Intern Spotlight Success!

By: Jill Parker

Tiffany Batt, a former Peer Advisor with the Mastodon Advising Center, recently graduated from IPFW with a Bachelor’s degree in General Studies. We asked her about her internship experience and what she’s been up to since completing her degree.

I read a job description for an Event Coordination/Marketing internship at the Fort Wayne Women’s Bureau on IndianaINTERN.net, and the job responsibilities looked like they would help expand my skill set and give me great experience if I wanted to go into the marketing field. I submitted my application, and within a couple of days I was asked to come in for an interview.

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“Learning in a classroom was great, but I was able to truly identify my strengths and weaknesses by putting them to the test through my internship.”

What did you end up choosing for your internship?

I registered online at IndianaINTERN.net, created a profile, and uploaded my resume. I checked the website every couple of days to see if new internships had been posted and to see if they matched my field of interest.

What did you do to find an internship?

I registered online at IndianaINTERN.net.

February 12, 2009
Professionals of Color Career Panel:
12pm-1:15pm; Walb Union 222-224-226

March 11, 2009
Job Search Strategies in a Tight Economy: IPFW Alumni Event
1lam-1:00pm; Walb Union Ballroom

March 25, 2009
Mock Interview Day:
1pm-5pm; Kettler Hall 109; pre-register, call 260-481-0689

March 31 & April 1, 2009
Job Fair Prep Sessions:
10am-4pm drop-in hours; Kettler Hall 109

April 2, 2009
Summer Job & Internship Fair: 10am-2pm; Walb Union Ballroom

April 12-18, 2009
National Student Employment Week

April 15, 2009
Job Fair Prep Session:
10am-4pm drop-in hours; Kettler Hall 109

April 16, 2009
NICE Expo Job Fair:
2-6pm; Walb Union Ballroom
Dining Etiquette

By: Cassandra Bracht

Our successful Dining Etiquette & Networking Dinner was held on October 22, 2008 at the Fort Wayne Summit Club. There were over 45 students and 30 employers in attendance that evening. The presenter for the evening was Career Services’ Graduate Intern, Cassandra Bracht. She presented on how to survive a formal meal, as well as tips for networking. The rest of the evening, from 7pm-9pm, was open for dining and mingling between IPFW students and local employers. We surveyed the students who attended the Dining Etiquette & Networking Dinner, and they said they would recommend that this program continue to be offered in the future for several reasons:

- “It is very informative and includes information everyone needs to know and learn.”
- “It will benefit me in the future.”
- “It helps you be more confident when being around employers.”

DINING ETIQUETTE QUICK TIPS:

1. The old adage of “start from the outside and work your way in” when using silverware is correct.
2. If you ever question what to do, always look to the host/hostess or highest ranked person at your table and replicate their actions.
3. Pass items from left to right.
4. Your bread plate is on the left, and beverage glasses are on the right.
5. Food is served from the left, and items are removed from the right.
6. Always pass the salt and pepper together, even when only one is requested.
7. If you need to leave the table, discreetly excuse yourself and place napkin on your seat.
8. The server knows you are done eating when you place your knife and fork together, with the fork tines facing down, on the right half of your plate.

We would like to thank them for their support and participation.

Each of the corporate sponsors (left) have demonstrated a dedication to the Fort Wayne community and IPFW through financial support and giving of their time and talents. For more information on becoming a Corporate Sponsor, go to:

- www.ipfw.edu/career/employer/corporate.shtml
- www.badencpa.com
- www.bkd.com
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- www.indianasnewscenter.com
- www.lfg.com
- www.westpointfinancialgroup.com
- http://rapp-agency.com

Corporate Sponsors ARE OUR BFF’S

Our corporate sponsors are instrumental in helping Career Services increase our career library resources and equipment, market our services, and provide essential programs for students and alumni. One such event was our Dining Etiquette & Networking Dinner offered on October 22nd.
Intern Spotlight Success! cont.

What did the event coordination/marketing internship involve?
I assisted with logistics management of a women’s business leadership conference. My responsibilities included designing marketing materials, distributing announcements to community organizations regarding events and programs at the FWWB, and collaborating with other community organizations regarding marketing issues.

What did you gain from this internship?
My internship helped me learn how to work in a team environment and develop my communication skills even further. Learning in a classroom was great, but I was able to truly identify my strengths and weaknesses by putting them to the test through my internship.

What have you been up to since graduation?
I am employed by Asher Agency in Fort Wayne as an Account Coordinator, where I do advertising and marketing for Subway® restaurants in Maryland, Delaware, and Western Massachusetts.

Alumni Spotlight Success!

One of the many reasons I chose to transfer to IPFW was the variety of student services available. Comparatively, my former institution of higher learning had “wimpy” career services. I have been blown away by the types and quality of services that are offered at IPFW. My journey began early in the Spring 2008 semester when I made an appointment with Christina Mosteller to receive assistance finding a summer job. Christina and I discussed my long- and short-term goals of what I wanted to achieve from my experience with Career Services.

I needed a summer job and eventually wanted to find a job post-graduation. The plan was to create one resume focused on summer employment, and then in the fall, we would focus on the post-graduation resume. As the Summer Job & Internship Fair neared, I had gotten caught up in my campus job, internship, and studying. I had not yet written the resume Christina and I had discussed. I tend to work better under pressure (otherwise known as procrastination). So the day before the Summer Job & Internship Fair, I utilized the Job Fair Prep Session drop-in hours to get my resume done and polished up before the fair.

I made two solid contacts with potential summer employers/internships at the fair. One I was ecstatic about because it is directly related to the career field I thought I wanted, but I had no direct experience. The position was Green Initiative Intern at Fort Wayne Metals. The position sounded like the area I wanted to explore, plus it was paid AND it was only for the summer! Per the instructions given to me about the fair, I wore a business suit that day, which was a good thing because I got the opportunity to speak with the person who ended up being my mentor and boss. I made a good first impression. After two weeks of not hearing anything from Fort Wayne Metals, I sent a follow-up email inquiring if the position had been filled and expressed my enthusiasm about the opportunity.

As I already alluded, I got the position! Fort Wayne Metals has an established-form internship program which made the experience wonderful. My previous internship experience was not as formalize. Even though most of the internships Fort Wayne Metals has are for engineers, I had a unique opportunity to make direct classroom and real-life connections as a sociology major. Fort Wayne Metals kept me on through the fall semester, and I am still working, researching, and writing. I have continued to meet with Christina several times throughout the fall and winter. I am also continuing to work on my post-graduation resume (I completed my BA in December) and exploring graduate school possibilities.

By: Julia Gorrell
Summer Job & Internship Fair
Thursday, April 2, 2009
10am - 2pm; Walb Union Ballroom

Over 40 employers will be at this job fair looking to hire students for internships and summer jobs! Don’t miss this opportunity to meet potential employers. For a complete list of employers attending the Summer Job & Internship Fair, go to: www.ipfw.edu/career.

Nervous about going to a Job Fair? Drop-in the Office of Career Services for our Job Fair Prep Sessions from 10am-4pm, on March 31st and April 1st in Kettler 109.

NICE Expo Job Fair
Thursday, April 16, 2009
2-6 PM; Walb Union Ballroom

Are you seeking an internship, co-op, or full-time job? If so, plan to attend the NICE Expo Job Fair! Check out which employers will be attending at www.grace.edu/niceexpo.

Never been to a job fair? Need help with what to wear, how to write a resume, or what to say to an employer? Visit the Office of Career Services in Kettler 109 for another Job Fair Prep Session from 10 AM-4 PM (drop-in) on Wednesday, April 15th.

Students and employers interacting at the 2008 Summer Job and Internship Fair