

Career Services

The Bonner Center for Career Services

The Career Services office offers a wide array of services designed to help students choose a satisfying career and make the transition from college to either graduate school or the working world. Students who are deciding on a major or choosing between career options have access to interest, personality, skills, and values inventories to help focus their career goals. Students are also offered personal career counseling with the Director of Career Services as well as a well-stocked career library for career research. Students seeking career-related experience may utilize the office's part-time job board, which lists off campus job openings. For students preparing for a job search, Career Services offers on-campus job interviews, a resume referral service, job search assistance, and resume/cover letter help. Available resources include listings of currently open positions, a job search library including employer information, and office subscriptions to job search-related periodicals. All students are encouraged to take advantage of the Bulldog Alumni Career Network, a database of Adrian College alumni willing to help students with career and job search advice, employment/internship contacts, networking, graduate school advice and relocation assistance. Career Services also sponsors various career-related events throughout the academic year with student and academic groups.

Internships

Career Services coordinates the Adrian College internship program. The goal of the internship program is to provide all students with opportunities to test their career interests and develop job-related skills through college-approved work experiences. Faculty sponsors guide students as they link theoretical knowledge with the practical learning gained in part-time or full-time internships.

Any Adrian student in good standing (2.00 cumulative gpa) is eligible for participation in the internship program following completion of 12 credit hours at Adrian College, provided the student is acceptable to the employer, obtains the approval of their advisor and secures a faculty sponsor for the internship. Students earn from 1-6 semester hours of credit during a single semester on an internship. A limited number of "full-time" (12 semester hours) internships may be available or could be arranged by the student. Students may complete as many internships as they wish, with a maximum of 15 hours of internship credit applying toward the baccalaureate degree. Generally, credit is awarded on the following basis: a minimum of 40 total hours on the job equals one hour of credit. The number of credit hours available for each internship is designated by the Internship Committee. The hours earned will be listed as elective credit on the student's transcript, unless approved for departmental credit by the department chairperson.

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Adrian College offers two types of internships. Exploratory internships, designated as course number 199 on the student's transcript, are part-time experiences open to second-semester freshmen, sophomores and upperclass students with a credit limit of 3 hours per semester. Exploratory internships are designed to acquaint students with work in a particular setting, to bring them in contact with professionals in the field and, in most instances, to give them the opportunity to assume limited responsibilities in the career area being explored. Professional internships, designated as course number 399 on the student's transcript, are experiences for juniors and seniors in which they may utilize and enhance entry-level career skills. The credit limit, unless stated otherwise, is 6 hours per semester for 399 internships.

The cost for internship credit is the same as that for regular course work. Students may incur additional costs for travel, accommodations, meals and transportation. A student may receive salary or wages from their site employer for internship service.

Career Services maintains a list of approved internship sites, though any student, faculty or staff member at the College may propose such a site. New internship sites must be approved by the Internship Committee prior to beginning the internship. Students should pick up an Internship Packet at Career Services and discuss the program with the Director.

Role of the Internship Committee: This committee establishes procedures governing the internship program, reviews proposed sites, monitors the quality of the program and hears requests for variances from normal policy.

Role of Career Services: This office is the central coordinating facility for all internships conducted through the College. In cooperation with the faculty Internship Committee, the Career Services staff establishes, administers and publicizes procedures governing the program. Any questions regarding the internship program should be directed to this office.

Role of the Faculty Sponsor: The faculty sponsor is responsible for designing an academic component for the internship experience. This academic component should be above and beyond the normal work responsibilities the student assumes at the site, and will be outlined and agreed upon by the faculty sponsor and the intern prior to the start of the internship. The faculty sponsor insures compliance with established procedures, monitors student performance during the internship, maintains contact with the on-site supervisor, assesses student progress and grades the experience.

Graduate School Admission Assistance

Assistance with graduate school admission is provided by the Career Services office and the faculty in appropriate departments. Specific faculty members have been designated as advisors for pre-law, pre-dental, pre-medical, pre-engineering and medical technology students. Application materials and information bulletins on the Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), MCAT, LSAT, various teacher examinations and other graduate examinations are available in Career Services, along with catalogs and graduate study information and admission aids. A student should ideally begin the graduate school admission process during their junior year. Various graduate school related events are sponsored each year.