

On-Campus Support Services for Students

Career Questions & Professional Development Skills:

Students at the Smeal College of Business have two primary resources on campus:

Smeal Career and Corporate Connections: a Smeal operated center, best utilized when a student knows the business path they would like to pursue.

Penn State Career Services: a Penn State center for all majors, located in the Bank of America building. Career Services is best utilized when a student is unsure of their major choice or career path.

- **The largest overlap between these two groups is with resume reviews and mock interviews.** *A protégé needing help in these areas should strongly consider utilizing the resources of both services. It's always beneficial for a student to have multiple professionals evaluating their resume and interview skills.*

Specific Support Areas:

1. Resume Support:

- a. **Smeal Career and Corporate Connections** offers resume reviews for Smeal students. A Career Preparation and Exploration Appointment can be scheduled at <http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/schedule-an-appointment>.
Walk-in hours: Monday – Thursday 9:00 am – 4:00 pm, Friday 10:00 am – 2:00 pm.
- b. **Penn State Career Services** offers all University Park students resume reviews by walking into Drop-In Counseling (no appointment) Monday – Friday 8:30 am – 4:30 pm <http://studentaffairs.psu.edu/career/students/counseling.shtml>.

2. Interview Skills:

- a. **Smeal Career and Corporate Connections** offers mock business interviews, with evaluation and feedback. A Career Preparation and Exploration Appointment can be scheduled at <http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/schedule-an-appointment>
- b. **Penn State Career Services** offers all University Park Students mock interviews. These are recorded for a student's review with a counselor. Schedule a mock interview through the scheduling assistant, in person, in 111 Bank of America Career Services Center. Mock interview paperwork must be completed <http://studentaffairs.psu.edu/career/students/mockinterview.shtml>

3. Networking:

- a. **Smeal Career and Corporate Connections** – Smeal students can discuss networking skills by scheduling a Career Preparation and Exploration appointment at <http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/schedule-an-appointment>. Additionally, Smeal students are encouraged to join SmealConnect for career opportunities and networking possibilities: <https://smeal-psu-csm.symplicity.com/students/>
- b. **Penn State Career Services** – All University Park students can meet with a career counselor for an individual career counseling appointment (50 minutes), but they must first utilize the Drop-In Counseling service (no appointment, 15 minutes) at least once prior to scheduling an individual career counseling appointment. <http://studentaffairs.psu.edu/career/students/counseling.shtml>

4. Leadership Development:

- a. **Smeal Career and Corporate Connections** – Smeal students can apply to join Smeal's Sapphire Leadership Program: <http://www.sapphireleadershipprogram.org/>
Any Smeal student (Sapphire or not) can take advantage of attending Smeal's annual Leadership Symposium (dates TBD). <http://www.sapphireleadershipprogram.org/leadership-symposium.html>.
- b. **Smeal Career and Corporate Connections** – This office is the home to 39 Smeal Student Organizations where students can develop their leadership skills. Questions about starting a Smeal Student Organization or getting involved can be directed to Doug McAcy, Student Organizations Manager, at dbm8@psu.edu.
- c. **HUB Student Organization Office** – The HUB has a list of leadership programs students can participate in. All are listed at <http://studentaffairs.psu.edu/hub/leadership/programs.shtml>

5. Career Path Choices and Questions:

- a. **Smeal Career and Corporate Connections** – If a student is sure they want a career in business, or if they know the specific type of business job they want to pursue, scheduling a Career Preparation and Exploration appointment will provide them the best advice as to how to take the first steps into their desired field: <http://ugstudents.smeal.psu.edu/careers/paths-to-aid-your-career-development/schedule-an-appointment>
- b. **Penn State Career Services** – If a student is unsure of their future career choice and they want help to figure out which direction to take, they can take advantage of the resources offered at <http://studentaffairs.psu.edu/career/students/exploring.shtml>

In addition students can take advantage of talking with a career counselor by walking into Drop-In Counseling (no appointment) Monday – Friday 8:30 am – 4:30 pm.

<http://studentaffairs.psu.edu/career/students/counseling.shtml>

6. Internships and Full-Time Job Opportunities:

- a. **Smeal Career and Corporate Connections** – Students can learn more about support in seeking work experience

Internships <http://ugstudents.smeal.psu.edu/careers/internships-co-ops>.

Internships and Full-Time Positions

<http://ugstudents.smeal.psu.edu/careers/careers/internships-co-ops/smealconnect>