

**CSPA Practicum**

Number of Positions Available: 1

Office/Department: Office of Career Services and Internships  
Bridgewater College

Director: Sherry Talbott

Mission Statement: To develop a program of career services that enhance the marketability of  
Bridgewater College Graduates

**Functional Areas Included in this Office/Department:**

- Decision Making and Career Development Activities
- Advising, Coaching, and Counseling
- Internship Development and Monitoring
- Job Search Services
- Special Events
- Publications and Social Media

1. Students who participate in this experience will gain understanding of Career Services as a profession and the influence career services has on contemporary higher education through the following tasks and activities:
  - a. Decision-Making and Career Development Activities
    - i. Learn the FOCUS 2 online career planning program and be able to share with students in PDP 150 Freshman class presentations and in one-on-one sessions
    - ii. Attend and engage in appointments with students regarding their major and career decision concerns
    - iii. Participate in dorm, club, and classroom presentations focused on freshmen and the decision-making process regarding majors and careers
    - iv. Learn and utilize online resources for helping students explore careers such as "What Can I Do With This Major," "Occupational Outlook Handbook," and "Onet Online"
  - b. Advising, Coaching and Counseling
    - i. Observe and engage in individual student appointments and events regarding career counseling, graduate school advising, career development and preparation for any student at any point in the progression through college
    - ii. Connect students to people and electronic resources and instruct them on how to approach these resources toward increased understanding of career options
    - iii. Utilize electronic resources as part of the counseling process
    - iv. Utilize assessment tools such as FOCUS 2 and COPS as part of the counseling/coaching process
  - c. Internship Development
    - i. Assist students to find internship opportunities for both credited and non-credited internships
    - ii. Learn the process for setting up credited internships
    - iii. Help students develop a strategy for finding internships in local, national, and international venues
    - iv. Help students understand their responsibilities in an internship

- v. Monitor student internship process learning how to use Moodle for tracking
- vi. Help students interpret the value of their internships for interviewing and resume development
- vii. Present on the value of internships to student groups
- d. Job Search Services
  - i. Resume and Cover Letter Development through use of resume worksheet, workshops, and individual appointments
  - ii. Job search strategy advising and demonstrating how to use online resources to identify job opportunities beyond job search engine usage focusing on job development and alternative use of public resources
  - iii. Practice interviews and interview coaching
  - iv. Promote and participate in job fairs including convos on the road
- e. Graduate School Services
  - i. Help students understand the difference between graduate school and undergraduate school
  - ii. Teach students how to research graduate schools
  - iii. Teach students about GRE and other graduate tests and demonstrate how to register for the tests
  - iv. Teach students how to navigate graduate school websites and other resources
  - v. Help students develop resumes for graduate school
  - vi. Help students develop graduate school applications
  - vii. Help students to understand the value of and development of personal statements and related documents
  - viii. Take students to graduate fairs
  - ix. Assist with events on campus focused on graduate schools such as the Graduate Panel Convocation
  - x. Counsel students on how to select a graduate school
  - xi. Help student evaluate their experiences to maximize their opportunities to successfully be accepted by the graduate school of their choice
- f. Special Events
  - i. The Office of Career Services puts on several events that may or may not be included in a particular academic year, and are not limited to Graduate and Professional School Fair, Job Fair Convos, Graduate School Panel, Guest Speaker Convocations, Career Exploration Day, Boutique events catered to specific majors, The Resume Doctor is In, and PDP 150 Events. The CSPA student will be expected to participate in development and implementation of these events and may be involved in direct contact and special assignments associated with these events.
- g. Publications, Website and Social Media
  - i. Assist in the development of the bi-weekly publication, *Eagle Landing*, involving writing articles, interviewing interns and alum, searching the internet for interesting articles, highlighting career services resources and features, and highlighting upcoming events.
  - ii. Assist in updating the Career Services website and social media outlets such as the Facebook page. Contribute to keeping the pages updated and interesting.

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling, and/or organizational theories:
  - a. Chickering's Psychosocial Development Theory
  - b. Holland Vocational Types Theory
  - c. Myers-Briggs: Career Development Theory
  - d. Bandura's Social Cognitive Theory
  - e. Super's Developmental Self-Concept Theory
  
3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:
  - a. Data collection and reporting regarding first-year out experiences
  - b. Senior Salute and Senior Exit Survey data collection and analysis
  - c. Annual Career Services Assessment
  - d. Student program evaluations of activities and events
  
4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:
  - a. Weekly meetings with practicum supervisor
  - b. Mid-term and End-of-semester evaluation with practicum supervisor
  - c. Evaluations required by the CSPA practicum experience
  
5. Specific expectations of students assigned to this site include:
  - a. Abide by confidentiality agreement
  - b. Establish and maintain regular office hours with ability to be flexible for evening activities
  - c. Attendance at required meetings and events
  - d. Complete assignments in a timely, organized and professional manner
  - e. Interact with faculty, students, and staff with excellent customer service and professionalism in mind
  - f. Interact with students with their best interest in mind
  - g. Dress professionally as defined by the Director of Career Services
  - h. Inform the Director of Career Services of any changes to the regular schedule well in advance
  - i. Address any concerns, ideas, or observations to the Director of Career Services in order to maintain a high standard of communication

**Contact Person**

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