Career Services Advising Syllabus

Career Services Mission is to help students explore career possibilities, acquire tools needed to secure employment and to connect with employers.

Career Services Objective is to provide students with the necessary resources to make the right career choice and to see them on a career path that will lead to successful employment.

Student Learning Outcomes: In order to make the right career choice and subsequently gain employment the student will:
1. Become familiar with Career Services’ location and hours of operations.
2. Investigate and utilize all that Career Services has to offer.
3. Learn about opportunities for career exploration – SSC110 class, individual meetings, online assistance, and workshops.
4. Develop strategies during their academic experience to be successful upon entering the world of work.
5. Utilize job search resources and tools provided by Career Services’ staff.

Checklist:
Prior to the start of my first semester....
☐ I will learn about Career Services through Explore Owens or New Student Orientation (NSO).
☐ I will meet with a Career Services representative if I am an undecided or undeclared student.

During my first semester....
☐ I will become familiar with the Office of Career Services’ resources on OZONE.
☐ I will research my major and explore the career path I am taking.
☐ I will set up an account on College Central after registering for classes.

Each Semester....
☐ I will review my academic plan and work on strategies that will help me be successful in my future career.
☐ I will check with Career Services about opportunities that will enrich my career plan such as internships and co-ops.
☐ I will show progress on my academic plan to keep me on my career target.

Ongoing....
☐ I will update College Central as changes occur.
☐ I will check information posted on Facebook - https://www.facebook.com/careerservicesowens
☐ I will look at the events page on College Central and Career Services.
☐ I periodically conduct informational interviews.

Final Semester....
☐ I will update my resume with assistance from Career Services’ staff.
☐ I will attend at least one job fair offered on campus.
☐ I will sharpen my interviewing skills with Career Services’ staff.

Career Services – Toledo Campus College Hall 150, 567-661-7501 - https://www.owens.edu/jobs/index.html
Findlay Campus call 567-429-3509 to schedule an appointment.