Summer 2016

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Career Decision-Making Process

ENGAGING

REFLECTING

UNDERSTANDING

ACTING

EXPLORING

EVALUATING

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Career Development includes activities in each of these areas:

- Exploring Self & Careers
- Career Planning & Prep
- Gaining Experience
- Gaining Employment
Liberal Arts to Careers Externship

- Explore career options and gain insights into the realities of the workplace
- Selected students are matched with alumni sponsors
- Students and sponsors will meet 3-5 times over summer break at sponsor’s workplace
Vice President, Community Engagement & Initiatives, New York Road Runners, NYC
How will students benefit?

• Explore
• Observe
• Understand
• Gain exposure

• Develop relationships
• Learn and practice
• Apply skills
• Make informed choices

VP, General Counsel, IBM North America

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Executive VP, Original Programming, Showtime

Equal Employment Opportunity, Fire Department, City of New York

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How might you spend your time?

• Observe work being performed by shadowing sponsor and/or co-workers
• Speak with sponsor about their career field, career path, job responsibilities, experiences
• Attend staff or committee meetings or presentations
• Take a tour of the organization
• Participate in informational interviews with staff members to understand the organization, industry and future trends, and career paths within this field
• Attend a training program for new employees
Externship Fields

- Business
- Communications
- Education
- Emergency Management
- Entrepreneur
- Environmental
- Finance
- Government
- Health Care/Administration
- Higher Education
- Human Resources
- Journalism
- Law
- Library Science
- Marketing
- Media
- Non-Profit
- Veterinarian
- List of locations

* If you don’t see what you are looking for, you can make a request ... no guarantees!
Requirements to Apply

- Harpur students who have completed a minimum of one year of college by May, 2016
- Must be in good academic standing
- Minimum 2.75 GPA
- International students MUST get approval from ISSS office before applying
How to apply to LACE

• Apply on hireBING (Job Posting: LACE) and upload a well-written, professional **resume** and **cover letter**
  • Resume must be uploaded to your hireBING profile before you can apply
• Address cover letter to:
  Ms. Danielle Britton
  Harpur Edge
  Binghamton University
• Your cover letter should explain why you want to participate in LACE and what careers you are interested in exploring.
• Use Fleishman Career Center resources!

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How to apply to LACE (Cont’d)

• **Select up to 5 choices** of externships, using link provided in hireBING application. You will be asked to rank your choices in the interview. **Survey choices**

• Ask faculty or staff member to complete the **Student Recommendation Form (available on the LACE web site)**
  
  • Have recommender email the completed form to **lace@binghamton.edu**
  OR
  enclose in an envelope with reference signature across the seal and send to:
  Harpur Edge, Attention: Danielle Britton
Liberal Arts to Careers Externship - Winter '16
Liberal Arts to Careers Externship (LACE)

Posted: Sep 22, 2015

DIVISION N/A DESIRED CLASS LEVEL(S) Sophomore, Junior

DESCRIPTION
LACE provides Harpur students the opportunity to shadow Harpur alumni in their workplace over summer break. Students can explore how their major relates to career options, observe workplace etiquette firsthand, and begin to develop valuable career networks.

Selected students will be matched with an alumnus or alumna sponsor and will meet with them three to five times over break, for at least one half day per session. Students will be selected based on evaluation of cover letter, resume, recommendation and interview, along with the availability of a sponsor match based on career interest and geographic preference. Students are responsible for their own transportation. Students will not receive academic credit or pay.

Harpur students in good academic standing with a minimum 2.75 GPA who have completed a minimum of one year of college are eligible to apply. Preference is given to current and rising sophomores.

To apply:
1. Upload resume and cover letter to hireBING - LACE job posting. Your cover letter should be addressed to:
   Danielle Britton, Harpur Edge Office, Binghamton University Binghamton, NY 13902-6000
2. Once you have uploaded your cover letter and resume, you will be redirected to another website where you will enter your bmail account and select up to 5 externship choices. If you are not redirected automatically, Please use this link to make your selections: http://studentvoice.com/bing/liberalartstocareersexternship16
3. Student recommendation form must be completed by faculty or staff and received by the LACE application deadline. The form is available on the LACE website: http://binghamton.edu/lace
   Forms must be emailed by the recommender to lace@binghamton.edu OR submitted in an envelope with reference signature across the seal to Harpur Edge, Attention: Danielle Britton

You will be notified if you are invited for an interview and how to schedule.

LOCATION
Nation Wide
Yes
City
State/Province
Nationwide
Country
United States of America

POSITION TYPE
Liberal Arts to Careers Externship (LACE) Program

CONTACT INFORMATION
lace@binghamton.edu
APPLY

HOW TO APPLY

Click the Apply button to upload your resume and cover letter to the LACE job posting, then click the link below to select your top 5 choices for externship. Note: If you don't see the Apply button, please make sure you meet the criteria AND you have uploaded a resume to hireBING.


List of externships: Click here

APPLICATION STATUS

If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.

RESUME: test doc*

No cover letters found!

COVER LETTER*: + Add New

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

NOTES:

[Check Spelling]

Submit
Once your application has been submitted:

- Students will be notified if they are being invited for an interview (March 16-22)
- Students and sponsors will be matched according to career interest and geographic preference (or discuss student support fund)
- Students will be notified by April 18 if they have been matched
Key Dates for LACE Summer 2016

• Information posted February 12, 2016
• Application due:  
  Monday March 14, 2016
  1. Resume and Cover Letter uploaded to hireBING in the LACE job posting
  2. Selection of up to 5 externship choices and
  3. Completed recommendation form

• Students will be notified by March 15 if they are invited for an interview
• Student notification of match by April 18
• Student Orientation: Late April Date TBA

• Externship will occur between end of May and August 24, 2016

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Tips for being selected

• Neatness counts!
  • Make sure all documents have been proof-read and are error-free

• Use Fleishman Center resources for resume writing and review, interview skills and tips on professionalism

• If you are invited for a LACE interview, dress professionally (“business-casual” is fine) and be ready to speak about why you should be selected to participate
Once you are selected!

- Attend mandatory orientation session to receive information about sponsor and instructions
- Following orientation, students contact their sponsor to discuss goals for their time together and plan logistics for their shadowing experience
- Students complete pre and post survey, Learning Outcomes document and Reflection document
- Students are responsible for their own transportation
- Students attend a wrap-up session
Looking outside your location?

- There is funding available through Harpur Edge
- Who is eligible:
  - Harpur College student
  - Confirmation of LACE match for upcoming session
  - Minimum GPA of 2.75
  - Current FAFSA on file at the University's Office of Financial Aid and Scholarship Services
- Priority will be given to students who have not previously received support through the Harpur Edge Scholarship Fund and those with financial need.
- [http://binghamton.edu/harpur/edge/harpuredgestudentsupportfund.html](http://binghamton.edu/harpur/edge/harpuredgestudentsupportfund.html)
For more information....

http://binghamton.edu/lace

OR

Send an email to: lace@binghamton.edu
Additional questions or comments?