Internship Success!

We applaud any student willing to seek out an internship on their own and gain relevant experience within their chosen career field. One such student, Lisa Hoekje, did just that in the summer of 2009.

**HOW IT WENT DOWN:**
Hoekje attended a job fair at IPFW and met Kathleen Benson-Chaney from Erin's House for Grieving Children. She liked Erin's House for a two reasons: friendliness of the staff and the mission of the organization. Together, they arranged an internship with a focus on Interpersonal & Organizational Communication. Hoekje had the opportunity to improve the training for new volunteers, update company information, and recruit new volunteers.

**ADVANTAGES:**
She was majoring in Communication with a minor in Public Relations. The preparation gained in those classes was helpful during meetings with her supervisor. Along with the regular meetings, interns at Erin’s House are also required to go through the volunteer facilitator training. Hoekje stated she “learned a lot of valuable skills in the training.” The training led her to serving as a facilitator, “which I love and still do to this day.” Another highlight of her internship was the collaboration and creativity sessions with the staff. Some Fridays they would work together on writing postcards that needed to be sent out. “I felt the experience gave me more perspective about what I wanted to do with my degree and future career,” said Hoekje.

**WHAT’S NEW WITH HER?**
Hoekje received a Bachelor of Arts in Communication with a minor in Public Relations in May 2009. She is currently working as a Career Services Representative for Harrison College, and has been there since January 2010. She enjoys her work at Harrison College because it incorporates her “love of helping people.” She is also considering applying to grad school and gain relevant experience within their chosen career field. One such student, Lisa Hoekje, did just that in the summer of 2009.

**UPCOMING EVENTS...**

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Check [www.ipfw.edu/career](http://www.ipfw.edu/career) for more information.
Meet the NEW Career Gnome...

Coming to give career advice to you!

By: Jill Parker

Introducing the new IPFW Career Services Career Gnome:
The new Career Services gnome will be visiting various campus offices and attending programs on campus--keep your eyes peeled for him! Recently, he contributed money to support the Hearts for Haiti campaign that was coordinated by IPFW student organizations.

Most importantly, though, he’s going to help us promote the services and events in our office. Be sure to follow us on Twitter at @IPFWcareer to see where he turns up next!

Here’s a little more information about our new Gnome:
Favorite activities: hanging out in gardens, decorating front yards, being the face of IPFW Career Services, traveling, spending time on IPFW’s campus, tweeting, texting, Facebook, and blogging.

Education: Currently majoring in landscape architecture

Passion: Helping IPFW students succeed

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Are you LinkedIn?

By: Christina Mosteller Hall

We at Career Services consistently emphasize the importance of maintaining a proper image on online social networks to students. For example, we caution students against posting inappropriate information and photographs on Facebook and MySpace. We also encourage students to keep professional blogs and profiles on services, such as LinkedIn. However, online social networking tools aren’t just for maintaining a static profile (or even for playing Mafia Wars or FarmVille), but they’re also for actually connecting with others. Here’s one example.

Recently, a sophomore business major came in to see me. She was interested in a very specific industry, the manufacturing of puzzles and games. We work with a wide range of employers in a variety of industries, but sometimes students come in and they have interests that are a little more unique. The wonderful thing about this student is that she had already done some research. She’d looked up the names of some companies that she might be interested in working for in the future on the Internet, and noted any type of contact information available. She was preparing to write a letter to job shadow. Job shadowing is when someone goes for a day or more and observes a professional at work in a certain field.

After we spoke, I thought the best thing for her to do was to first request an informational interview, so that she could sit down with a professional and ask him/her questions about the industry. That way, if the professional was unable to accommodate her job shadow request, she would still be provided with a networking contact and some valuable information. We went through the list of contacts from the places she researched, and I found a couple of employers that I was willing to contact on her behalf.

One of the employers was the owner of one puzzle company, and they maintained a blog. So, using the contact information available there, I emailed him about the student. The website for the second company had very general “contact us” information, but no specific names or contact numbers of any employees. I went on LinkedIn, researched the company and found the listing for the vice president of puzzles and games. Luckily, a mutual contact was gracious enough to introduce us. Both employers agreed to speak with the student, and she’s in the process of making contact with them.

Whether it’s for arranging an informational interview or just finding out the name of the person to whom you should address a cover letter, online social networking sites can be powerful and helpful tools!
Student Spotlight on Janice Koogler!

How did you find your internship?
I went to the IPFW Network Now networking event this past November. At that event, I met Kay Anthony, who was the Graduation Retention Manager and we talked about internships. I expressed my enthusiasm about administration and she gave me some great career advice. Kay told me about the Chamber of Commerce and the Graduation Retention program goals, and I found it very interesting. She and I talked awhile, and at the end of the event she asked me to send her an e-mail with my revised and updated resume attached to it. A few weeks later and after an interview, Kay Anthony and her Administrative Assistant hired me as their intern for the rest of the year and possibly next summer.

What is your major?
My major is General Studies and I have two minors: Organizational, Leadership and Supervision, and Human Services.

What is your title and what type of tasks are you able to perform?
I am the Greater Fort Wayne Chamber of Commerce Graduate Retention Intern. I enter the statistical data that shows the results of the office to those who fund our programs, so that both parties can review the progress of this program. I also meet many high ranking business leaders for Fort Wayne and the surrounding areas. I handle the preparation of the handouts and the materials required for presentations to these and other contributors and employers who seek to use our services. I am also required to log the contacts, presentations and meetings about which each of our representatives notify me. My duties also include filing articles referring to our program and sending e-mails to many employers and schools about new high school and college internships.

What was the most beneficial thing you learned in your internship so far?
You want me to choose one, but that is impossible! I have learned many things in this internship and I have only been helping for a few weeks. One of the benefits to working there is that I have learned that the items on my to-do list will eventually back up, and when that happens I have to prioritize. The things that need to get done get put on hold while the things that need to get done now get first priority. I have also learned how important technical writing, and the ability to learn quickly, is to an Administrative Assistant. I have learned that asking questions is one of the most important things an intern can do. If I never asked a question, I would have never learned half as much as I know now.

What advice would you give other students on finding the right internship?
When looking for an internship be honest to the people you are talking to. Be enthusiastic, and if what they talk about is not interesting to you, be honest and politely say that is not what you are looking for and move on. If you want to really talk to employers and make connections, I would definitely go to the networking events. Bring your resume and ask for suggestions, even if it is perfect. The point is not only are you meeting local business owners, you are showing them your resume. The right internship is one that gives you experience in a field that you are interested in working in for the rest of your life. Your best bet is to use Indiana INTERNet and look at the internships available and read the descriptions. When you go in for your interview, it is like a job interview. Don’t just pick an internship that interests you; pick one that will challenge you. I was not sure if I could handle the large amount of work needed for my internship, but because I asked questions and gave it my all I have been handling the workload fairly well. The last thing I want students to understand is that if you are in an internship and you realize that is not what you want to do for the rest of your life, do not pursue a career in that field.

How has your internship affected you and your career goals?
It will not happen to everyone; some will find that they cannot stand the internship because they do not like what they are doing. In my personal opinion, this was one of the best things that could have happened to me. I have found what I am passionate about: administration. I get excited about the things that I am learning and the knowledge that I have found what I can do for the rest of my life. This internship has strengthened my desire to stay in this type of job, and to continue to rise in the ranks in this current company or another would be the ideal work place for me. My career goal is to be a CEO/Executive Assistant to one of the largest companies in Fort Wayne or the surrounding areas. I have found what I am passionate about and I am receiving the tools to make my career goals reachable.

Student Branding Blog

By: Karen Obringer

Karen Obringer has been tapped by Dan Schawbel in December 2009 to be a contributing author for the nationally recognized Student Branding Blog.

This is a perfect example to showcase the power of social networking. I wouldn’t have received an email from Dan if I hadn’t taken the plunge into social media. By plunge I mean setting up professional Facebook and LinkedIn images, assisting with managing IPFW’s Career Services Facebook Page, blogging through Career Services, and Tweeting independently about career-related topics.

You too can experience the power of social networking and how branding your professional image is a powerful resource to get you recognized. The first place most people turn when researching anything is Google. So, Google yourself and see what turns up. (Know that businesses do the same thing to potential employees.) Assess your professional online image and determine what’s missing or what should be hidden. Next, develop a plan on what you could Tweet or Blog about. There are a lot of resources to help you be effective. Check out Studentbranding.com for more info on branding your professional image.
Hooray! You landed that interview with your top career interest. You have your resume prepared, suit jacket dry-cleaned, but you’re feeling a little nervous about the actual interview. It’s been ages since you had to interview with a company, and your skills might be a little rusty.

Students, like Elizabeth Castillo, know what it’s like to practice interviewing skills by making an appointment with Career Services before an important interview. Elizabeth stated, “My mock interview with Career Services gave me the confidence I needed to do well in my real interview with Wells Fargo, where I landed a full-time position.”

Students can also practice interviewing skills by making an appointment with Career Services or attending our Mock Interview Day on March 24th from Noon-4:00pm. This spring Career Services will welcome Parkview Health, Fort Wayne Chamber of Commerce, WestPoint Financial Group, Cintas, and Easter Seals Arc to campus to meet with students eager to brush up on their interviewing skills.

Employers spend 45 minutes with each student and supply them with feedback on what went well and what they could improve upon. Students can register in the Career Services office in Kettler 109 or online at www.ipfw.edu/career.

For more information on becoming a Corporate Sponsor, go to: www.ipfw.edu/career/employer/corporate.shtml

Our Corporate Sponsors for 2009-2010 fiscal year are:

- www.bkd.com
- www.westpointfinancialgroup.com
- http://rapp-agency.com

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