

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 how to use PathwayU in helping students learn more about their interests, choose majors and explore career paths
 - (ii) Learn to utilize online career resources provided by the college
 - (iii) Attend student appointments and career services presentations
 - b) Advising, Coaching and Counseling
 - i) Observe and engage in student appointments and events regarding career and graduate school advising, career development and preparation
 - ii) Connect students to resources
 - c) Internship Development
 - i) Help students find internship opportunities on local and national levels
 - ii) Help students interpret the value of their internships for interviewing and resume development
 - d) Job Search Services
 - i) Engage in resume and cover letter development
 - ii) Help students develop a strong job search strategy including interviewing skills
 - iii) Participate in career fair activities
 - e) Graduate School Services
 - i) Help students research graduate schools and associating testing
 - ii) Help student navigate graduate school websites and other resources
 - iii) Help students develop resumes, personal statements and applications
 - f) Special Events
 - i) Participate in planning and executing special events such as networking receptions, workshops, guest speakers, and employer visits.
 - g) Publications, Website and Social Media
 - i) Assist in marketing of programs, resources, and special features
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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Bridgewater College

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