

LETTER FROM THE DIRECTOR



As the Director of the ULM Career Center, please allow me to first introduce myself. As of June 2019, I was appointed to the role of Director after serving four years as Assistant Director. Prior to that, I served in various roles across campus including areas of academic advising, online admissions, and recruitment. I am proud to say that I am twice an alumna of ULM.

It is my pleasure to share information with you about the services and programs we offer. I invite you to read through this packet and review where you fit in best with us. Here are a few ways to get involved: post a job or internship on Handshake, attend the Career Fairs, participate in the ULM Mentorship Program, utilize our interview room, or contribute to the Employer Partnership Fund. Our team looks forward to working with you in any or all of these areas.

About the Career Center:

In November 2016, the office moved into the newly renovated Sandel Hall, which is a one-stop shop for enrollment related services. Beginning Fall 2019, we changed the name from the Office of Career Connections to the ULM Career Center. We will continue our same services and career events, but we will also expand our vision and grow accordingly to meet the needs of our students and alumni. The ULM Career Center's purpose is to advance the mission of the institution as well as support academic and experiential learning programs to promote student development. We provide career services to assist students and alumni in developing, evaluating, and implementing career, education, and employment decisions. The ULM Career Center provides access to job and internship opportunities through Handshake (our new online platform), career fairs, and other career programs. We also offer career counseling and major exploration services.

Meet the Staff:

Kristin Chandler - Director

LaShawn Smith - Assistant Director of Career Development

Colm Bourke - Career Coach

Shonnie Hall-Trotter - Office Manager

Thank you for your support and recruiting efforts to hire ULM students and alumni.

Sincerely,
Kristin Chandler



ACADEMICS

The University of Louisiana Monroe (ULM) is a comprehensive, state-funded institution of higher education that offers high quality educational and experiential opportunities to meet the academic, cultural, vocational, social, and personal needs of undergraduate, graduate, and continuing education students. Our mission is to "seek students who find value in our programs and prepare them to compete, succeed, and contribute in an ever-changing global society through a transformative education." ULM offers a wide variety of exciting fields of study with new and innovative technologies, ensuring that academic offerings are constantly evolving in order to help excel in today's workplace and society. Visit catalog.ulm.edu for more information about undergraduate majors, minors, concentrations, and certificates. Visit ulm.edu/gradschool for more information about graduate programs and concentrations.

**Undergraduate and graduate programs*

***Graduate programs only*

College of Arts, Education, & Sciences

- Art
- Atmospheric Sciences
- Biology *
- Communication *
- Chemistry
- Curriculum & Instruction **
- Educational Leadership **
- Educational Technology Leadership **
- Elementary Education (1-5)
- English *
- General Studies
- History *
- Mathematics
- Music
- Music Education **
- Modern Languages (French & Spanish)
- Secondary Education & Teaching
- Teaching **

College of Business & Social Sciences

- Accounting
- Agribusiness
- Business Administration *
- Computer Information Systems
- Computer Science
- Construction Management
- Counseling
- Criminal Justice *
- Finance
- Gerontology **
- Management
- Marketing
- Political Science
- Psychology *
- Public Administration **
- Risk Management & Insurance
- Social Work
- Unmanned Aircraft Systems Management

College of Health Sciences

- Counseling **
- Dental Hygiene
- Exercise Science **
- Health Studies
- Kinesiology
- Medical Laboratory Science
- Nursing *
- Occupational Therapy Assistant
- Occupational Therapy **
- Marriage & Family Therapy **
- Radiologic Technology
- Speech-Language Pathology *

College of Pharmacy

- Pharmacy *
- Toxicology



ULM ONLINE

The University of Louisiana Monroe has over 80 years of student success, and that same commitment to student success is available online. ULM offers over 35 degree programs 100% online, with student resources and a caring community to support you while you earn your degree. Accelerate your journey with our 8-week courses to reach your goals sooner. Join our Warhawk family and find out why we say... "The Best is on the Bayou."

With programs ranging from Associates to Doctoral degrees available completely online, life does not have to stand in the way of anyone's academic goals. All undergraduate programs and several graduate programs have multiple start dates each academic year. We have courses starting in August, October, January, March, and during the summer. Our 8-week sessions offer flexible entry points and allow adult learners to concentrate on a couple of classes at one time and take up to full-time hours each semester in a manageable format.

Programs are offered in the following areas:

<i>Behavioral & Social Sciences</i>	<i>Business</i>	<i>Education</i>
<i>General Studies</i>	<i>Healthcare</i>	<i>Humanities</i>

To find out more about our programs please contact us at (318) 342-3145 or email us at onlinedegrees@ulm.edu. Also, please check out our website at ulm.edu/onlinedegrees.

Let us help you strengthen your workforce! The Best is on the Bayou and Online!

HANDSHAKE - ONLINE JOB BOARD

Handshake is the online system ULM uses for job postings and student registration for ULM Career Center events. Through Handshake, employers may post full-time, part-time, internship, and volunteer opportunities at no cost. This password-protected system is available to ULM students and alumni across the nation.

You will need to be connected to your company profile on Handshake prior to taking any actions with schools. Your company should appear based on the domain of your email address, if it is already in Handshake. If it isn't, you should see the option to create a new company profile.

Create Your Account

Visit ulm.joinhandshake.com register and follow the instructions for creating a free Handshake account. If you already have a Handshake account, please click on the school's tab and search for University of Louisiana Monroe in the left navigation bar.

List Job Vacancies

After logging into Handshake, go to the "Job Postings" tab to add your vacancy. All jobs will be placed in a pending status and will be approved within two business days. You will receive a notification in Handshake once your job has been approved and is viewable to students and alumni.

Register For Events

Handshake will allow you to register for events such as our Career Fairs. Students will then be able to view a list of which employers have registered. This will allow students to get an overview of the companies attending and better prepare themselves. For you, this means when a student approaches your table, you can expect them to have a genuine interest in working for your organization.



INTERNSHIPS

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Students pursue internships because they want to gain professional experience that links their academic coursework to the disciplines they want to pursue for their careers. To gain this experience, students want to engage in projects and tasks that contribute to the professional work of the organization. This means that the employer does benefit from the work of the intern while, at the same time, it provides a meaningful experience that allows for the application of academic knowledge.

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the National Association of Colleges and Employers definition, all the following criteria must be met:

- 1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.***
- 2. The skills or knowledge learned must be transferable to other employment settings.***
- 3. The experience has a defined beginning and end, and a job description with desired qualifications.***
- 4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.***
- 5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.***
- 6. There is routine feedback by the experienced supervisor.***
- 7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.***

If these criteria are followed, it is the opinion of National Association of Colleges and Employers that the experience can be considered a legitimate internship.



ETHICAL PROFESSIONAL PRACTICE

All organizations, and its representatives, participating in recruitment services and/or career events at the University of Louisiana Monroe must abide by the Principles for Ethical Professional Practice as outlined by the National Association of Colleges and Employers

Principles for Ethical Professional Practice are designed to provide everyone involved in the career development and employment process with two basic precepts on which to base their efforts: maintain a recruitment process that is fair and equitable; support informed and responsible decision making by candidates. The following principles act as a foundation upon which professionalism and ethical behavior are promoted.

PRINCIPLES.

1. Practice reasonable, responsible, and transparent behavior
 - ... that consciously avoids harmful actions by embodying high ethical standards.
 - ... by clearly articulating and widely disseminating your organization's policies and guidelines.
 - ... that guarantees equitable services for all constituencies.
 - ... that is commensurate with professional association standards and principles.
 - ... when resolving differences and addressing concerns.
 - ... by nurturing sustainable relationships that are respectful and transcends transactions.
2. Act without bias
 - ... when advising, servicing, interviewing, or making employment decisions.
 - ... when defining what constitutes employment.
3. Ensure equitable access
 - ... without stipulation or exception relative to contributions of financial support, gifts affiliation, or in-kind services.
 - ... in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, economic status, or veteran status.
 - ... by proactively addressing inclusivity and diversity.
4. Comply with laws
 - ... associated with local, state, and federal entities, including but not limited to EEO compliance immigration, and affirmative action.
 - ... in a timely and appropriate way if complaints of non-compliance occur.
 - ... and respond to complaints of non-compliance in a timely and prudent manner.
5. Protect confidentiality of
 - ... all personal information related to candidates and their interviews, and their engagement with services, programs, and resources.



THE ULM CAREER CENTER

The ULM Career Center hosts a multitude of events throughout the semester geared towards professional development and career readiness. With each event, we hope to get our students closer to their career goals through preparation, networking, and recruiting. Through offering these opportunities, we prepare our students to make a lasting impression at our career fairs as well as other various professional situations.

Fall Events

September Career Month

JCPenney Suit-Up Event

Career Style Show

Fall Career Fair

Health Sciences Career Fair

Spring Events

February Career Month

JCPenney Suit-Up Event

Spring Career Fair

Education Career Fair

Through collaboration with faculty, staff, and employers, the ULM Career Center is equip to offer various services to both students and employers. Here is a brief look at some of the resources we offer:

Student Services

Handshake

Mock Interviews

Recruiting Events

Resume Writing Guidance

Mentorship Opportunity

Career Ambassadors

Career Coaching & Major
Exploration

Workshops & Presentations

Employer Services

Handshake

Recruiting Events

On-Campus Interview Spaces

Partnership Fund

Mentorship Opportunity



PARTNERSHIP INFORMATION

As the ULM Career Center strives to provide ULM students and alumni with resources and career opportunities, we rely on partnerships with employers to aid us in preparing students for the workforce.

Your sponsorship enables us to expand career services to all ULM students while also increasing resources and programs for the ULM Career Center. We are in Sandel Hall, a state-of-the-art facility that is designed as a “one-stop shop” for several enrollment management and student service offices. Sandel Hall is in a prime campus location that will ensure premium publicity and access for your business!

Employers contributing to the success of the future Warhawk Workforce

Provident PARTNER \$5,000+

- Three years' recognition
- Recognized at all Career Center events, on website and in publications
- Recognized on the Career Center Partners Wall of Recognition
- Broadcast company video on Career Center monitor displays
- Complimentary career registration for four career fairs
- Prime location at career fairs
- Preferred participant status, or opportunities to host workshops and panels for students
- Branded give-a-ways at campus career events (you supply, we distribute to students)
- Feature story on Career Center websites that highlights company culture and work environment
- Regular consultations with the Career Center staff

Endeavor PARTNER \$1,000+

- Two years' recognition
- Recognized at all Career Center events, on website and in publications
- Recognized on the Career Center Partners Wall of Recognition
- Recognized on Career Center monitor displays
- Complimentary career registration for three career fairs
- Prime location at career fairs
- Preferred participant status, or opportunities to host workshops and panels for students

Progress PARTNER \$600+

- One year's recognition
- Recognized at all Career Center events, on website and in publications
- Recognized on the Career Center Partners Wall of Recognition
- Recognized on the Career Center monitor displays
- Complimentary career registration for two career fairs
- Prime location at career fairs



LEGACY PARTNERSHIP

Establish a living legacy by becoming a naming sponsor for the ULM Career Center. As a Legacy Partner, your name will inspire others to partner as well as affirm your investment in the future careers of ULM graduates.

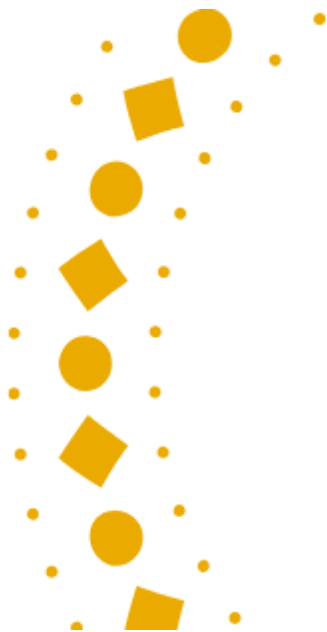
Individual rooms, from the onsite interview room to the director's suite, can be named for private donations of \$10,000-\$60,000. The ULM Career Center may also be named with a donation of \$250,000. Donations may be pledged over 5 years with recognition plaques installed upon fulfillment.

\$250,000	ULM Career Center
\$60,000	Reception/Foyer (140)
\$45,000	Interview Room (142)
\$30,000	Director Office (145)
\$20,000	Assistant Director Office (144)
\$10,000	Office Manager Office (141)
\$10,000	Career Coach Office (143)
\$10,000	Graduate Assistant Office (146)



ULM CAREER CENTER PARTNERS

We would like to give a special thank you to our 2019/2020 sponsors. Your donations make it possible for us to prepare our students and alumni to be your next hire. Thank you for helping us prepare your future employees!



Provident Partners



Endeavor Partners



Progress Partners



ULM Career Center
Sandel Hall 139 • Monroe, LA 71209

If you are interested in partnering with us,
you can make your donation online at:
ulm.edu/foundation

To pay by check, please mail to:
The ULM Foundation
4400 Bon Aire Dr.
Monroe, LA 71203

(Make check payable to ULM Foundation and have ULM Career Center as the memo.)

