



OFFICE OF
CAREER EDUCATION

EXPERIENTIAL LEARNING

Newsletter

Office of Career Education, Office 200
304-696-6051
www.marshall.edu/gainexperience

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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.

- 1 **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.
- 2 **Begin your search early.**
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 <https://www.onetonline.org/> 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 www.marshall.edu/gainexperience. 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.



Office of
**CAREER
EDUCATION**

- 3 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.
- 4 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.
- 5 Identify your references.**
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.
- 6 Try not to become discouraged.**
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.
- 7 Help is a click away.**
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.

- 1** **Navigate to the “Student Experience Application” form in Handshake.**
Visit <https://marshall.joinhandshake.com/stu/experiences/new> to complete.
- 2** **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 sanders28@marshall.edu in the Office of Career Education.
 - b. Select the correct term for when you will be completing the experience (for example, “Summer 2024”).
- 3** **Obtain the necessary approvals.**
After you complete the Student Experience form, Handshake will, in most cases, automatically notify any required approvers. *
- 4** **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.



Office of
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EDUCATION**

RECENT INTERNSHIPS/CO-OP POSTINGS IN HANDSHAKE

Last updated: 3/29/24

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

Company/Organization Name	Created	Industry	State
USDA Agricultural Research Service (ARS)	2024-03-21	Eastern Mountain Regional Field Office NAS	KY
Trane Technologies	2024-03-22	Design Intern	KY
Kentucky Energy and Environment Cabinet	2024-03-27	Legal Intern	KY
YouthWorks	45378	Summer Ministry Internship (Paid)	KY
PPL Corporation	2024-03-28	HR Intern II	KY
DHL Express	45380	Customer Operations Intern - Erlanger, KY	KY
CVS Health	2024-03-31	Retail Management Internship - Louisville	KY
AmTrust Insurance	2024-03-22	Sales Internship - Summer 2024	OH
Famous Supply	2024-03-22	IT Infrastructure Intern	OH
Union County Family YMCA	2024-03-22	YMCA Youth Sports Intern	OH
DuCharme, McMillen & Associates (DMA)	2024-03-25	Transaction Tax Summer Intern	OH
Kent Displays, Inc.	2024-03-25	Marketing Intern	OH
National Park Service	2024-03-25	Student Trainee Park Guide	OH
City of Cincinnati	2024-03-26	MSD Youth Y2WK Summer Intern	OH
National Interstate Insurance	2024-03-26	Underwriting Internship (Hybrid)	OH
Northwestern Mutual - Cincinnati & Dayton	2024-03-26	Wealth Management Internship	OH
Ohio Department of Transportation	2024-03-26	Construction/Engineering Design)	OH
Lumio	2024-03-27	Highest Paying Summer Sales	OH
National Aeronautics and Space Admin	2024-03-27	Engineering	OH
WM - Waste Management	2024-03-27	Civil/Environmental Engineer	OH
Oak Ridge Institute for Science and Edu	2024-03-28	Aerospace Physiology Research Fellowship	OH
Studio Institute	2024-03-28	Julia De Burgos Cultural Arts Center	OH
Copeland	2024-03-29	Fall Sales Co-op	OH
Ohio Department of Dev. Disabilities	2024-03-29	College Intern	OH
Schneider Electric	2024-03-29	Manufacturing Intern	OH
Storage Scholars	2024-03-29	Moving Coordinator	OH
High Rocks Educational Corp.	2024-03-26	Summer Intern High Rocks Academy	WV
Stewards Individual Placement Program	2024-03-26	Youth Empowerment	WV
Trilogy Innovations	2024-03-27	Finance and Accounting Internship	WV
WVSU TRIO Programs	2024-03-28	Summer Tutor/Counselor	WV
Retirement Unlimited, Inc.	2024-03-29	Counsel/Legal Intern	WV

ATTENTION GRADUATE STUDENTS!

The Office of Student Conduct is hiring a Graduate Assistant for the 24/25 academic year.

“
Working as a GA in the Office of Student Conduct has been incredibly rewarding. It's fulfilling to know that I'm making a positive impact on students' lives and contributing to the Marshall community. The supportive environment, valuable training, and opportunities for collaboration have not only enhanced my professional skills but also boosted my confidence in handling complex situations. I highly recommend this position to other graduate students who are passionate about student advocacy and making a difference.”

Jessica Bailey, Student Conduct GA

[CLICK HERE TO APPLY](#)

For more information, contact Michaela Arthur at arthurmi@marshall.edu
Office of Student Conduct
www.marshall.edu





Information Resource Management

U.S. DEPARTMENT *of* STATE

Foreign Service Diplomatic Technology Officer

Diplomatic Technology Officers (DTO) serve key roles in U.S. embassies and consulates overseas by applying technology solutions to the business of diplomacy. DTOs work in a dynamic and fast paced international environment, utilizing a variety of IT skills such as:

- system administration
- cybersecurity
- network engineering
- business analytics
- project management



You will be at the heart of technology support for diplomacy, working on projects that are vital to our national interests and performing mission critical activities such as assisting special diplomatic events. Join the ranks of Diplomatic Technology Officers, where technology meets diplomacy, and shape a future where IT professionals play a pivotal role in enabling U.S. diplomacy. The Foreign Service offers a family-friendly benefits package, along with a stable career and clear progression path. **DTOs are eligible for:**

Join Our Talent Network



- **Generous benefits**—Federal retirement plan; paid annual, parental, and sick leave; rest and recuperation leave; life and health insurance; U.S. and local country paid holidays; and student loan repayment
- **Special pay and incentives**—10 or 15 percent additional pay for attainment of specific IT credentials, locality, hardship, and/or danger pay, paid moving expenses; paid housing or a housing allowance; and paid education for dependent children (K-12) at top rated international schools



U.S. DEPARTMENT *of* STATE
• CAREERS REPRESENTING AMERICA •



Information Resource Management

U.S. DEPARTMENT *of* STATE

The U.S. Department of State currently has open DTO slots and qualified applicants are in demand to serve as diplomats living and working both overseas and domestically in Washington, DC; Wherever a DTO is, their actions make a difference globally. Work assignments are typically 2 to 3 years, allowing ample opportunity to explore interesting locations abroad. The Department of State values professionals from diverse educational and cultural backgrounds who possess essential skills in leadership, critical thinking, and problem solving combined with sound judgement and an eagerness to embrace the challenge of an IT career abroad representing America. Put your skills to work in helping us transform the technology landscape of diplomats.



At the time of the application, applicants MUST have one of the following:

- High school diploma or GED certificate and 5 years of specialized IT experience; *or*
- Associates or higher degree in an IT-related field; *or* Associates or higher degree in a non- IT field and 2 years of specialized experience; *or*
- Served in a United States Military IT Specialty Code, or Civil Service IT Specialty, or as an IT contractor to the USG, and 2 years of specialized experience

Specialized IT Experience: Qualifying Specialized Experience must demonstrate the potential to perform in progressively more responsible positions in the information technology field. An applicant's work experience will be evaluated for level of responsibility and length of experience.

All applicants MUST meet the following requirements:

- Be a U. S. citizen and accept assignments based on the needs of the foreign service
- Be able to obtain a Top Secret - SCI Security Clearance
- Be able to obtain a favorable Suitability Review Panel determination
- Be at least 20 years old to apply; 21 years old to be appointed
- Be appointed prior to age 60 (preference eligible veterans excepted)

Evaluations: Candidates will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position.



U.S. DEPARTMENT *of* STATE
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HIRING BONUS

\$20,000



MONTGOMERY COUNTY POLICE

A GREAT WORK LIFE BALANCE



- 4 day work week/ 3 day weekend
- Permanent shift schedules
- Take home car program
- Over 50 specialized units
- Pre-Hire program

www.joinmcp.com





2024 SUMMER INTERNSHIP PROGRAM

ALL
MAJORS
ACCEPTED

The West Virginia Departments of Health, Health Facilities, and Human Services are welcoming applications for its Internship Program from driven and compassionate students who are seeking a meaningful work experience and whose goals align with the goals of the three departments.

QUALIFIED STUDENTS

- ✔ **Must have successfully completed** 30 hours of college credits.
- ✔ **Must have a minimum 2.50 cumulative** GPA.
- ✔ **Must be eligible** to work in the United States without sponsorship.

INTERNSHIP BENEFITS

- ✔ **Flexible Schedules**
20-40 hours per week up to 10 weeks
- ✔ **Competitive Wage**
Paid Bi-Weekly
- ✔ **Free Housing**
For those choosing to work in Charleston, WV

For an internship application visit
<https://dhr.wv.gov/Pages/Career-Opportunities.aspx>

osajobs@wv.gov



304-558-6700





WE'RE HIRING - APPLY NOW

Envision starting your career working side by side with innovation and intellectual property (IP) leaders as part of USPTO's undergraduate student program for rising juniors. Here we celebrate, support, and thrive by building the bridge between IP and innovation. Join us as a part of the [Council for Inclusive Innovation \(CI²\)](#) that makes meaningful changes with an impact across the IP Community.

This exciting **paid** internship opportunity is **full-time, telework during summer breaks and part-time during the school year**. It will start in the summer of 2024, and will not exceed 2 years.



"The USPTO is a place that focuses on empowering others and making huge positive changes to the economy through intellectual property."

Lauren C.
Former USPTO Innovation Intern

As a USPTO Innovation Intern, you will receive practical, virtual hands-on experience by engaging in a variety of diverse and ambitious activities.

This exciting opportunity is ideal for you if...

- You're inspired by innovative environments that allow you to contribute to the accomplishment of organizational goals.

- You're interested in engaging directly with agency leadership to gain insight into the USPTO mission by participating in regular senior level sessions.
- You desire to explore federal careers while completing your education.
- You enjoy learning through routine and recurring developmental assignments which will help acquire knowledge and understanding of functions, principles, practices, and methods used in the areas of innovation and intellectual property while completing your education.
- You're committed to training and development on various topics relating to the USPTO and government service.
- You're interested in getting experience in legal writing and analysis.
- You're excited about assisting with special projects and new initiatives including preparing and delivering a capstone project with a group of fellow interns.
- You're a relationship builder who finds enjoyment in participating in group/team assignments and assisting with research, analysis, statistics and reporting out your findings.
- You're an effective writer who finds interest in drafting various documents and reports, creating spreadsheets and charts, etc., to present a variety of data and information.
- Assisting with IT projects excites you.
- You're enthused and interested in observing appeal hearings, cases, and panels.

Some things you should know:

- This is a temporary, not to exceed 2-year paid internship position and is graded at a [GS-4](#).
- You must be a U.S. citizen or National.
- Candidates must be at least 16 years of age, should be working towards an undergraduate bachelor's degree and be a rising junior in a qualifying educational institution, and be in good academic standing (GPA of 2.5 or higher).
- Students are expected to work as many hours as possible during regular business hours 8:30am-5pm ET on Mondays through Fridays.
- As part of your application package, you will be required to provide a written statement explaining why you would like to participate in the [Council for Inclusive Innovation](#) internship and what you would like to gain from the experience (10,000-character limit).
- Students on a trimester schedule will be accommodated.
- The duties assigned to this position are authorized to be performed in the United States (currently defined as the fifty states and the District of Columbia) and Puerto Rico.

Sound like the perfect opportunity for you?



If you have any questions related to work-life at USPTO, feel free to get in touch with our HR team at recruitment@uspto.gov. Also be sure to follow us on [LinkedIn](#), [Facebook](#), [Twitter](#), or [Instagram](#) for additional tips and updates.

We wish you luck on taking the next step in your career journey. We truly hope to be a part of it!

For more information about the job requirements and the hiring process, please visit the USPTO Jobs Website at: www.uspto.gov/jobs

Let us know if you wish to unsubscribe from our emails by sending us a [note](#).



INTERNSHIP PROGRAM

YOUR FUTURE STARTS TODAY»



EMPOWERING YOUR CAREER JOURNEY

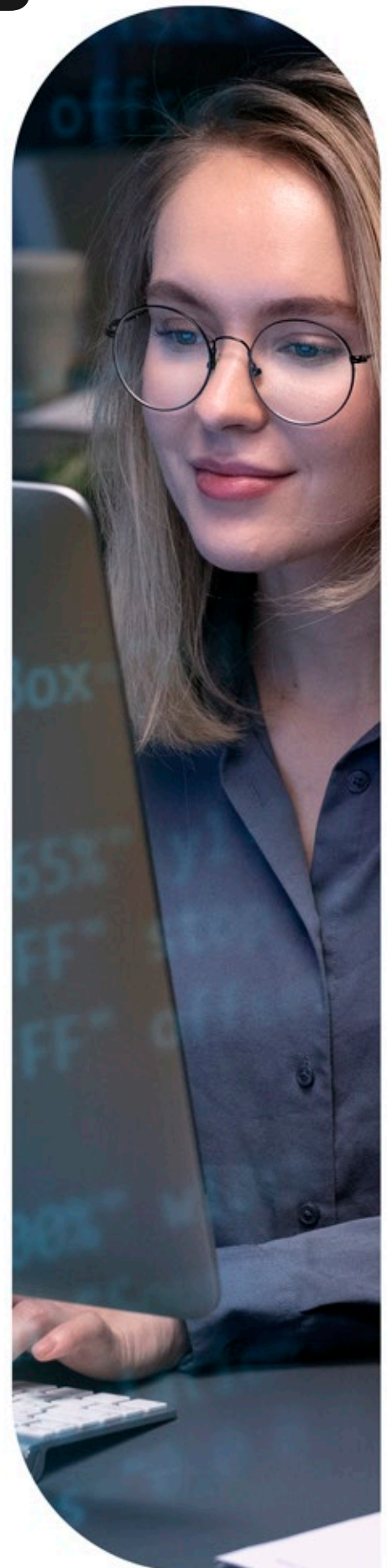
Are you looking for an exciting and challenging opportunity to gain valuable skills and experience in Information Technology while attending university? If yes, then you should apply for an internship! Our internship program is designed to provide you with hands-on learning, mentorship, and networking 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](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.



Engineering Solutions

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.
- * Synthetic 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.

West Virginia Department of Agriculture

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.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 · fax: 304-558-2203

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 blindness), medical condition, marital status, veteran status, and political affiliation.

TOYOTA

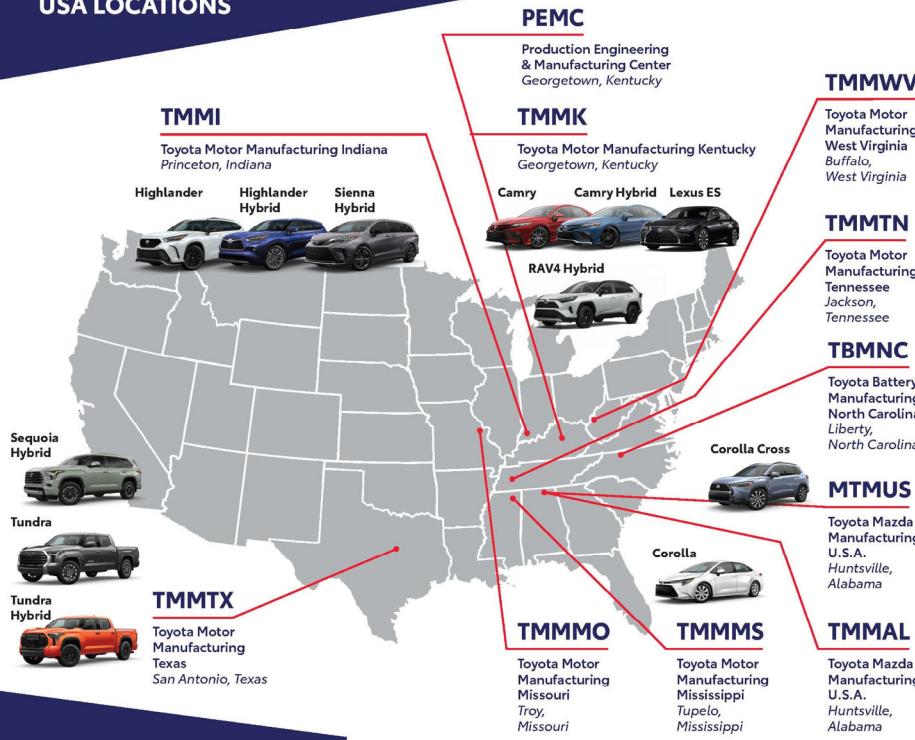
PRODUCTION ENGINEERING



CO-OP OPPORTUNITIES



TOYOTA MOTOR NORTH AMERICA USA LOCATIONS



A Few Hundred Reasons to Apply!

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.

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

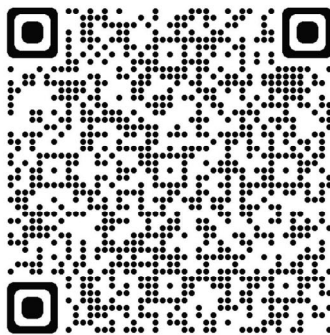
Benefits:

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.

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!





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.



Disney COLLEGE PROGRAM FACT SHEET



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

- 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
- 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



Internship with impact



Get real-world, hands-on experience



A real-world business environment



Work with an experienced financial representative

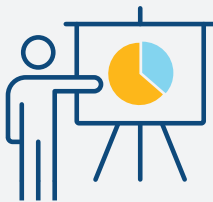


Training and support



Mentoring and business coaching

Leadership training



57.3%

of all senior leaders
got their start in the internship

Since 1967 nearly
65,000
students have become
financial representative interns



1 in 3
eligible 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)