

# University of Southern California

## School of Policy, Planning, and Development



### Career Services Guidebook

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## INTRODUCTION

*Welcome to the USC School of Policy, Planning, and Development! Even though the continuation of your academic journey has just begun, you must start thinking about what career path or path you may be interested in pursuing when you finish your program, and how your degree will contribute to that pursuit. The Office of Career Services is committed to the professional development of SPPD students and will be an invaluable resource for you throughout your time at USC. We have developed the following guidebook to serve as a launching point for this next phase of your career path, as well as a road map to use along the way.*

*In the sections ahead, you will find brief descriptions of the professional development opportunities SPPD and the Career Planning and Placement center (CPPC) provide to you, including information on your internship requirement. You will also find career-building advice relating to etiquette and networking, including a list of student and professional organizations and associations relevant to your chosen field. This guidebook also includes suggestions for further reading.*

*Finally, we encourage you to meet with the SPPD Career Services staff and with a Career Counselor at the CPPC for in-depth discussions of your career goals, as well as the members of SPPD's Field Experts Team for career guidance specifically related to your degree program. Although we do not provide placement services, we are confident that if you take advantage of our assistance while attending USC, you can develop the skills you will need once you have graduated.*

*The staff of SPPD Career Services wishes you much success in your career!*

\* \* \* \* \*



## **CONTACT INFORMATION**

### **UNIVERSITY PARK CAMPUS**

#### **SPPD OFFICE OF CAREER SERVICES**

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Office of Student Affairs  
RGL 108

T: 213-740-7481

F: 213-821-4315

[kribben@usc.edu](mailto:kribben@usc.edu)

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Assistant Director, Career Services  
Office of Student Affairs  
RGL 111

T: 213-740-0533

F: 213-821-4315

[misserli@usc.edu](mailto:misserli@usc.edu)

#### **USC CAREER PLACEMENT & PLANNING CENTER**

Student Union 110  
Los Angeles, CA 90089-4897

T: 213-740-9111

F: 213-740-9104

[careers@usc.edu](mailto:careers@usc.edu)

#### **USC STATE CAPITAL CENTER**

**Scott Steele**

Director, Outreach and Career Services  
Office of Student Affairs  
USC State Capital Center  
1800 I Street

Sacramento, CA 95811

T: 916-442-6911 ext. 13

F: 916-444-7712

[ssteele@usc.edu](mailto:ssteele@usc.edu)

## CAREER PLANNING AND PLACEMENT CENTER (CPPC)

The CPPC has many resources that you should use to help you identify and pursue your career goals.

**Website:** <http://careers.usc.edu/>

### *Calendar of Events*

Stay updated regarding campus-wide career development and recruitment events through the following webpage: <http://careers.usc.edu/calendar/>.

### *Career Counseling*

You may make an appointment with a CPPC career advisor by visiting the Student Union Building. They will help you to develop a career plan based upon your personal interests and aptitudes. Drop-in advising is also available from Graduate Assistants 12-3 PM Monday through Friday.

Counselors and graduate students also are available to help you in other ways, including:

- Composing/editing resumes and cover letters
- Performing mock interviews
- Administering career-assessment tests
- Reviewing career-related electronic journals and periodicals.

### *ConnectSC*

This database provides access to jobs and internships exclusively available to USC students and alumni. A user account is required. <https://www.myinterfase.com/usc/student/secure/>

### *Handouts and Tip Sheets*

Refer to the following page for professional development documents that you may download in PDF format (you must have the latest version of Adobe Acrobat Reader to view them):

<http://careers.usc.edu/students/handouts/>.

### *Index of Useful Internet Resources*

A list of career-related websites is available by following the link below:

<http://careers.usc.edu/students/internet-links/>.

### *On-campus Recruiting*

To participate in CPPC recruitment events, follow the three-step process described on this page:

<http://careers.usc.edu/students/on-campus-recruiting/>.

### *Trojan Network*

This is an excellent **career mentoring** opportunity available to current students and alumni. The Trojan Network consists of USC alumni who represent a wide spectrum of the university's schools and degrees, and who previously or presently reside in countries from across the globe. Participants are matched with appropriate alumni who are willing to share their personal career experiences. Although they do not offer job or internship placement, their knowledge is an invaluable resource to help you locate and secure positions for yourself. <https://careers.usc.edu/trojannetwork/>

## CAREER SERVICES – STATE CAPITAL CENTER

### Career Conversations at Lunch

An alumnus or other professional will visit the State Capital Center for lunch and talk with interested students about careers in his or her field, and how to break into or advance within that field.

### Career Workshops

Most career workshops will be held during the lunch hour on days when you are in class. We will provide you with lunch, so that the hour can be devoted to the workshop's topic.

**Please Note:**

The Sacramento office will notify students of these events by email and they will post them online at: [http://www.usc.edu/schools/sppd/careers/calendar/state\\_capital\\_center.html](http://www.usc.edu/schools/sppd/careers/calendar/state_capital_center.html).

You are required to RSVP to Virginia Kaser for all career events at the State Capital Center.

For details on other Career Services programs available in Sacramento, visit: [www.usc.edu/sacto/careers](http://www.usc.edu/sacto/careers).



## SPPD OFFICE OF CAREER SERVICES

[www.usc.edu/sppd/careers](http://www.usc.edu/sppd/careers)

While pursuing your degree at SPPD, we encourage you to take advantage of the many opportunities we have developed for you. The opportunities discussed below will help you find your professional path and help you develop a foundation from which you may build your career. Although SPPD does not provide placement services, participation in our programs and implementation of our suggestions will help you to find internships and employment. Please keep in mind that these career development skills will be invaluable life-long tools.

If you are interested in any of the following programs, be sure to watch your USC email for the Career Services Weekly Newsletter. Inside you will find, among other pertinent information, programming dates and participation details. You may also find our Calendar of Events online at <http://www.usc.edu/schools/sppd/careers/calendar/>.

### PARTICIPATION IN SPPD CAREER SERVICES

**Career Advisement** – Career Services offers individual advising to assist students with resume and cover letter writing, interview preparation and networking skills.

To help students increase their professional network, Career Services connects you with professionals in the Los Angeles area and around the world. Professionals volunteer to communicate with current students and alumni to discuss career development issues. As professionals have many demands on their time, Career Services refers a maximum of five students to each professional per semester and does so via the professional's preferred method of communication.

These are informative services and students are urged to take advantage of them. Individual advising helps in acquiring lifelong skills that can be applied whenever a student or graduate is involved in a job search or career transition.

**Externship Program** – An externship is an extended “shadowing” opportunity for students. It is concentrated around spring break so undergraduate and graduate students can volunteer to work with professionals at their place of business. The externship gives students real-world exposure to an occupational area relevant to their area of study and professionals receive specific contributions to their organization.

The externships do not provide academic credit or pay, but the experience greatly benefits both the students and sponsors. Students gain a greater understanding of a potential future career, while sponsors are able to examine the student's interest, skill, and competency as a potential future employee or intern.

**Internship Program** – An internship is a unique opportunity to develop a three-way exchange among the student, the university and an organization. It provides a significant and valuable experience for SPPD students who wish to explore different career paths and it helps them determine preferences and career priorities. An internship also develops the personal, professional and networking skills necessary for launching a successful career. Internship requirements differ, depending on a student's professional experience and on the degree program in which he or she is enrolled.

**Mentor Program** – The mentor program matches students with a professional in a field in which they may wish to seek employment. We ask the mentor and mentee to meet at least once a month, and we host several functions on campus to facilitate this interaction. Mentors provide students with a large variety of assistance, which may include answering career questions, helping his or her mentee develop a professional network, and/or create a personal career-development plan. This program usually starts in early fall and ends in spring the following year.

**Networking Night Events** – SPPD holds two Networking Nights in Los Angeles during the academic year; one each fall and spring semester. This is an event where students mingle with alumni and professionals who share information about their careers. After networking events, students are often invited by those they have met to have further career discussions over lunch or dinner.

**Career Fairs** – SPPD hosts a Public Sector/Non-Profit Career Fair to expose graduate and undergraduate students to internship, employment, and volunteer opportunities within local, state, and national government and non-profit organizations.

**Career Workshops** - A number of workshops and career panels are offered each semester. Recent career workshops include: How to Network; Government Sector Employment Panel; What Can I Do with My Degree?; Nonprofit Careers and How to Write a Résumé and Cover Letter.

# **SPPD CAREER RESOURCES**

## **Career Services Weekly Newsletter**

To facilitate better communication between Career Services and the SPPD community, our Weekly Newsletter is distributed each Monday. The newsletter includes (1) a weekly calendar of events, (2) a look-ahead preview of approaching events, (3) announcements of career-development opportunities outside of USC, and (4) reminders about jobs, internships, and fellowships. The depth and breadth of each section will change from week to week depending on the information we have to share with the community.

### **Career Corner**

SPPD Career Services has a computer, printer, and fax machine available to SPPD students to use while searching and applying for internships and employment. You may also use the SPPD Career Corner fax number on your business cards. The Career Corner is located in RGL 108. For Corner hours and information, please contact Lisa Luna [lluna@usc.edu](mailto:lluna@usc.edu).

### **Business Cards**

SPPD offers its students the opportunity to purchase business cards. We recommend that you purchase them, as they are still one of the most important networking tools available. Applications are available in RGL 108.

### **List Serves**

The SPPD List Serve is a valuable source of information about job, internship, and volunteer opportunities. It also compliments the Weekly Newsletter by providing students with important news regarding the school's other departments and events. If you do not receive emails from SPPD, please send the following information to both [sppdmis@usc.edu](mailto:sppdmis@usc.edu) and [aporter@usc.edu](mailto:aporter@usc.edu):

- Full Name
- What Degree program that you are in
- Your USC E-mail Address (Ex. [xxx@usc.edu](mailto:xxx@usc.edu))
- A phone number that we can contact you at (in case of a problem)

Please allow a couple of days for your request to be processed.

## SPPD JOBS DATABASE

Visit <http://www.usc.edu/schools/sppd/careers/jobs/index.html> to access our **job, internship, and fellowship database**.

Here you will find numerous internship opportunities that will appeal to a wide range of personal interests. We highly recommend that you follow the application instructions provided with the internship announcement (e.g. send a cover letter, fax resume, email resume in PDF format, etc). Your ability, or inability, to follow the employer's application directions will be the foundation of your first impression and the application instructions themselves often serve as a way to dismiss applicants from consideration.

The Career Services Office updates the database several times each week, with an average of 150-200 new opportunities per month. You must typically respond to these announcements 10-15 days from the day that we post it online. However, some will have deadlines that expire only a few days from their posting date, so, when you see an opportunity that interests you, you should check the announcement's details immediately. Once it has expired, the posting will no longer appear in the database. For these reasons, you should consider the database highly dynamic and most beneficial to you when you access it frequently. Finally, please remember that the database is a tool that may help you even after graduation, as it contains full-time employment announcements for entry-, mid-, and senior-level positions, in addition to its many internships.

Off-campus access to the database requires a user id and password. To request this login information, please complete the online Request Form by going to the following link:  
[http://www.usc.edu/schools/sppd/careers/jobs/request\\_form.html](http://www.usc.edu/schools/sppd/careers/jobs/request_form.html).

### Online Employment Resources Page

You may also find this in the Career Services section of the SPPD website via the following link:  
<http://www.usc.edu/schools/sppd/careers/resources/>

It lists several employment categories relevant to SPPD degree programs. When you click on any of the headings, a secondary page containing links to the websites of organizations, governments, and job boards related to that heading will open.

## CAREER SERVICES FIELD EXPERTS

SPPD has assembled a team of experts who are willing to advise students on career development within each of their respective fields. They are available by email and may accept scheduled appointments. This is an invaluable service that every student should take advantage of before graduation.

Please keep in mind that field experts do not place students, but instead provide resources for students. Attending an individual advisement appointment also allows you to practice your networking and interviewing skills; both of which are tools that you will need to rely on throughout your career.

**Rich Callahan** ([rcallaha@usc.edu](mailto:rcallaha@usc.edu)) – Associate Dean, USC State Capital Center and Leadership Programs: advising for **City, County, and State Governments, Non-Profits**, and positions in **Northern California** generally

**Sherry Bebitch Jeffe** ([jeffe@usc.edu](mailto:jeffe@usc.edu)) – Senior Scholar: advising for **Communicating Public Policy**

**Virginia Kaser** ([kaser@usc.edu](mailto:kaser@usc.edu)) – Director of Career Services, USC State Capital Center: advising for positions in **Northern California**

**LaVonna Lewis** ([llewis@usc.edu](mailto:llewis@usc.edu)) – Director, Master of Health Administration program: advising for **Health Policy and Management**

**Richard Little** ([rglittl@usc.edu](mailto:rglittl@usc.edu)) – Director, Keston Institute: advising for **Civil Infrastructure and Local Planning**

**Leonard Mitchell** ([mitchell@usc.edu](mailto:mitchell@usc.edu)) – Director, Center for Economic Development: advising for **Economic Development**

**Bob Myrtle** ([myrtle@usc.edu](mailto:myrtle@usc.edu)) – Professor: advising: for **Consulting and Non-Profits**

**Regina Nordahl** ([rnordahl@usc.edu](mailto:rnordahl@usc.edu)) – Associate Dean: advising for **Human Resources Management**

**Bev Perry** ([bev.perry@usc.edu](mailto:bev.perry@usc.edu)) – Associate Director, Bedrosian Center: advising for **Local Government Management, Policy, and Planning**

**Carol Rush** ([crush@usc.edu](mailto:crush@usc.edu)) – Associate Dean: advising for **Education Management**

**Erroll Southers** ([southers@usc.edu](mailto:southers@usc.edu)) – adjunct faculty, Associate Director of CREATE, and Chief of Intelligence and Counter-Terrorism of the Los Angeles World Airports Police Department: advising for **National Security and Public Safety**

## UNDERGRADUATE INTERNSHIP REQUIREMENT

As a Public Policy, Management, and Planning undergraduate major (BS), you **ARE REQUIRED** to enroll in PPD 301 Public Policy, Management, and Planning Practices and complete an internship concurrently. If you have extensive full-time professional experience, you may fill out a Request for Waiver form, available in RGL 108. The Career Services Office and the Director of the Undergraduate Program will review your request to determine if you may waive this requirement.

Internships should match as closely as possible to your interest and skills. Your internship should provide you with the opportunity to develop and focus your career goals by gaining hands-on experience in a professional environment. These skills will aid you not only in your field of study, but they will also be applicable to your academic and personal interactions. In furtherance of these objectives, your internship must not consist of more than 50% clerical duties.

### *Placement*

Internships may be in governmental agencies, nonprofit organizations, and depending on your interests, for-profit companies. The following provides examples of content areas that you may wish to consider:

- |                              |                                 |
|------------------------------|---------------------------------|
| ✚ Civil Infrastructure       | ✚ International                 |
| ✚ Consulting                 | ✚ Local Government              |
| ✚ Criminal Justice           | ✚ Nonprofits                    |
| ✚ Design                     | ✚ Political Management          |
| ✚ Economic Development       | ✚ Public Policy                 |
| ✚ Education                  | ✚ Real Estate Development       |
| ✚ Environment                | ✚ Social and Community Planning |
| ✚ Federal Government         | ✚ State Government              |
| ✚ Finance                    | ✚ Sustainability                |
| ✚ Health policy & Management | ✚ Transportation                |
| ✚ Information Technology     | ✚ Urban Development             |

Your internship must relate to your degree program, field of study (policy, management, planning, health, and/or real estate development), and personal interests. It must also be provided by a legitimate organization and take place within a professional work environment. Therefore, the following work experiences **WILL NOT SATISFY** the requirements of PPD 301:

- Part-time employment or internship experience that was completed before you enrolled in PPD 301,
- Working or volunteering for a family member's or a friend's business,
- Working on your own real estate or development project such as buying a house, renovating your home, etc.,
- Special projects that are not associated with an approved internship.

### *Duration and Timing*

PPD 301 meets six times a semester. The professor sets the class dates prior to the beginning of the semester. To receive credit for the internship, you must complete approximately **140 hours** during the semester in which you are enrolled in PPD 301. In order to complete the necessary hours within that semester, we recommend:

- Enrolling in PPD 301 your junior year or first semester of your senior year,
- Searching for an internship at least a month before the semester begins, and securing it prior to the start of PPD 301,
- Working an average of 16-20 hours per week during the semester,
- Dropping PPD 301 by the add/drop day if you have not yet secured an internship.

### ***Incompletes***

If you have not completed your class-work and/or internship hours because of a **DOCUMENTED ILLNESS** or other **EMERGENCY** you will receive a grade of incomplete. You may only request a grade of incomplete after the end of the twelfth week, because, until that time, you still have the option of dropping the course. The Registrar's recommended definition of an emergency is a situation or event that prevents you from taking the final examination and/or completing any assignments that are due during the final examination period.

An incomplete **CANNOT BE ASSIGNED for PPD 301** if you are unable to complete the 140 hours in your current semester, and your professor will not allow you to extend your internship hours into another semester. You must plan your schedule appropriately and allow yourself enough time to both secure and complete your internship requirement.

If you have any advising questions, please contact Faye Cameron at 213-740-4723 or [fcameron@usc.edu](mailto:fcameron@usc.edu) . Please direct your internship questions to Tom Kribben at 213-740-7481 or [kribben@usc.edu](mailto:kribben@usc.edu).

## GRADUATE INTERNSHIP REQUIREMENT

An internship is a unique opportunity to develop a three-way exchange among the student, the University, and the organization. This will be one of your most valuable experiences at SPPD. It will enable you to hone your networking skills, while you gain further insight into your professional likes and dislikes. Your internship will give you the opportunity to explore in practice, not just theory, potential career paths available to you after graduation. In furtherance of these objectives, your internship must not consist of more than 20% clerical duties.

Here are a few examples of past internships:

ACLU	LA Board of Supervisors
Business Environmental Resource Center	LA Children's Hospital
CalPERS	LA Family Housing Corp.
CB Richard Ellis	LA Superior Court
Cedars Sinai	Mayor's Office
City of Long Beach	Merrill Lynch
City/County of Los Angeles	MTV Networks
Sacramento Metro Water Planning	National Youth Sports Programs
Cotton & Bridges	OSHPD
Deloitte & Touche	Planned Parenthood
Department of Justice	Sierra Club
Dept. of Water & Power	Toyota
Enterprise Foundation	Trust for Public Land
FBI	United Way
General Accounting Office	US State Department
Health Net	USC University Hospital
Japan Trade Organization	World Trade Center Assoc.
CA Department of Financial Institutions	PICO California

The internships may be paid, unpaid, or on a volunteer basis. Interns have been involved in, but not limited to, the following types of tasks:

- Compiling a comprehensive evaluation of a city's budget.
- Developing an understanding of local, state, and federal legislative processes.
- Researching and analyzing legislative bills.
- Writing press releases and sitting in on campaign-strategy meetings.
- Working on economic development plans.
- Determining cost-cutting measures in the healthcare industry.
- Surveying county mental-health needs and writing a report on the results.
- Assisting LA County with capital financing and municipal bond packaging.
- Working on redistricting plans for LA County.

**Master of Public Administration (MPA)** graduate students are admitted on either an in-service or a pre-service basis. A student is admitted as in-service if he or she has two years of full time professional experience before admission to the MPA program. In-service graduate students are NOT required to complete an internship, or the accompanying PPD-543 course requirement. However, an internship can be an invaluable professional development opportunity for you and we highly recommended that you participate in one.

All students admitted to the MPA program as pre-service (less than two years of professional experience) are required to complete a 300-hour internship or a combination of internships totaling 300 hours. PPD-543 may be completed at any point within the duration of your two-year graduate program. In order to satisfy the internship requirement, all pre-service students must complete the following documentation:

- Internship Contract;
- Hours Log;
- Supervisor's Evaluation.

You may find downloadable versions of these forms on the SPPD website in the Career Services section (the URL is provided below) and they must be completed for each internship in which you participate.

[http://www.usc.edu/schools/sppd/careers/internship\\_forms/](http://www.usc.edu/schools/sppd/careers/internship_forms/)

**Master of Planning (MPL)** students must complete a 400-hour internship. The Master of Planning Internship Verification Form (numbered: 2004-PL 101) must be completed by the student and attached to a memorandum or letter from your internship provider (printed on the organization's letterhead). This letter must describe your work as an intern as it relates to the field of planning. It must also indicate your start date and end date, as well as the total number of hours you worked during the course of your internship. You may find the form by following the link provided in the section above. Once these documents are completed, you need to submit them to your advisor in RGL 108.

**Master of Public Policy (MPP)** and **Master of Health Administration (MHA)** students are not required to enroll in PPD-543 or complete an internship. However, you are strongly encouraged to have one or more internships as they will help you find employment after graduation. In particular, it will help MHA students better-prepare for their administrative residency requirement.

\*\*\*\*\*

You may find information regarding the MHA Residency Program online via the following URL:

<http://www.usc.edu/schools/sppd/programs/masters/mha/curriculum/residency.html>.

The documents MHA students are required to complete are downloadable from:

[http://www.usc.edu/schools/sppd/careers/mha\\_docs/](http://www.usc.edu/schools/sppd/careers/mha_docs/).

## HOW TO FIND AN INTERNSHIP

### University Park Campus and State Capital Center

Below you will find a short list of web-based resources that may help you to identify and secure an internship in either the Los Angeles or Sacramento metropolitan areas:

#### 1. SPPD Online Employment Database

<http://www.usc.edu/schools/sppd/careers/jobs/index.html>

For further details, please refer to page 9 above.

#### 2. SPPD Online Employment Resources page:

<http://www.usc.edu/schools/sppd/careers/resources/>

For further details, please refer to page 9 above.

#### 3. USC's Career Planning and Placement Center (CPPC)

<http://careers.usc.edu/>

For further details, please refer to page 7 above.

**4. Internships with state government agencies** may be accessed in several ways. Many, but not all, opportunities are posted on the State Personnel Board's website. The page for student employment can be found at the following URL: [http://www.spb.ca.gov/jobs/special/student\\_employment.htm](http://www.spb.ca.gov/jobs/special/student_employment.htm).

You may also find it useful to browse the general employment page located at:

<http://www.spb.ca.gov/jobs/index.htm>

Other student positions within the state government are listed with the Foundation for California Community Colleges. Check the website below.

<http://foundationccc.org/WhatWeDo/StudentJobs/tabid/356/Default.aspx>

For additional information, you may also call Lupita Campos, Program Coordinator for the Career Pathway Program, at (916).498.6707, or email her at:

<mailto:studentassistant@foundationccc.org>.

Finally, review the website of **University Enterprises, Inc**, a non-profit organization associated with CSU, Sacramento. Although they have a special emphasis on the Sacramento area, their listings include student positions throughout the state of California. Visit <https://www.ueijobs.com/> and search for Sacramento and Off-Campus positions without specifying the agency or your major. This will provide a complete list of opportunities available through UEI. You may more easily identify the student assistant positions intended for graduate students, as their pay range is usually higher. Click on those opportunities that interest you to learn further details. You may email questions to: [ueijobs@csus.edu](mailto:ueijobs@csus.edu).

Most agencies employ undergraduates in student assistant positions to perform basic office tasks. These opportunities are paid internships and they are available continuously throughout the year. The **student assistant positions offered to graduate students** however, usually include more demanding and interesting work.

**5. Internships in the state legislature** are unpaid, but they provide great experience and may serve as a pathway for future employment at the state capitol. This is particularly true for those students without pre-existing personal connections in Sacramento, and/or those who do not have extensive experience and expertise in a specialized field.

The legislature is active from early January through early September, although there may be an adjournment after the budget passes (due July 1<sup>st</sup>). Unpaid internships are available primarily for the spring and summer semesters, and they require an eight-week commitment. Summer internships usually conclude around July 1<sup>st</sup>, depending on the passage of the budget. Internships on an assembly member's or senator's campaign may be available for the fall semester during election years.

To inquire about internship opportunities, contact directly the office of a state senator or assemblyperson from your home district, from USC's district, or anyone whose values, legislative priorities, and policy positions you enthusiastically support. To find information on a legislator, including how to contact him or her, visit <http://www.sen.ca.gov/> and <http://www.assembly.ca.gov/>.

**6.** Participating in an **internship with a candidate for elected office** will give you the opportunity to gain hands-on experience with the political process. Once you have identified a candidate that you wish to see elected, contact his or her office or campaign headquarters directly and inquire about volunteering.

**7. Working at the Governor's Office in Sacramento** is another great internship opportunity. For details on this program, as well as application instructions go to the following URL: <http://gov.ca.gov/intern/>.

Download the application from:  
<http://gov.ca.gov/intern/application.html>.

Contact the Internship Coordinator for additional information:  
[Internships@gov.ca.gov](mailto:Internships@gov.ca.gov)

If you are interested in working for the **Los Angeles District Office of the Governor**, please contact Mathew Cuevas for details, including application instructions and minimum applicant requirements. His information follows:

Matthew Cuevas, Staff Assistant  
Office of Governor Arnold Schwarzenegger  
300 South Spring Street, Suite 16701  
Los Angeles, CA 90013  
(213) 897-0322  
FAX: (213) 897-0319  
Matthew.Cuevas@GOV.CA.GOV

**8.** There are many alumni and other friends of USC currently working as **lobbyists in the state capitol**. They may have preexisting internship programs, or they may be willing to develop an internship in response to an individual student's request. Begin by identifying an issue that you are interested in, and then contact directly the organizations and lobbyists involved with them.

**If you are enrolled at the State Capital Center, or you are interested in internship opportunities in Sacramento**, Virginia Kaser is an excellent local resource to help you with the suggestions listed above. Please refer to her contact information on page three of this guidebook.

**Please keep these additional points in mind:**

- 1) You will have to take the initiative to find success for yourself. Once you have found a field or sector that you are interested in exploring, utilize resources such as employee directories, private business and non-profit websites, as well as your personal contacts. These resources will help you to identify the correct individual to whom you should send your cover letter and resume. Always follow up with a potential employer to ensure that they received your materials, and to inquire about obtaining an interview.
- 2) Finally, you must continuously and actively engage those around you. Networking is not a process that will be effective if you only apply it when you are currently seeking an internship or employment opportunity. Instead, you should think of it as a tool that you use today, so that you will have a foundation for employment tomorrow. Reach out to your classmates, faculty members, former employers, friends, acquaintances, family members, and alumni.

**9. Community-Based Enterprise Education Program (CBEEP)**

The County of Los Angeles Department of Human Resources administers the C-BEEP program to place university students within various County departments. These departments create internships around their need to complete specific projects, research, or studies ordered by the Los Angeles County Board of Supervisors. While C-BEEP internships are *unpaid*, you may apply the hours you work to your internship requirement. In addition, you will gain very valuable career development experience, because C-BEEP carefully designs internships to offer each participant practical and meaningful assignments.

**Who Qualifies?**

Only juniors or seniors currently enrolled in good academic standing at SPPD are qualified to apply. Upon joining the program, interns must be able to provide their own transportation to and from the internship work site. Internship hours are flexible; however, as a rule, interns must be available for a minimum of eight hours per week.

To view a listing of Current Internship Projects, please follow the link bellow:

<http://dhr.lacounty.info/intjobs.htm>.

For additional information on the C-BEEP program, contact the Department of Human Resources' Office of Ombudsman/Community Liaison, at (213) 639-6352, or by e-mail at [interns@hr.lacounty.gov](mailto:interns@hr.lacounty.gov).

You may also refer to the C-BEEP binder located in either RGL 108 or RGL 201.

**10. Office of International Services (OIS)**

The OIS has many resources specifically geared towards **international students**, such as information and/or assistance with OPT, CPT, F-1 Visas, H-1B, and permanent residency. OIS also has links to other websites that specialize in international employment and education.

<http://www.usc.edu/student-affairs/OIS/Service/career/career.html>

For on-campus jobs, refer to this webpage:

<http://www.usc.edu/student-affairs/OIS/NewStud/employment.html>

**Website:**

<http://www.usc.edu/student-affairs/OIS/>

**USC Office of International Student Services**  
Student Union 300 \* Los Angeles, CA 90089-0899  
(213) 740-2666  
(213) 740-5194 Fax \* E-mail: [ois@usc.edu](mailto:ois@usc.edu)

## NETWORKING TIPS AND GUIDELINES

**Definition of Networking:** In the context of a job search or career transition, networking can best be described as the systematic development and cultivation of informal interpersonal contacts and relationships for three purposes:

1. To compile information that helps you focus your job search objectives, learn about trends, events or facts relevant to your search, and, if you're lucky, hear about existing job openings;
2. To gain exposure within the job market;
3. To expand your network, gain more information, get referrals, and so on.

Taken from the Wall Street Journal – National Business Employment Weekly Guide

**Definition of a Network:** A system of linkages and interconnections.

**Who is an Effective Networker?** One who constantly works to develop communication skills, learn alternative presentation strategies (multimedia, video, e-mail, etc.), develop rapport, and build relationships by engaging with people from all industries, associations, the government, and academic communities. Keep the following points in mind:

- Business cards are a necessity.
- Always use a firm handshake.
- Dressing professional is important.
- Nametags are placed on your right-hand side.
- It takes time to build trust and understanding. Listen to others and observe their behavior. Pushing too quickly may make them uncomfortable.

**Some Questions to Get You Started:**

- I am interested in getting into \_\_\_\_\_. What do you think I should be doing now to increase my chances of employment in this field?
- What classes did you take that you found the most beneficial?
- Did you have an internship, and if so where? Was it helpful?
- What other areas should I be looking into for possible employment opportunities?
- What trends do you see in your industry?
- Should I join any professional organizations and if so, what are they?
- What do you like most about your job? What do you like least? What would you do differently?
- What are the best sources to find out more about what is going on in this field? Do you know of anyone who has a broad perspective in my field? Would it make sense for me to talk to that person?

Remember, effective networking is NOT a barrage of questions! You must cultivate a give and take discussion that flows.

## PROFESSIONALISM

### Expectations and Etiquette

Graduate school is an important time to improve your professionalism and business etiquette before starting a new job, transitioning into a new field, or advancing in your career. In addition to the important knowledge that you should absorb and the critical-thinking skills that you should develop throughout your time at SPPD, your education also should include an understanding of the behavioral expectations and the etiquette that you must adhere to in a professional environment. By doing so, you will be much more likely to gain favorable recognition and, in turn, receive better career opportunities. Remember too, that applying business etiquette to all your interactions with others will benefit you personally, as well as professionally.

To help you in this endeavor, we have provided some basic suggestions below, and, by attending our workshops and other programs, you will see that we repeatedly return to this very important theme.

- Develop and carry with you a portfolio of professional resumes, cover letter examples, reference lists, and thank you notes. Create multiple versions of each of these documents to highlight your skills, experience, and qualifications as they relate to different types of employers and jobs. For example, when you target a private business focused on real estate development, you should describe yourself differently than when you apply to an affordable-housing non-profit organization.
- Always RSVP for events and arrive on time. If you cannot attend after you RSVP, it is important to follow up with the host in a timely manner. This standard applies even more strongly for individual appointments.
- Keep a Rolodex, or an electronic equivalent, of your contacts with specific notes relating to that individual. These notes, for example, may be the names of your contact's spouse or children; an experience or interest that you share with him or her; or a brief record of the specifics from your previous interactions with this person. If you apply this concept, you may find that a casual acquaintance will eventually become a strong ally and advocate for you.
- Practice networking whenever the opportunity presents itself.
- Answer emails promptly.
- Always send thank you notes after interviews, or if someone has provided you with special assistance. Don't wait more than a few days before sending the note.
- Be sure that you understand what type of attire an event requires. It's important that you do not wear jeans when a business suit is expected.
- Always have your business cards with you. If you need to order them, bring a completed form and personal check to the Student Affairs Office, RGL 108.
- Be sure that you understand the time commitment before you volunteer for programs, or join an association. It is better to be an active participant of a single organization or association, than to join as many as you can in order to list them on your resume. Remember, employers are also your peers. They will likely be members of the same organizations as you and will know whether you are a participating member.
- Good manners go a long way. Saying thank you, you're welcome, and excuse me to your colleagues are simple ways of demonstrating your respect for them. Other gestures, such as opening a door or helping someone with his or her chair may seem out-dated, but your co-workers will still very much appreciate them.

# NETIQUETTE

As information technology grows more integrated into every aspect of our lives, the lines between our personal and professional lives become less clear. We use email, instant messages, cell phones, text messages, voice mail, chat rooms, and blogs for both business and casual communication. This dual-function role may make it difficult to adhere to the appropriate standards of behavior if we are not always mindful of the context in which we use them. An email to a friend may be simple and informal, but when you write an email for professional reasons, it becomes an official business letter.

Virginia Shea writes about professional behavioral standards in the digital age in her book *Netiquette*, which focuses specifically on internet communication. However, the following rules, which we paraphrased from her book, are applicable to all the ways in which everyone uses information technology today.

## **Rule 1: Choose Your Words Carefully**

When you communicate online, remember that you do not have the opportunity to use facial expressions, gestures, and tone of voice to clarify your meaning. All you may rely upon are the words that you choose, and it is very easy to misinterpret a digital message when you do not have body language to give context to those words. Thus, when you engage a person through a technological medium, you must remain conscious of this loss, and take extra care in choosing the words best able to convey your message correctly.

## **Rule 2: Behavioral Standards Still Apply**

When you communicate with someone who is not physically present with you, you must still employ the same standards of professional behavior. Although technology creates a buffer between human interactions, the rules for those interactions remain the same.

## **Rule 3: The Type of Forum Matters**

The digital world abounds with countless varieties of forums for your thoughts, ranging from large and inclusive topics, to the smallest of niche audiences. Along with the unique content that each category has, you may discover that unique behavioral standards also exist. Thus, acceptable conduct in a TV-show's chat room may not be acceptable when you are commenting on a professional journal from your field of study. Before adding your remarks, you should determine the expectations for that forum by browsing the website's content and reading the postings of your peers.

## **Rule 4: Respect Other People's Time**

Keep your comments short and to the point. Choose your words to maximize your meaning, while minimizing the numbers of them. Taking a little extra time to compose your message, or think of what you will say before you call, will enable your audience to understand your thoughts more easily and quickly. With increased speed and ease comes an increased likelihood that your audience will read your thoughts in the first place, and value them once they have done so.

## **Rule 5: Make Yourself Look Good**

Although information technology allows us to communicate without ever seeing one another physically, you must still present yourself well through your writing and verbal communication. Make sure that your grammar, word choice, and spelling are correct, that the statements you make are accurate, the content of your writing is coherent, and that you enunciated clearly.

## **Rule 6: Share Expert Knowledge**

Don't be afraid to share what you know. If you run across a question in a blog or other forum, and you have an answer that you would like to contribute, be confident enough in yourself to share your insights.

**Rule 7: Help Keep Flame Wars Under Control**

Flaming occurs when people post comments or send emails using strong language or visual aids, such as ALL CAPITAL LETTERS, to express an opinion emotionally.

Although it is important for you to speak your mind honestly and thoroughly, the method you use to convey your thoughts to others is often more important than the thoughts themselves. Keep your comments focused on the issues, and avoid personal attacks.

**Rule 8: Respect Other People's Privacy**

Respecting digital ownership is just as important as respecting someone's physical property. Just as you should not read your neighbor's mail or rummage through your coworker's desk drawers when they are not around, you should respect the privacy of their emails and other electronic communications. Spamming is another way to violate someone's privacy. It is analogous to shouting out every idea or need that you have whenever you have them. Show the same courtesy online that you would in any public space.

**Rule 9: Don't Abuse Your Power**

At different times during your career, you will be in a position of authority over others. Regardless of your abilities, it is important to respect your subordinates as people with knowledge and skills of their own. Being a good leader means listening to others just as much as it means directing them. Remember too, that the decisions you make regarding others, and the directions that you give to them, must remain within the bounds of the workplace. Using your authority to interfere with a subordinate's personal life is not only unethical, but it's often illegal too.

**Rule 10: Be Forgiving of Other People's Mistakes**

Just as it's inevitable that you will make mistakes during the course of your life, so to is it inevitable that you will encounter an error by someone else. Responding to another person's error correctly is just as important as the correction itself. Be kind and helpful instead of arrogant and self-righteous. Most importantly, always be discrete. No one besides the people directly related to the problem should be involved in identifying and remedying it.

For a more in depth look at online network etiquette, refer to [www.albion.com](http://www.albion.com).

## SOCIAL NETWORKING WEBSITES

Social-networking websites are one aspect of digital communication that deserves special attention. Not only must you be careful to apply Virginia Shea's *Netiquette* rules when using social-networking websites, you must also be careful not to share your personal information. To avoid identity theft, do not allow the following details to be openly accessible from your website:

1. Your actual address and phone number,
2. Your exact birthday,
3. The city where you are from,
4. Your mother's family name.

Remember too, that although you may create your own internet identity to represent yourself truthfully, someone else may choose to fabricate his or her online profile. Reduce your risk of becoming a victim by choosing carefully the pictures, personal data, and even the messages that you add to your website.

Despite these warnings, social-networking websites like Facebook, MySpace, LinkedIn, Friendster, Xanga, and YouTube may be invaluable tools for use in building your professional network. These self-constructed personal webpages combine many internet features into one forum. They may include blogs, instant messages, shared videos and pictures, as well as classified advertisements and more. These elements facilitate networking by helping you to identify and connect with people whose interests you share. In addition, job announcements and professional development opportunities are disseminated often using these online forums.

With over 100 million people currently using MySpace alone, social-networking websites have become a key resource for businesses and organizations too. Recruiters from companies like Ernst and Young are interested in hiring new college graduates utilizing social-networking websites. Presidential Campaigns seek to increase voter support and attract fresh volunteers by building websites using MySpace. Indeed, employers turn to social-networking websites more frequently as part of their hiring process. HR Representatives may use the information that you share online to determine your suitability for the positions to which you apply.

Armed with this insight however, you may turn this new trend to your advantage. Just as a paper resume is designed to emphasize your knowledge, skills, and professional experience, so too should your personal webpage. Treat this space as an online resume that will help you build a personal brand. Market yourself by displaying samples of your work, identifying personal and professional achievements, and discussing your interests within your chosen field of study.

### Social Networking Websites

[www.facebook.com](http://www.facebook.com)  
[www.myspace.com](http://www.myspace.com)

[www.friendster.com](http://www.friendster.com)  
[www.youtube.com](http://www.youtube.com)

[www.linkedin.com](http://www.linkedin.com)  
[www.xanga.com](http://www.xanga.com)

## STUDENT ORGANIZATIONS

Student organizations and professional associations are good ways for you to get involved in your chosen field. After joining an organization or an association, one usually receives a membership directory. This is a good resource for seeing what others are doing in your profession and where they work. Moreover, the directory will help you to identify individuals that you should contact for informational interviews. It can also help you discover job opportunities that have not been widely publicized. In addition, members usually receive a newsletter, job announcements, research information, and conference information from your organization. We highly recommend that you volunteer for committees in your organization. Just be sure to follow through and do an excellent job on that committee's assignments. This is a great way to get to know the organization's active members, and to build your own reputation as a reliable and efficient professional.

Here are a few suggested student organizations and professional associations:

### Student Organizations

#### *Asian Pacific Islander Caucus (APIC)*

<http://www.usc.edu/schools/sppd/students/associations/>  
SPPD students interested in Asian and Pacific Islander issues.

#### *Associated Students of Planning and Development (ASPD)*

<http://www-scf.usc.edu/~aspd/>

The purpose of ASPD is to explore and promote academic and professional development issues related to the field of urban planning and to promote social relationships between the students of planning at the University of Southern California at the undergraduate, graduate, and doctoral level.

#### *Graduate and Policy Administration Community (GPAC)*

<http://www-scf.usc.edu/~gpac/>

The purpose of GPAC is to encourage and promote a strong sense of community for all graduate students within USC's School of Policy, Planning, and Development; to create an active network of academic and professional support for all SPPD graduate students; to provide effective representation for those students in the development and implementation of SPPD graduate students; to bring SPPD graduate students together in a social forum to meet, exchange ideas and information, and organize for common action; to form a liaison relationship with other academic, professional, and social organizations and with practitioners in the field of public administration and policy; to create and/or participate in other appropriate services when approved by the membership.

#### *Graduate and Professional Student Senate (GPSS)*

<http://www.usc.edu/org/gpss/>

The Graduate and Professional Student Senate is the official voice of the graduate and professional student body. Elected officers and department representatives tackle issues specific to graduate students and provide venues for interaction beyond the academic realm. Their funding comes from student programming fees, and they use this money to provide advocacy, social and community service events, the spring interdisciplinary conference, and many other services and events throughout the year.

***Graduate Real Estate Association (GREA)***

<http://www.marshall.usc.edu/Clubs/GREA.cfm>

The Graduate Real Estate Association is an organization of real estate-focused graduate students at USC. In conjunction with the Lusk Center for Real Estate at USC, the GREA aims to provide its members with enhanced education about career options in the real estate industry; opportunities to network with industry professionals; opportunities to network with fellow real estate-focused graduate students.

***IPPAM Student Senate***

<http://www.usc.edu/schools/sppd/students/associations/>

Forum for those students enrolled in SPPD's IPPAM program.

***Latino Association of Policy, Planning and Development (LAPPD)***

<http://www.usc.edu/schools/sppd/students/associations/>

SPPD students interested in Latino issues.

***Student Assembly of Policy, Planning, and Development (SAPPD)***

<http://sppdweb.usc.edu/student-associations/student-association-of-policy.html>

SAPPD is the official undergraduate student organization for SPPD. It coordinates campus speakers, networking events with fellow students, and career development through collaboration with local businesses, SPPD staff, and other USC student groups.

***Student Health Council (SHC)***

[http://www.usc.edu/student-affairs/Health\\_Center/uphc.work.volunteer.shtml#shac](http://www.usc.edu/student-affairs/Health_Center/uphc.work.volunteer.shtml#shac)

Through participation in the Student Health Advisory Council (SHAC), the Alumni Association, and the USC Chapter of the American College of Healthcare Executives, students are better acquainted with the health professional community, academic community, healthcare leaders, and each other. The Student Health Council meets regularly and hosts several professional and social events each semester. Members of the SHC participate in the governance of the MHA program through active involvement at the regularly scheduled meetings of the Health Program Faculty, Health Advisory Board, Residency Advisory Committee, and Alumni Association.

***Trojan Real Estate Association (TREA)***

Graduate and undergraduate

<http://sppdweb.usc.edu/student-associations/trojan-real-estate-association.html>

***USC Planners Network***

<http://www.usc.edu/schools/sppd/students/associations/>

Graduate and undergraduate students in planning;

## PROFESSIONAL ASSOCIATIONS

### *American College of Healthcare Executives (ACHE)*

<http://www.ache.org>

Founded in 1933, the American College of Healthcare Executives is an international professional society of 30,000 healthcare executives from our nation's hospitals, healthcare systems, and other healthcare organizations. ACHE is known for its prestigious credentialing and educational programs, as well as its annual Congress on Healthcare Management, which draws more than 4,000 participants each year. ACHE is also known for its journal, the *Journal of Healthcare Management*, and magazine, *Healthcare Executive*, as well as groundbreaking research, excellent career development, and thoughtful public policy programs. ACHE's publishing division, Health Administration Press, is one of the largest publishers of books and journals on all aspects of health services management, including textbooks for use in college and university courses. These various aspects of ACHE make membership an exceptional value, and this value will continue to grow as ACHE continues working toward its goal of being the premier professional society for healthcare leaders.

### *American Evaluation Association (AEA)*

<http://www.eval.org/>

The American Evaluation Association is an international professional association of evaluators devoted to the application and exploration of program evaluation, personnel evaluation, technology, and many other forms of evaluation. Evaluation involves assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their effectiveness.

AEA has approximately 4000 members who are drawn from all 50 states, and over 60 foreign countries.

Topical Interest Groups (TIGs), each of which are focused on a unique issue, are a major component of AEA membership. Most TIGs have their own officers, means of communicating with members, and special events. All TIGs coordinate their efforts through AEA and participate actively in AEA's annual conference. Each TIG receives conference paper proposals in its area of interest and sets up a series of sessions for the conference. Members of AEA may join up to five TIGs as part of membership.

### *Advancing Government Accountability (AGA)*

Formerly the Association of Government Accountants

<http://www.agacgfm.org/homepage.aspx>

Since 1950, the Association of Government Accountants has been, and remains today, the premier educational organization dedicated to the enhancement of public financial management. AGA serves the professional interests of financial managers from local, state, and federal governments, as well as public accounting firms, who are responsible for billions of dollars, in additional other resources, every day.

AGA has been instrumental in developing accounting and auditing standards, and in generating new concepts for the effective organization and administration of financial management functions, including the passage of the Chief Financial Officer's Act of 1990. AGA conducts independent research and analysis of all aspects of government financial management.

AGA's annual conferences attract leaders from federal, state, and local governments, and the private sector, who are seeking to enhance their career development and gather innovative insights into government financial management for today and tomorrow. The annual conference offers Continuing Professional Education (CPE) credit, dynamic speakers, and outstanding networking opportunities.

### ***American Planning Association (APA)***

<http://www.planning.org>

The need for planners to shape a community vision has never been greater. The American Planning Association brings together thousands of people, such as practicing planners, citizens, and elected officials, who are committed to making great communities a reality.

APA is a nonprofit public interest and research organization committed to urban, suburban, regional, and rural planning. APA, and its professional institute, the American Institute of Certified Planners, advance the art and science of planning to meet the needs of people and society.

Local chapters get you involved in APA close to home. They serve as your primary source for networking and professional development. When you join APA, you automatically become a member of your local chapter. Most chapters hold an annual conference, provide educational workshops, offer AICP exam preparation courses, and produce a newsletter. Many chapters also conduct legislative programs, sponsor planning-commissioner training workshops, and conduct public information campaigns.

### ***Association for Public Policy Analysis and Management (APPAM)***

<http://www.appam.org>

APPAM is dedicated to improving public policy and management by fostering excellence in research, analysis, and education. APPAM promotes its mission through activities that include:

- A multidisciplinary annual research conference that attracts the highest quality research on a wide variety of important current and emerging policy and management issues, and is structured to encourage substantive interaction among its participants.
- A peer-reviewed multidisciplinary journal that publishes the highest quality research on public policy and management.
- A dedication in all activities to respecting and enhancing racial, ethnic, gender, disciplinary, and other forms of diversity among participants in all of the Association's activities.
- The involvement of policymakers, practitioners, and scholars in the Association's governance and annual conference.
- Initiatives that include and foster participation in the Association among students interested in public policy and management.

### ***American Society for Public Administration (ASPA)***

<http://aspanet.org>

The American Society for Public Administration (ASPA) was established in 1939 in response to major changes in the developing field of public administration. Throughout its more than 60-year history, ASPA has influenced, and been influenced by, the field and profession of public administration in three primary areas:

- Professionalism in public administration, both domestically and internationally;
- Public administration education, theory, and research;
- Advocacy for public administration and public service.

ASPA's goals are to:

- Foster interest in, and engagement with, the field of public administration;
- To encourage the collection, compilation, and dissemination of information on matters relating to public administration;
- To advance generally the science and art of public administration.

***International City/County Management Association (ICMA)***

<http://www.icma.org>

ICMA is a professional and educational organization for appointed managers, administrators, and assistants in cities, counties, and other local entities throughout the world. Since 1914, ICMA has provided technical and management assistance, training, and information resources to its members and their local government communities. The decisions made by ICMA's nearly 8,000 members affect more than 100 million individuals in areas ranging in size from small towns with populations of a few hundred to metropolitan areas serving several million people.

***Medical Group Management Association (MGMA)***

<http://www.mgma.com>

The Medical Group Management Association (MGMA), founded in 1926, is the nation's principal voice for medical group practice. MGMA's 19,000 members manage and lead 11,500 organizations in which approximately 237,000 physicians practice. MGMA leads the profession by assisting members through information, education, networking, and advocacy.

MGMA's annual surveys of operating costs, physician income, and management compensation produces benchmark data on the healthcare industry. Its analyses serve to advance the art and science of medical group management by providing important information resources to its members. The MGMA Annual Conference, held each fall, attracts several-thousand industry leaders, and the accompanying trade exhibition enables attendees to evaluate products and services to help their organizations operate more efficiently and effectively.

***Municipal Management Association of Northern California (MMANC)***

<http://www.mmanc.org/>

The Municipal Management Association is an organization comprised of entry level and mid-management professionals representing local governments in Southern or Northern California. This organization addresses the professional needs of urban management assistants.

***Municipal Management Association of Southern California (MMASC)***

<http://www.mmasc.org>

***Urban Land Institute (ULI)***

<http://www.uli.org>

ULI—the Urban Land Institute is a 501(c) (3) nonprofit research and education organization supported by its members. Founded in 1936, the institute now has more than 20,000 members worldwide who represent the entire spectrum of land use and real estate development disciplines within both private enterprise and public service.

As the preeminent, multidisciplinary real estate forum, ULI facilitates the open exchange of ideas, information, and experience among local, national, and international industry leaders and policy makers dedicated to creating better living and working spaces. Its mission is to provide responsible leadership within the practice of land management.

## USC OFFICE OF COLLEGE ADVISING

The University of Southern California's Office of College Advising offers many programs to help the undergraduate population orient themselves to the University Park Campus, its neighborhood, and your new academic community. In addition, the Office of College Advising has created programs to help guide students that may be interested in pursuing future Graduate, Health and Law degrees. Each track has specific advisors, plans, and involvement opportunities associated with it.

### *New-Student Seminars*

Meet other new Trojans as the staff introduces themselves and key campus resources at your disposal.

### *Learning Communities Program*

This program groups twenty students together to share a two-course series consisting of one General Education class and one elective. You will also travel off-campus with your Community Learning Group to explore Los Angeles-area cultural and sporting events. Free tickets, transportation, and meals are included. See the website below to register and for additional information:

<http://www.usc.edu/dept/LAS/cas/LearningCommunities/>.

### Office of College Advising

CAS Rm. 120  
Located on Trousdale across from  
Taper Hall

For appointments call  
(213) 740-2534

8:30am - 5:00pm (M-F)

Fax: (213) 740-3664

**Website:** <http://www.usc.edu/dept/LAS/cas/cas.html>

## PRE-GRADUATE SCHOOL SERVICES AND RESOURCES

The Office College Advising offers the following Pre-Graduate School Advising services and resources:

### Academic Advisement

#### Finding a Graduate School

- Where To Look
- Admissions Requirements
- Course Offerings
- Student Life
- Finances

#### Application Advisement

- Application Form
- Official Transcripts
- Personal Statement
- Letters of Recommendation
- Application Fee
- Financial Aid Forms
- MBA Programs and Applications
- Tests
  - GRE
  - GMAT
  - TOEFL

#### Finding Funding for Graduate or Professional School

- Where to Look
- Resources for Under-represented Students
- Nationally Competitive Fellowships
- Loans

#### Graduate Study Abroad

- Program Recommendations
- Funding Options

### **Pre-Grad Advisor:**

Shayna Kessel  
[pregrad@usc.edu](mailto:pregrad@usc.edu)

**Website:** <http://www.usc.edu/pregrad>

## INVOLVEMENT OPPORTUNITIES



### Avenues for Undergraduate Research

*Through faculty-sponsored research, undergraduates help acquire new knowledge at the forefront of their fields, develop skills in critical thinking and problem solving, express their creativity, and benefit from mentoring by faculty. All of the 240+ faculty members in the College conduct research and other scholarly activity, and most are willing to involve undergraduate students. The following are specific examples.*

#### **USC Undergraduate Research Program**

[www.usc.edu/ugresearch](http://www.usc.edu/ugresearch)

Information on undergraduate research opportunities, academic honors programs, financial support, and a forum for dissemination of student accomplishments.

#### **USC Undergraduate Symposium for Scholarly & Creative Work**

[www.usc.edu/ugsymposium](http://www.usc.edu/ugsymposium)

Using poster/panel sessions, art exhibits, and electronic media, students can exhibit and share their scholarly work with the university community. Monetary prizes awarded in several categories.

#### **PIBBS at USC: Programs in Biomedical and Biological Sciences**

[www.usc.edu/programs/pibbs/site/index\\_001.html](http://www.usc.edu/programs/pibbs/site/index_001.html)

Faculty research topics include: marine, evolutionary, cancer, cell, and developmental biology; disease research, epidemiology and biostatistics, genetics, genomics and bioinformatics, immunology, molecular structure and function, neurobiology, & pharmacology and therapeutics.

#### **USC Research Centers, Institutes and Departments**

List of Research Centers and Institutes by Subject Area

[www.usc.edu/research/centers/](http://www.usc.edu/research/centers/)

Research Departments Offering Undergraduate Opportunities

[www.usc.edu/programs/ugprograms/ugresearch/oncampus\\_ongoing.shtml](http://www.usc.edu/programs/ugprograms/ugresearch/oncampus_ongoing.shtml)

Arts and Humanities, Life Sciences, Social Sciences, Physical Sciences, Math and Engineering, Medicine and Health

#### **Women in Science and Engineering - College Undergraduate Research Grants**

[www.usc.edu/admin/provost/WISE/](http://www.usc.edu/admin/provost/WISE/)

Grants to participate in scholarly research with science or mathematics faculty in the College. The central aim is to increase the representation of women in the sciences.

#### **USC Wrigley Institute for Environmental Studies: Catalina Semester**

[wrigley.usc.edu/](http://wrigley.usc.edu/)

A 16-week intensive marine science research program for undergraduate juniors and seniors. This program explores the dynamics of marine organisms and ocean microbes, as well as the latest in scientific approaches to oceanic problems.

#### **Student Senate Academic Research Fund**

[www.usc.edu/admin/provost/ugresearch/oncampus\\_wards\\_arf](http://www.usc.edu/admin/provost/ugresearch/oncampus_wards_arf)

Provides grants up to \$1,000 for undergraduate student projects with faculty sponsors.

#### **McNair Scholars Program**

[www.usc.edu/programs/ugprograms/mcnair/aboutus\\_advisory.shtml](http://www.usc.edu/programs/ugprograms/mcnair/aboutus_advisory.shtml)

Summer research grants of \$2,800 and special programs to help prepare for graduate school, for disadvantaged and underrepresented minority students.

#### **Center for Religion and Civic Culture**

[www.usc.edu/dept/sociology/funding.html](http://www.usc.edu/dept/sociology/funding.html)

Sponsors approx. 12 research grants (up to \$1,500) to undergraduates for faculty-sponsored research on religion and culture.

#### **East Asian Studies Center - Freeman Foundation Sponsored Research**

[www.usc.edu/dept/LAS/EASC/Freeman.htm](http://www.usc.edu/dept/LAS/EASC/Freeman.htm)

Scholarships for undergraduates performing research on East Asia as part of a study abroad semester.

#### **Interdisciplinary Studies**

[www.usc.edu/inds/clp](http://www.usc.edu/inds/clp)

Collaborative Learning Projects allow students to work together on a student-designed learning experience and earn unit credit.

**Jesse M Unruh Institute of Politics - Undergraduate Research Scholars**

[www.usc.edu/schools/college/unruh/](http://www.usc.edu/schools/college/unruh/)

Outstanding undergraduates participate in the research of Political Science faculty members.  
213) 740-8964

**Integrated Media Systems Center - Undergraduate Research Grants, Viterbi School of Engineering**

[imsc.usc.edu/research/](http://imsc.usc.edu/research/)

A National Science Foundation Engineering Research Center that offers opportunities in research and grant awards to undergraduate students.

**Directed Research Courses\***

[www.usc.edu/admin/provost/ugresearch/oncampus\\_directed](http://www.usc.edu/admin/provost/ugresearch/oncampus_directed)

Student-proposed, faculty supervised research projects that earn 2-8 units of elective credit. Upon completion, the work is formally presented as a paper, publication, demonstration or performance.

**\*Departmental Honors Programs**

Most departments invite outstanding students to join honors programs that include research experiences. Contact your departmental advisor.

**External Avenues for Undergraduate Research:**

**American Cancer Society (ACS)**

[www.cancer.org/docroot/RES/RES\\_0.asp](http://www.cancer.org/docroot/RES/RES_0.asp)

One of the nation's largest non-profit organizations which funds cancer research, projects and programming conducted worldwide.

**American Heart Association (AHA)**

[www.americanheart.org/presenter.jhtml?identifier=1200050](http://www.americanheart.org/presenter.jhtml?identifier=1200050)

AHA stimulates research and career development opportunities in primary and secondary prevention, outcomes, and quality of care. Types of research include directed, applied, basic, clinical, fundamental and targeted.

**American Diabetes Association (ADA)**

[www.diabetes.org/diabetes-research/ada-funded.jsp](http://www.diabetes.org/diabetes-research/ada-funded.jsp)

The ADA funds peer-reviewed projects aimed at preventing, treating and curing all types of diabetes. The association also funds "targeted," or donor-driven research grants that interest both donor and association.

**National Institute of Health (NIH)**

[www.nih.gov/science/](http://www.nih.gov/science/)

Research and training opportunities including summer internship programs, summer research fellowship programs, post-baccalaureate research opportunities, and graduate education programs

**National Science Foundation (NSF)**

[www.nsf.gov/news/overviews/](http://www.nsf.gov/news/overviews/)

NSF supports a variety of science, engineering and education research in nearly every field.

**W. M. Keck Foundation**

[www.wmkeck.org](http://www.wmkeck.org)

The philanthropic foundation focuses on five areas: Science and Engineering Research, Undergraduate Science and Engineering, Medical Research, Liberal Arts and Southern California.

**The Baxter Foundation**

[www.baxter.com/](http://www.baxter.com/)

A global healthcare company that assists healthcare professionals with medical developments including recombinant therapeutics, plasma-based therapeutics, vaccines, small molecule drugs, medication delivery systems, kidney dialysis, drug formulation technologies, and sterilization techniques.

**The Doheny Eye Institute**

[www.usc.edu/hsc/doheny/](http://www.usc.edu/hsc/doheny/)

A center for patient care, vision research, and physician education; affiliated with USC's Keck School of Medicine.

**The House Ear Institute**

[www.hei.org](http://www.hei.org)

A private, non-profit organization dedicated to advancing hearing science through research and education. Explore the developing ear, hearing loss, ear disease and the relationship between the ear and the brain.



## PRE-HEALTH SERVICES AND RESOURCES

The College Advising Pre-Health Services aims to accomplish its mission of serving students by providing the following services and resources:

### Academic Advisement

- Medical School
- Veterinary School
- Dental School
- Pharmacy
- Physical therapy
- Nursing
- Allied Health-professions
- General education
- Major and minor selection
- Electives
- Curriculum planning

### Pre-health workshops

- Freshman/Sophomore Pre-health workshop
- Junior/Senior Pre-health workshop
- Interview workshop
- Personal statement workshop
- Application workshops

### Guest speakers

- Osteopathic medical school admission representatives
- Allied-health school admission representatives

### Pre-Health file service

- Emulates primary Medical application

### Pre-health file; March 19th deadline

- Letter of Recommendation mailing service

### Pre-Health Committee

- 10-12 USC Faculty Committee
- Pre-health committee mock interview (when applicable)
- Pre-health committee letter eligibility
- Pre-Health web-site: [www.usc.edu/pre-health](http://www.usc.edu/pre-health)

### E-mail list serve: [listproc@usc.edu](mailto:listproc@usc.edu)

### Pre-Health reference and resource library

### Referrals

- Clinical experience, volunteer service, and research opportunities referrals
- Test preparation referral
- Pre-Health flyers and pamphlets
- Pre-Health student organization referral
- Personal statement review

### Pre-Health Advisors:

Kim Vinson  
[vinson@usc.edu](mailto:vinson@usc.edu)

Meghan Sapien  
[msapien@usc.edu](mailto:msapien@usc.edu)

### Post-Bacc Advisor:

Courtney Brennan  
[cbrenna@usc.edu](mailto:cbrenna@usc.edu)

Amy Cummings  
[alcummin@usc.edu](mailto:alcummin@usc.edu)

### Student Services

#### Coordinator:

Nathalie Zuletta  
[nzuletta@usc.edu](mailto:nzuletta@usc.edu)

#### Pre-Health Intern:

Timi E-nunu  
[enunu@usc.edu](mailto:enunu@usc.edu)

## INVOLVEMENT OPPORTUNITIES



### Volunteer Opportunities In the Health Professions

#### Hospitals

##### USC University Hospital

[www.uscuh.com/CWSCContent/uscuh/ourServices/communityServices/Volunteer+Opportunities+.htm](http://www.uscuh.com/CWSCContent/uscuh/ourServices/communityServices/Volunteer+Opportunities+.htm)  
323-442-8919

##### Childrens Hospital Los Angeles

[www.childrenshospitala.org/body.cfm?id=20](http://www.childrenshospitala.org/body.cfm?id=20)  
323-669-2371

##### UCLA Medical Center

[www.healthcare.ucla.edu/shared/volunteering/ucla/](http://www.healthcare.ucla.edu/shared/volunteering/ucla/)  
310-825-6001

##### Santa Monica UCLA Medical Center

[www.healthcare.ucla.edu/shared/volunteering/sm](http://www.healthcare.ucla.edu/shared/volunteering/sm)  
310-319-4614

##### LAC/USC Medical Center

[www.usc.edu/schools/medicine/departments/preventive\\_medicine/divisions/behavior/education/bachelors/opportunities.html](http://www.usc.edu/schools/medicine/departments/preventive_medicine/divisions/behavior/education/bachelors/opportunities.html)  
Coco Ceja, 323-226-6945

##### Martin Luther King Jr/Drew Medical Center

[www.ladhs.org/mlk/volunteer.htm](http://www.ladhs.org/mlk/volunteer.htm)  
310-668-5240

##### Harbor-UCLA Medical Center

[www.ladhs.org/phcommon/public/adrs/adrsprogdetail.cfm?orgid=68&unit=harbor&prog=harbor&ou=dhs](http://www.ladhs.org/phcommon/public/adrs/adrsprogdetail.cfm?orgid=68&unit=harbor&prog=harbor&ou=dhs)  
310-222-3258

##### Operation Smile

[www.operationsmile.org/help/volunteer/](http://www.operationsmile.org/help/volunteer/)  
Connie Lynch, 323-442-6792

##### White Memorial Hospital

[www.whitememorial.com/content/giving/volunteers.asp](http://www.whitememorial.com/content/giving/volunteers.asp)  
323-260-5727

##### Orthopedic Hospital

[www.orthohospital.org/giving/5.html](http://www.orthohospital.org/giving/5.html)  
213-742-1533

##### Pasadena Huntington Hospital

[www.huntingtonhospital.com/body.cfm?id=39618](http://www.huntingtonhospital.com/body.cfm?id=39618)  
626-397-5208

##### St. John's Hospital

[www.stjohns.org/gift/volunteer.htm](http://www.stjohns.org/gift/volunteer.htm)  
310-829-8438

##### City of Hope

[www.cityofhope.org/volunteer/contactus.htm](http://www.cityofhope.org/volunteer/contactus.htm)  
Jason, 626-256-4673/4049

#### Clinics

##### The Los Angeles Free Clinic

[www.lafreeclinic.org/volunteer.htm](http://www.lafreeclinic.org/volunteer.htm)  
323-330-1617

##### LA DHS Directory of Clinics

[www.ladhs.org/phcommon/public/adrs/adrssearchaction.cfm?search=all&ou=dhs&prog=clinics&unit=clinics](http://www.ladhs.org/phcommon/public/adrs/adrssearchaction.cfm?search=all&ou=dhs&prog=clinics&unit=clinics)

#### Non-profit Organizations

##### Planned Parenthood

[www.plannedparenthood.org/pp2/losangeles/aboutus/volunteeropenings/?jsessionid=5B9EB3CA86BFFC07F0E27C2569C2864](http://www.plannedparenthood.org/pp2/losangeles/aboutus/volunteeropenings/?jsessionid=5B9EB3CA86BFFC07F0E27C2569C2864)  
310-395-0098

##### Homelessness Prevention Project

[www.publiccounsel.org/overview/hapopps.html](http://www.publiccounsel.org/overview/hapopps.html)  
213-385-2977 ext. 101

##### Peace Corps

[www.peacecorps.gov/index.cfm?shell=learn.howvol](http://www.peacecorps.gov/index.cfm?shell=learn.howvol)  
1-800-424-8580

**Teach for America**

[www.teachforamerica.org/looking.html](http://www.teachforamerica.org/looking.html)  
[admissions@teachforamerica.org](mailto:admissions@teachforamerica.org)

**American Red Cross**

[www.redcross.org/donate/volunteer/](http://www.redcross.org/donate/volunteer/)

**COPE**

[www.copehealthsolutions.org](http://www.copehealthsolutions.org)  
[kpokawatana@copehealthsolutions.org](mailto:kpokawatana@copehealthsolutions.org)

**Campus Organizations****African Americans in Medicine**

[aaim@usc.edu](mailto:aaim@usc.edu)  
[www.scf.usc.edu/~aaim](http://www.scf.usc.edu/~aaim)

**Alpha Epsilon Delta**

[aed@usc.edu](mailto:aed@usc.edu)  
[www.scf.usc.edu/~aed/](http://www.scf.usc.edu/~aed/)

**American Medical Student Association**

[amsa@usc.edu](mailto:amsa@usc.edu)  
[www.scf.usc.edu/~amsa](http://www.scf.usc.edu/~amsa)

**Associated Students of Biomedical Engineering**

[asbme@usc.edu](mailto:asbme@usc.edu)  
[www.scf.usc.edu/~asbme](http://www.scf.usc.edu/~asbme)

**Associated Students of the School of Medicine**

[assm@usc.edu](mailto:assm@usc.edu)  
[www.usc.edu/assm](http://www.usc.edu/assm)

**Chicanos for Health Education**

[clhe@usc.edu](mailto:clhe@usc.edu)  
[www.scf.usc.edu/~clhe](http://www.scf.usc.edu/~clhe)

**Collegiate Med Volunteers**

[cmv\\_board@hotmail.com](mailto:cmv_board@hotmail.com)  
[www.cmvprogram.com/](http://www.cmvprogram.com/)

**Delta Delta Sigma**

<http://scf.usc.edu/~ddsc>

**Future Physicians for Ethical Responsibility**

[jhornste@usc.edu](mailto:jhornste@usc.edu)

**Health Promotion Students Association**

[hpsa@usc.edu](mailto:hpsa@usc.edu)

**Phi Sigma**

[phisigma@usc.edu](mailto:phisigma@usc.edu)  
[www.scf.usc.edu/~phisigma](http://www.scf.usc.edu/~phisigma)

**Postbaccalaureate Premedical Program**

[postbacc@usc.edu](mailto:postbacc@usc.edu)  
[www.chem.usc.edu/undergraduate/premed.html](http://www.chem.usc.edu/undergraduate/premed.html)

**Pre-O.T. Club**

[uscpreotclub@yahoo.com](mailto:uscpreotclub@yahoo.com)

**Student Gerontology Association**

[tschindl@usc.edu](mailto:tschindl@usc.edu)  
[www.scf.usc.edu/%7Esga/](http://www.scf.usc.edu/%7Esga/)

**Trojan Chemistry Club**

[chemclub@usc.edu](mailto:chemclub@usc.edu)  
[www.scf.usc.edu/~chemclub](http://www.scf.usc.edu/~chemclub)

**Trojan Health Volunteers – JEP**

[www.usc.edu/dept/LAS/jep/jep/thv.htm](http://www.usc.edu/dept/LAS/jep/jep/thv.htm)

**USC Habitat for Humanity**

[habitat@usc.edu](mailto:habitat@usc.edu)

**International Opportunities****American Medical Student Association**

Sural Shah, [sks214@psu.edu](mailto:sks214@psu.edu)  
[www.amsa.org/global/ih/](http://www.amsa.org/global/ih/)

**Child Family Health International**

[students@cfhi.org](mailto:students@cfhi.org)  
[www.cfhi.org](http://www.cfhi.org)

**International Medical Volunteers Association**

[info@imva.org](mailto:info@imva.org)  
[www.imva.org/Pages/volufm.htm](http://www.imva.org/Pages/volufm.htm)

**Public Health Student Caucus**

[president@phsc.org](mailto:president@phsc.org)  
[www.phsc.org/](http://www.phsc.org/)

**Volunteer Opportunities****Volunteer Center of the San Gabriel Valley**

[www.vcsgv.org/](http://www.vcsgv.org/)

**Volunteer Match**

[www.volunteermatch.org/](http://www.volunteermatch.org/)

**SERVEnet**

[www.servenet.org/](http://www.servenet.org/)

**LA DHS Directory of Clinics**

[www.ladhs.org/phcommon/public/adrs/adrssearchaction.cfm?search=all&ou=dhs&prog=clinics&unit=clinics](http://www.ladhs.org/phcommon/public/adrs/adrssearchaction.cfm?search=all&ou=dhs&prog=clinics&unit=clinics)

## PRE-LAW SCHOOL SERVICES AND RESOURCES

### Undergraduate Curriculum

- Recommend Classes
- Law-Related Minors
- Summer Courses

### LSAT, LSAC, & LSDAS

- LSAC-Law School Admission Council
- LSAT-Law School Admissions Test
- LSDAS-Law School Data Assembly Service

### Choosing A Law School

- Location
- Joint Degree
- Special Programs
- Competitiveness
- Tuition and Living Expenses
- Bar Pass Rates and Job Placement

### The Admissions Process

- Application Checklist
- Timeline
- Personal Statement
- Letters of Recommendation
- Admissions FAQ

### Getting Involved

- Pre-Law Learning Community
- Pre-Law Student Organizations

### Pre-Law E-mail Listserv

- How to Subscribe:
  - Send a message to: [listproc@usc.edu](mailto:listproc@usc.edu)
  - Leave the subject line blank.
  - In the message box type: "SUBSCRIBE prelaw-l" and Your Email and First and Last Name ("-l"=lower case L)

### Calendar of Events

**Website:** <http://www.usc.edu/dept/LAS/cas/Pre-Law/>

## INVOLVEMENT OPPORTUNITIES

### ***Pre-Law Society***

The USC Pre-Law Society joins all pre-law affiliated groups into one community. PLS offers many opportunities for Pre-Law students to interact with each other, and it is a great way to get information about other pre-law affiliated student organizations.

For more information, please email: [Pls.usc@gmail.com](mailto:Pls.usc@gmail.com).

### ***ABLE-Association for Black Students in Legal Education***

For more information, please email: [ABLE@usc.edu](mailto:ABLE@usc.edu)

### ***Blackstonians***

Blackstonians is the USC pre-law Honor Society. You must have completed 32 units but not more than 118 (at least 16 of which must have been completed at USC) with a 3.35 GPA to apply. You can pick up an application at the Office of College Advising or from VKC 327. Faculty Advisor: Alison Renteln, Political Science VKC 327 (213) 740-3248.

### ***Phi Alpha Delta***

Phi Alpha Delta is a co-ed Pre-Law Fraternity. For more info email at [pad.usc@gmail.com](mailto:pad.usc@gmail.com)

### ***Trojan Debate Squad***

Today the TDS is a proud member of the Annenberg School for Communication. Annenberg faculty and graduate students teach debate to USC students from all degree programs. The Trojans compete in a range of events, but the primary emphasis is intercollegiate policy debate and on-campus public debate.

<http://www.usctrojandebate.com/>

### ***USC Mock Trial Team***

Olu Orange, Esq., coach [usc\\_mock\\_trial@yahoo.com](mailto:usc_mock_trial@yahoo.com)

For more information, please visit: [www.uscmocktrial.org](http://www.uscmocktrial.org)

### ***Asian Pacific American Pre-Law Society***

The goal of APAPLS is to assist Asian-American students who are interested in pursuing legal education.

### ***Journal of Law and Society***

The purpose of this organization is to promote undergraduate legal research and critical thinking in the affects of law on society today. This will give an equal opportunity to be published and will incorporate interdisciplinary fieldwork.

For more information, please contact Deborah Rho: [uscjls@gmail.com](mailto:uscjls@gmail.com).

### ***Latino Pre-Law Society***

LPLS exists to help Latino-American undergraduates who have an interest in a future in the field of law.

## SUGGESTED READING

### **General Career Guides:**

*Guerrilla Marketing for Job Hunters: 400 Unconventional Tips, Tricks, and Tactics for Landing Your Dream Job*, by David E. Perry & Jay Conrad Levinson

When Jay Levinson first published *Guerrilla Marketing* in 1983, he revolutionized the small-business world. This book applies his concepts to career development and job-hunting, and includes real-life war stories from successful job hunters and expert tips and tactics from over 100 prominent recruiters. This book will help you to:

- \* Use the Internet for everything from research and job searches to your own Web site, blogs, and podcasting
- \* Perform an extreme resume makeover and create a higher-powered value-based resume
- \* Harness the full power of Google, LinkedIn, and ZoomInfo to uncover opportunities in the "hidden job market" ahead of your competition (or other job hunters)
- \* Branding yourself and selling your strengths in resumes, letters, e-mail, and interviews

ISBN: 0618785914

ISBN-13: 9780618785919

### **Resume Writing:**

*Resume Magic: Trade Secrets of a Professional Resume Writer*, by Susan Britton Whitcomb

Susan Whitcomb, a professional resume writer, reveals her inside trade secrets for creating phenomenal resumes. She clearly explains the entire process of resume writing to maximize your resume's personal marketing potential. She illustrates each of her techniques and suggestions with Before-and-After resume examples.

ISBN: 1593573111

ISBN-13: 9781593573119

### **Cover Letters:**

*Cover Letters That Knock 'em Dead*, by Martin Yate

In this top seller of more than ten years, Martin Yate shows readers the words and phrases that will help them to get that critical first interview. This edition includes new material: an update of the text; a step-by-step procedure for turning weak cover letters into strong ones; the latest strategies for online cover letters and job searching; and the new section, Before and After, reveals how to transform sloppy cover letters into powerful tools.

ISBN: 1598696734

ISBN-13: 9781598696738

### **Interviewing:**

*60 Seconds and You're Hired!*, by Robin Ryan

This book provides concise advice and easy-to-learn techniques for mastering the interview process whether you are just starting out or moving onwards and upwards. Robin Ryan presents sure-fire strategies based on current hiring trends, including how to: give the best answers to the interviewer's questions, how to communicate that you are the right person for the job using his 5-point agenda and 60-second sell techniques, and tips from suggested by hiring managers themselves.

ISBN: 0143112902

ISBN-13: 9780143112907

*Sell Yourself! Master the Job Interview Process*, by Jane Williams

The ability to sell yourself is a critically importance part of successful job interviews. Jane Williams provides examples and references drawn from her extensive sales experience in the pharmaceutical industry to teach readers the art of self-promotion in today's competitive job market. Detailed selling descriptions and examples are given so that a non-sales professional can understand the self-promotion process, learn to create and present a good sales presentation, improve their ability to impress people favorably, and win support for their ideas and goal achievement.

ISBN: 0970415389

ISBN-13: 9780970415387

### **Vault Guides:**

This series includes a large number of relevant titles. A few examples follow:

*Vault Guide to Top Internships, 2008 Edition*, by Mark Oldman

Employers increasingly use their internship programs as feeder programs from which to evaluate students for potential full-time positions. This Vault guide provides detailed information on the internship programs at over 750 companies nationwide, from Fortune 500 companies to nonprofits and governmental institutions. Each program profile includes information vital for prospective interns.

ISBN: 1581315104

ISBN-13: 9781581315103

*Vault Career Guide to Consulting*, by Eric Chung

ISBN: 1581315317

ISBN-13: 9781581315318

*Vault Guide to the Top 50 Consulting Firms, 2008*, by Naomi Newman

ISBN: 1581314914

ISBN-13: 9781581314915

*Vault Guide to International Development Careers*

ISBN: 1581316216

ISBN-13: 9781581316216

### **Bureau of Labor Statistics**

Every two years, the Bureau of Labor Statistics publishes a new *Occupational Outlook Handbook*. This book contains hundreds of job titles and categories arranged alphabetically, and divided into the following topics:

- Significant Points
- Nature of the Work
- Training, Other Qualifications, and Advancement
- Employment
- Job Outlook
- Projections Data
- Earnings
- OES Data (Occupational Employment Statistics)
- Related Occupations
- Sources of Additional Information

We encourage you to refer to the *Handbook* often as you explore your career interests. You may find a direct link to the 2008-2009 edition of the *Occupational Outlook Handbook* below:

<http://www.bls.gov/OCO/>.

