

EXPERIENTIAL LEARNING Newsletter

Office of Career Education, Office 200 304-696-6051 www.marshall.edu/gainexperience Rodney Sanders, EdS, CPRW Coordinator Work-Integrated Education & Learning rodney.sanders@marshall.edu

SEARCHING FOR CAREER EXPERIENCE OPPORTUNITIES

Gaining career-related experience is **invaluable** in terms of making you more **marketable** after you graduate. Usually, students gain this experience by participating in internships or Co-Ops, but sometimes career-related experience is required as part of a capstone, practicum, or research project.

Do your homework and begin to plan.

Before committing to an experience, begin to plan. Think about where you want to work and what kind of work you would like to be doing. Which skills are you hoping to gain and improve upon? Also, check with your academic advisor if career-related experiences are required for your academic program and/or if you can get academic credit for the experience.

Begin your search early.

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Consider what kind of organization you want to work for (corporate/private, government, nonprofits, etc.) and what type of industries you would want to work in. When you search for opportunities, be strategic and use specific job titles. O*Net <u>https://www.onetonline.org/</u> is a great tool that can help you with knowing some of the job titles to search for.

With thousands of vetted opportunities, **Handshake** is our preferred career search platform. There are also other career platforms to search for opportunities such as Indeed, Glassdoor, and LinkedIn. Links to many of these resources can be found at <u>www.marshall.edu/gainexperience</u>. Some other suggestions include:

- a. Attending our campus Career Fair.
- b. Sign up for a virtual company information session on Handshake.
- c. Search industry-specific job boards.
- d. Join an internship group on Facebook or Reddit.
- e. Look for opportunities directly on company websites.
- f. Consider opportunities with state or federal governments.
- g. Search social media hashtags (example: #internships on X platform).
- h. Ask your professors.
- i. Look for job postings on professional organizations related to your industry.



Create your résumé and have it reviewed.

As a best practice, have one résumé that you update to the job you are applying for. It is generally not best to send the same résumé to every company you apply for. Take the time to tailor your résumé to the job, highlighting your specific skills, experience, and education. If you have not had any work experience, don't worry – we all must start somewhere. You can make connections to the job you are applying for by highlighting your education, volunteer work, or even athletics.

Optimize your digital presence.

As a best practice, we suggest keeping your social media private. Still, be careful what you post online and avoid posts that are crude or about topics that might be considered offensive or controversial. Consider creating a **LinkedIn** account to search for opportunities and network with others. According to CNBC (2022), 70% of jobs and internships are filled through networking.

Identify your references.

5 References are usually checked during the last stage of the interview process, but you must prepare them in advance. The best references come from people who can speak on your professionalism, education, and skills. Be sure to ask before you use someone as a reference, and keep your references updated on your search.

Try not to become discouraged. Sometimes it may take a while to

Sometimes, it may take a while to land the right opportunity. It is perfectly acceptable to follow up with an employer to check on the status of your application. If you are not selected for an opportunity, try not to take it personally. You can also ask the employer if they have any feedback to help you improve for the future.

Help is a click away.Visit the Office of Ca

Visit the Office of Career Education website at

https://www.marshall.edu/careereducation for a plethora of career help resources such as our upcoming events schedule, résumé templates, interviewing tips, and even schedule an appointment with a dedicated and experienced Career Coach. Once you land your opportunity, be sure to tell us about it!



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HOW TO TRACK YOUR EXPERIENCE IN HANDSHAKE

If you are currently completing or will be completing hands-on career experiences such as an internship, capstone, Co-Op, or practicum, **you need to track your experience using Handshake.**

Documenting your experience is **easy** and allows you to demonstrate to future employers that you have relevant experience. Also, we use the information provided to help other students by growing our academic programs.



Navigate to the "Student Experience Application" form in Handshake. Visit <u>https://marshall.joinhandshake.com/stu/experiences/new</u> to complete.



Complete the form.

The application form will vary depending on your program, but generally, you will be asked to provide general information about where you will be working and what you will be doing.

- a. Be sure to select the correct form under "Experience Template." If your Experience is part of your academic program, your college or department may have you select the form for their specific program. If your Experience is not required for your program, use the "Experience General Tracking Form." If you have questions about which form to complete, please see your academic advisor or email <u>sanders28@marshall.edu</u> in the Office of Career Education.
- b. Select the correct term for when you will be completing the experience (for example, "Summer 2024").

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Obtain the necessary approvals.

After you complete the Student Experience form, Handshake will, in most cases, automatically notify any required approvers. *

Become registered for the class.

After you are approved, your academic advisor will register you for the necessary class.

* If you are completing the experience as part of an academic program requirement, the approver will most likely be a college/department contact. Some programs may require additional approvals, such as your supervisor at the host employer. If you are not completing the experience as part of an academic program, the approver will be the Office of Career Education. Please consult your college/department or the Office of Career Education if you have questions.



RECENT INTERNSHIPS/CO-OP POSTINGS IN HANDSHAKE

Last updated: 2/8/24

For more information on these opportunities and to apply, visit Handshake.

	ortunities and to ap	pty, northanaoi		
Company/Organization Name	Туре	Created	Industry	State
AESC US LLC	Internship	2024-01-29	Energy	KY
Aflac	Internship	2024-02-05	Insurance	KY
Alder Security	Internship		Sales & Marketing	KY
Army Civilian Careers	Internship		Government - Local, State & Federal	KY
Bastian Solutions	Internship		Engineering & Construction	KY
Best Buy Corporate	Internship		Retail Stores	KY
Blue & Co., LLC	Internship		Accounting	KY
Buckle	Internship		Retail Stores	KY
CMTA, Inc.	Internship		Engineering & Construction	KY
CRH	Internship		Construction	KY KY
Deaconess Health System - 39822 Fischer Homes	Internship Internship	2024-01-25	Real Estate	KY
LG&E and KU Energy	Internship		Utilities and Renewable Energy	KY
Marathon Petroleum Company LP	Internship	2024-01-29	ų,	KY
National Park Service - Abraham Lincoln Birthplace National Historical Park	Internship		Government - Local, State & Federal	KY
New Vista	Internship		Social Assistance	KY
Novelis	Internship		Manufacturing	KY
PPL Corporation	Internship		Utilities and Renewable Energy	KY
RES	Internship		Environmental Services	KY
Toyota	Internship		Automotive	KY
US Railroad Retirement Board	Internship		Government - Local, State & Federal	KY
USDA Agricultural Research Service (ARS)	Internship		Government - Local, State & Federal	KY
USDA Animal and Plant Health Inspection Service	Internship		Government - Local, State & Federal	KY
Walsh Group	Internship	2024-01-11	Construction	KY
7-Eleven Inc	Internship	2024-01-17	Retail Stores	OH
ACRT Services	Internship	2024-01-12	Forestry	OH
AbbVie	Internship	2024-01-08	Pharmaceuticals	OH
Air Force Research Laboratory	Internship	2024-01-26	Defense	OH
AmTrust Insurance	Internship	2024-01-08	Insurance	OH
Ameresco Inc	Internship	2024-01-24	Utilities and Renewable Energy	OH
Anne Saxelby Legacy Fund	Internship		Non-Profit - Other	OH
Aon	Internship		Management Consulting	OH
Association of Public Health Laboratories	Internship	2024-01-22		OH
Auditor of State	Internship		Accounting	OH
Bath & Body Works	Internship		Retail Stores	OH
Cafaro	Internship		Real Estate	OH
Case Western Reserve University	Internship		Higher Education	ОН
Cedar Point Charles River Laboratories	Internship	2024-01-11	Biotech & Life Sciences	ОН
Chipotle Mexican Grill	Internship Internship		Restaurants & Food Service	OH
Cincinnati Open	Internship		Sports & Leisure	ОН
Circle K Stores, Inc.	Internship		Retail Stores	ОН
Cleveland Foundation	Internship		Non-Profit - Other	ОН
Cohen & Company	Internship		Accounting	ОН
Columbus Recreation and Parks Department	Internship		Sports & Leisure	OH
Copeland	Internship		Manufacturing	OH
Crown Equipment Corporation	Cooperative Edu		Manufacturing	OH
Cupertino Electric, Inc.	Internship		Construction	OH
D.R. Horton, Inc.	Internship		Construction	OH
Defense Finance and Accounting Service (DFAS)	Internship		Government - Local, State & Federal	OH
ECO Consulting	Internship		Natural Resources	ОН
EMH&T	Internship	2024-01-12	Civil Engineering	OH
Encova Insurance	Internship	2024-01-22	Insurance	ОН
Engineering Consulting Services (ECS)	Internship	2024-01-05	Civil Engineering	OH
FORVIS, LLP	Internship		Accounting	OH
Fastenal Company	Internship		Wholesale Trade	OH
FedEx Ground - Corporate	Internship		Transportation & Logistics	ОН
Fluor-BWXT Portsmouth LLC	Internship		Other Industries	OH
Franklin County Sheriff's Office	Internship		Government - Local, State & Federal	OH
Gap, Inc.	Internship	2024-01-26		OH
HP Marketing	Internship		Sales & Marketing	OH
	Internship		CPG - Consumer Packaged Goods	OH
Henkel			Non Drofit Othor	OH
Holden Forests & Gardens	Internship	2024-01-03		
Holden Forests & Gardens JLL	Internship	2024-01-09	Real Estate	ОН
Holden Forests & Gardens		2024-01-09 2024-01-16		

Valuation	late as chia	0004 00 05		
Kokosing Kroger Co.	Internship Internship		Construction Retail Stores	ОН
Klogel Co. Kubota Tractor Corporation	Internship		Sales & Marketing	OH
LeafHome	Internship		Construction	ОН
Marriott International	Internship		Hotels & Accommodation	ОН
Mars, Inc.	Internship		CPG - Consumer Packaged Goods	ОН
Medpace, Inc.	Internship	2024-01-19	0	OH
Menards (11390)	Internship		Retail Stores	OH
Mercy Health	Internship	2024-01-08		OH
NASA Glenn Research Center	Internship	2024-01-09		OH
NFM Lending	Internship		Financial Services	OH
National Interstate Insurance	Internship	2024-01-05		ОН
Nestlé	Internship	2024-02-06	Food & Beverage	OH
Northrop Grumman Corporation	Internship	2024-01-25	Aerospace	ОН
Novogradac & Company LLP	Internship	2024-01-22	Accounting	ОН
Nucor Raw Materials	Internship	2024-01-26	Manufacturing	ОН
Nutrien	Cooperative Edu	2024-01-12	Agriculture	OH
Oak Ridge Institute for Science and Education	Internship	2024-01-02	Research	OH
Ohio Department of Transportation	Internship	2024-01-26	Government - Local, State & Federal	ОН
Ohio Legislative Service Commission	Internship	2024-01-09	Non-Profit - Other	OH
POOLCORP	Internship	2024-01-23	Wholesale Trade	OH
Phillips Edison & Company	Internship	2024-02-02	Real Estate	OH
Procter & Gamble (P&G)	Internship		CPG - Consumer Packaged Goods	OH
Progressive Insurance	Internship	2024-01-17	Insurance	ОН
PwC	Internship		Accounting	OH
Raymond James Financial	Internship		Investment / Portfolio Management	ОН
Ryder System, Inc.	Internship	2024-01-08	Transportation & Logistics	OH
SAM Companies	Internship	2024-01-15	Civil Engineering	OH
STERIS	Internship	2024-01-12	Healthcare	OH
Siemens	Internship		Internet & Software	OH
Sodexo	Internship		Food & Beverage	OH
Sports Force Parks at Cedar Point Sports Center	Internship		Sports & Leisure	OH
Stewards Individual Placement Program	Internship		Natural Resources	OH
TRC Companies	Internship		Environmental Services	OH
Thermo Fisher Scientific	Internship		Biotech & Life Sciences	OH
Toledo Museum of Art	Internship		Performing and Fine Arts	OH
U.S. Environmental Protection Agency (EPA)	Internship		Environmental Services	OH
USDA Forest Service	Internship	2024-01-12	-	OH
United Schools Network	Internship		K-12 Education	OH
United States Postal Service	Internship		Government - Local, State & Federal	OH
WOUB Public Media	Internship		Journalism, Media & Publishing	OH
Walmart & Sam's Club	Internship		Retail Stores	OH
ALDI USA	Internship		Retail Stores	WV
American Conservation Experience	Internship		Environmental Services	WV
Antero Resources	Internship	2024-01-04		WV WV
Appalachian Expeditions	Internship		Other Education	
BHE GT&S Baker Tilly	Internship	2024-02-07	Energy Accounting	WV WV
Baker Hilly Blue Ridge Risk Partners	Internship Internship	2024-01-03 2024-01-29		WV
CenterWell Home Health (formerly Kindred at Home)	Internship	2024-01-29 2024-01-26		WV
Enterprise Mobility	Internship		Retail Stores	WV
Enterprise Mobility Erie Insurance	Internship	2024-01-04 2024-01-08		WV
Federal Deposit Insurance Corporation	Internship		Government - Local, State & Federal	WV
FirstEnergy Corp.	Internship		Utilities and Renewable Energy	WV
Foundation for Educational Development, Inc. (Career Communications Group, Inc.)	Internship		Non-Profit - Other	WV
Gestamp North America	Internship		Automotive	WV
Labcorp	Internship	2024-01-30		WV
Marshall Health	Internship		Healthcare	WV
Mountain Health Arena	Internship		Performing and Fine Arts	WV
Niterra North America	Internship		Automotive	WV
Orrick, Herrington & Sutcliffe LLP	Internship		Legal & Law Enforcement	WV
Perry & Associates Certified Public Accountants, A.C.	Internship		Accounting	WV
RS&H	Internship		Civil Engineering	WV
The Markosky Engineering Group, Inc.	Internship		Civil Engineering	WV
Transformations Care Network	Internship	2024-01-30		WV
West Virginia Department of Health and Human Resources	Internship		Human Resources	WV
West Virginia University	Internship		Higher Education	WV
YouthWorks	Internship		Religious Work	WV
Zoetis	Internship	2024-01-30		WV
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HURRICANE, WV



INTERNSHIP PROGRAM

YOUR FUTURE STARTS TODAY»

EMPOWERING YOUR CAREER JOURNEY

Are you looking for an exciting and challenging opportunity to gain valuable skills and experience in Information Technology while attending university? If yes, then you should apply for an internship! Our internship program is designed to provide you with hands-on learning, mentorship, and networking opportunities with professionals and peers. You will work on real-world projects that have an impact on our organization and community/clients. You will also receive feedback and guidance from our experienced and supportive staff. By joining our internship program, you will not only enhance your resume and portfolio, but also discover your potential and passion in IT. Apply today and get ready for a rewarding and unforgettable experience!

APPLY ONLINE BY SUBMITTING YOUR RESUME HERE:

HTTPS://WWW.ALPHA-TECH.US/ABOUT/CAREERS

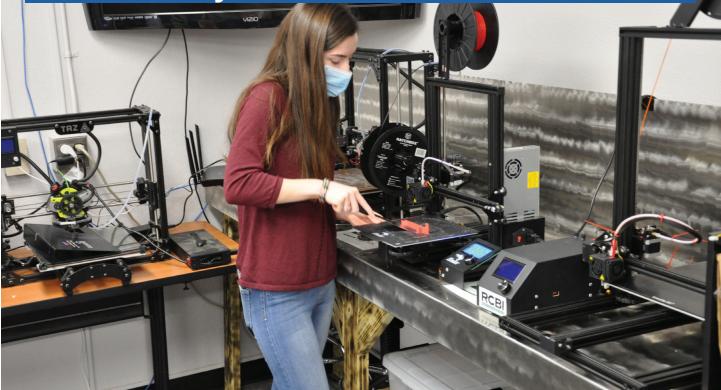
CONNECTING PASSION WITH PROFESSION

We integrate knowledge and theory learned in the classroom with practical application and skill development in a professional setting, providing a solid foundation for your career in IT.





GAIN THE EXPERIENCE YOU NEED TO JUMPSTART YOUR CAREER.







Marshall University and CDI Engineering Solutions is pleased to offer you a stellar opportunity to gain experience and jump-start your professional career by applying to our Co-Op Program. (www.cdiengineeringsolutions.com)



A Co-Op is full-time (35-40 hours per week), paid employment for 2-3 semesters. The goal of Co-Op is to give you the opportunity to connect with industry and integrate academics into a professional setting. This will help you to become a marketable employee in the competitive workplace and build relationships in your field.

Some of our Co-Op students have worked on:

- * Tesla Lithium battery plant in Austin Tx.
- * Syntheic fuels facility in Ohio
- * Synthetic graphite plant in southern WV
- * Various Hydrogen and Amonia plants nationwide
- * Dow Chemical locations throughout North America

HOW DOES IT WORK?

- **1.** Review Co-Op opportunities and apply on Handshake.
- 2. Have your résumé reviewed by a Office of Career Education Career Coach (if needed).
- **3.** You will be notified by CDI Engineering Solutions if selected for an interview.
- 4. Schedule an appointment with the Office of Career Education to discuss next steps if hired.

Contact John Skaff: john.skaff@cdicorp.com or 304.545.8585 or Rodney Sanders: sanders28@marshall.edu, 304.696.6051 for questions.

Kent A. Leonhardt, Commissioner Joseph L. Hatton, Deputy Commissioner



Employment Opportunity

The West Virginia Department of Agriculture (WVDA) is hiring individuals from the Central, Western, and Southern areas of West Virginia for the 2024 Spongy Moth (*Lymantria dispar*) trapping season, which is typically from April 1st to August 31st. Positions are associated with the Slow the Spread Project (STSP) that is cooperative with the USDA Forest Service.

Individuals who are 18 years of age (required) with backgrounds in entomology, plant pathology, forestry, or other biological sciences, or equivalent experience are preferred. It is imperative that individuals be able to read and use topographic maps, as well as be able to use GPS devices.

Seasonal employee starting pay is \$13 per hour. Employee must provide their own transportation and will be reimbursed for the use of their vehicle, at \$0.655 per mile.

For more information and/or the application, contact Kelly Riffe at the following:

Office Phone: 304-558-2212

Email: kriffe@wvda.us

Address: WVDA, Plant Industries Division, 1900 Kanawha Blvd. East, Charleston, WV 25305

Return applications to Kelly Riffe at the above address or by email.

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including bindness), medical condition, marital status, veteran status, and political affiliation.

TOYOTA PRODUCTION ENGINEERING

PEMC







TOYOTA MOTOR NORTH AMERICA USA LOCATIONS



Our Toyota Production Engineers imagine, design, plan and build the processes, assembly lines, machines, and factories that bring Toyota products to life. We focus on the safety of our team members and develop facilities and workplaces with an intentional focus on the environment, harmony with nature, and sustainability.



Apply to Join Toyota **Production Engineering** as a Co-Op!

TMMWV

Toyota Motor

West Virginia Buffalo, West Virginia

TMMTN

Toyota Motor

Manufacturing Tennessee Jackson, Tennessee

TBMNC Toyota Battery

Manufacturing North Carolina Liberty, North Carolina

MTMUS

Toyota Mazda

Manufacturing

TMMAL

Toyota Mazda

Manufacturing U.S.A. Huntsville, Alabama

U.S.A. U.S.A. Huntsville, Alabama

Manufacturing

Toyota Production Engineering has approximately 200 co-ops per year. We use the co-op pipeline as a primary resource for full-time employment in Production Engineering. Most of our co-ops receive full-time offers up to 12 months before graduation.

A Few Hundred Reasons to Apply!

Learn and Grow

All Toyota Production Engineering co-ops are paired with an engineer to mentor them throughout their term(s). Many of our co-ops return to Toyota Production Engineering for more than one term, exposing them to the many facets of the Production Engineering division.

Co-op terms:

- Spring (Jan-April)

 - Summer (May-August)
 Fall (August-December)

Co-ops who meet performance expectations are given priority on returning for future terms and can request locations and timing.

Requirements:

- Must be enrolled in a 4-year accredited college seeking a bachelor's degree
 Must be a US Citizen and not need
- sponsorship now or in the future Must have a minimum 2.7 GPA
- Must have reliable transportation
 Must be willing to work at least 40 hours
- per week Some travel may be required

Benefits:

Competitive hourly wages: Pay is based on current school classification and location of the co-op term.

Housing stipend: Co-ops relocating more than 50 miles from their home are eligible to receive a housing stipend and relocation benefits. We also have a 3rd party company, Mobility Empowered, to help connect co-ops with one another in case they want to room together. Assistance is also available in finding suitable housing.





John S. McCain Strategic Defense Fellowship Program

Choose Service. Become a McCain Fellow.

Program Overview:

The John S. McCain Strategic Defense Fellows Program is a one year paid civilian fellowship program designed to provide leadership development for the commencement of a career track toward senior leadership in the Department of Defense (DoD).

Program Highlights:

- Gain DoD experience in the Office of the Secretary of Defense or the Office of a Military Service Secretary
- Develop leadership capabilities to flourish into a problem solver, strategic thinker, and future leader
- Learning and development opportunities
- Mentorship by a DoD senior leader
- Potential for a career within the DoD
- Student loan and relocation incentives



Additional Program Details

Application Requirements:

Applicants are evaluated on their technical and professional excellence, character, commitment to public service and academic achievement.

- Advanced degree Master's Degree and above
- Passing background and security investigations
- Completed application package
- Resume
- Official Transcripts
- Endorsement from graduate institutions
- Letters of recommendation
- Proof of citizenship or lawful permanent residence
- Academic writing sample
- Personal statement to provide career areas of interest and motivations to serve in the DoD
- Must have graduate degree, or within 6 months of graduation upon application

Career Fields:

- Policy
- Financial Management
- Intel
- Contracting, Acquisition, and Logistics
- Program Management
- Cyber
- STEM Fields: Science and Technology Management, Engineering, IT, Data Science, Data Analytics

Cohort 5 applications will be accepted in early 2024.

For additional program information, visit https://www.whs.mil/McCain-Fellows-Program.

Contact the McCain Fellow Program Office at whs.mccainfellows@mail.mil.







The Disney College Program is a paid internship comprised of living, learning and earning components that is offered at the *Walt Disney World®* Resort and *Disneyland®* Resort. From exclusive events and backstage access, to making lifelong memories with participants from across the globe, our program is truly one-of-a-kind!

LIVING

- **d** Housing complexes are located near each Resort
- Exclusive events and programming are held weekly within these complexes
- Amenities include security, laundry, high-speed internet, pools, gyms and more!
- Weekly housing costs are determined by unit size and number of occupants

EARNING

- From costumes to role responsibilities, no two jobs are the same!
- Applicants have the opportunity to express interest in the roles for which they would like to be considered
- More than 20 different positions are offered across theme parks, resorts, water parks, mini-golf and Downtown Disney District/Disney Springs
- Participants work the equivalent of a full-time schedule and must have full work availability, including days, nights, weekends and holidays

LEARNING

- An array of collegiate, seminar and self-paced courses are offered on both coasts
- Training classes, professional and personal development activities and networking opportunities are also available
- Disney's education program provides a unique and comprehensive experiential learning opportunity

QUICK FACTS

- 💕 Established: 1981
- Recruiting seasons: Spring and Fall, with extended programs available
- **V** Annual program participation: 12,000-13,000 participants
- Applicants must have completed at least one semester of college, be 18 years of age upon arrival and are currently taking classes at an accredited program or institution or graduated within the past six months
- 🖌 All majors are welcome





DisneyCollegeProgram.com

Internship with impact



Get real-world. hands-on experience



A real-world business environment



Training and support



Work with an experienced financial representative



Mentoring and business coaching

Leadership training



of all senior leaders got their start in the internship Since 1967 nearly



students have become financial representative interns

1 in 3eligible interns converts to a full-time financial representative upon graduation

To learn more and apply, visit

www.northwesternmutual.com/internships

Northwestern Mutual is the marketing name for The Northwestern Mutual Life Insurance Company (NM), Milwaukee, WI (life and disability insurance, annuities, and life insurance with long-term care benefits) and its subsidiaries.

(REV 0422)

