resumes, composing cover letters, interview readiness, networking skills, and optimizing their LinkedIn profiles. We can focus on one or more of these topics based on the faculty or staff request. While the presentation aims to provide guidance, it is anticipated that attendees may have additional inquiries. Students are encouraged to schedule a one-on-one follow-up session with a career coach to receive individual feedback.

03. RESUME RODEO | 45-60 MINUTES

During this session, students can examine sample resumes and those of their peers. By assuming the role of an "employer" and providing feedback on resumes, students engage in a valuable learning exercise. They will promptly discern elements they find favorable or unfavorable, clarity versus confusion, and effective versus ineffective information to include. The activity commences with an introduction to resumes and culminates in a discussion, fostering a highly interactive learning environment.

04. RESUME WORKSHOP | 45-60 MINUTES

This workshop provides an opportunity to dive into all aspects of a resume based on best practices. We offer sample resumes and guide discussions on essential resume content. Hands-on exercises will be included, time permitting. Share your preferences to tailor this experience to your students or industry requirements!

05. CAREER INTEREST WORKSHOP & STRONG INTEREST INVENTORY DEBRIEF

The Career Interest Workshop is our introduction into the Strong Interest Inventory 244: Career Satisfaction Report (SII). The SII is a career assessment tool that helps students identify their interests and explore potential careers of high satisfaction. Faculty and staff can choose from 1 of 2 options.

Option 1: Career Interest Workshop ONLY

45-60 minutes

Students will get to spend some time reflecting on their interests, values, and skills and use that to explore majors at MSU in those interest areas, learn how to use "What Can I Do with This Major?", and research career paths on ONETOnline. Students will be encouraged to take the SII on their own and meet individually with a career coach to debrief the assessment.

Option 2: Career Interest Workshop & SII Debrief

2 sessions x 45-60 minutes

Students will participate in the Career Interest Workshop as described in option 1. Additionally, students will then take the SII. Following the completion of the assessments, career coaches will return to debrief their results. Students learn how to use the SII to design their future and choose a major or a career. The first session introduces the tool, while the second involves small group discussions to interpret individual results. Students are encouraged to schedule private sessions with a career coach for deeper exploration of their personal results. **(Cost per student: \$40 – covers assessment and Career Coach, discounted price for groups of 5 or more)**

06. LINKEDIN WORKSHOP | 45-60 MINUTES

Students learn to leverage LinkedIn as a means of networking. Whether the students have not started a LinkedIn profile or are already active on the platform, they will learn helpful tips on maximizing their efforts on LinkedIn.

07. CLIFTONSTRENGTHS ASSESSMENT WORKSHOP | 45-60 MINUTES

Students will undergo an assessment to discover what they naturally do best, develop these talents into strengths, and leverage personalized results for optimal potential. Subsequent appointments with career coaches will assist students in integrating the insights from their reports into resumes, cover letters, and job interviews. **(Cost per student: \$40 - covers assessment and Career Coach, discounted price for groups of 5 or more)**

08. INTERNSHIP PREPARATORY WORKSHOP SERIES | 4 SESSIONS X 45-60 MINUTES

Internships play a crucial role in shaping one's career path. Preparation is key to thriving in an internship. This workshop series focuses on equipping students with career readiness skills, understanding workplace culture dynamics, and establishing their personal brand. Sessions feature PowerPoint presentations, group activities, interactive discussions, and practical exercises. While the full workshop spans 4 sessions, it can be customized to 1 or 2 sessions based on specific group needs. **(Cost dependent on modules)**

09. BEING AN EDUCATOR IN THE 21ST CENTURY: LANDING YOUR FIRST TEACHING JOB | 45-60 MINUTES

Our future educators will have the opportunity to hear from a former high school teacher and administrator on what administrators are looking for out of our new teachers and the everchanging world of education. They will identify their "Why?", gain insights into helpful resources, understand Collective Bargaining Agreements, and receive instruction on resumes, cover letters, and interview preparation. In addition to receiving valuable resources to help them on their journey as an educator, they will have the opportunity to ask questions and address potential concerns they may have.

10. HIRE-A-BOBCAT: THE TOOL FOR ALL YOUR EMPLOYMENT OPPORTUNITIES! | 45-60 MINUTES

HireABobcat powered by Handshake is your MSU platform for part-time, full-time, internship and work study positions. In these workshops, Career Services will guide students through the process of activating their profile, using the filter options to search for opportunities, connecting with employers, and other features for early career planning.

11. PROTOTYPING YOUR CAREER: MAXIMIZE YOUR FOUR YEARS! | 45-60 MINUTES

This workshop integrates and builds upon student experiences throughout their educational career. Through intentional choices, students will work to develop the skills and qualities employers want – Career Readiness Competencies. This prototyping activity will get students thinking about their accomplishments, successes, achievements, etc. as building career competencies for the world of work, instead of static events throughout their lives. Additionally, it will guide students and encourage them to continue to build on each of these competencies throughout their college journey.

12. DEMYSTIFYING SECURITY CLEARANCES AND OPPORTUNITIES IN NATIONAL SECURITY | 45 MINUTES

In this presentation, experts from Applied Research Laboratory will aim to demystify security clearances—specifically, the need for a trusted workforce and what it takes to gain a clearance. Students will also learn more about current national security programs and applied research happening at MSU and hear about opportunities for internships and post-graduation employment, from agriculture to accounting to engineering to communications.

Career, Internship & Student Employment Services
SUB 177
406-994-7627

SCAN HERE TO VISIT OUR WEBSITE!



MONTANA
STATE UNIVERSITY

Career, Internship &
Student Employment Services