How we can help you
CENTER FOR CAREERS AND INTERNSHIPS
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AS AN ADVISOR, you may have students turn to you for career guidance around internships, summer plans, or extracurricular activities. This guide will equip you with the information you need to respond to questions related to internships and postgraduate plans, and direct your students to the right place.

At CCI, we work specifically to help students make connections between their undergraduate experience and their post-graduate lives. To do that we focus on providing ample resources and opportunities to explore a range of possibilities and gain experience out in the world.

CCI offers students the following:

- More than $500,000 in summer internship funding annually
- Up-to-date weekly postings in our MOJO database of jobs and internships
- Multiple ways to connect with alumni for advice and mentoring
- Workshops and resources that help translate skills and knowledge into careers
What We Do

Whether students are just beginning to think about career interests or already have a sense of the direction they’d like to pursue, a meeting with a career advisor can help put focus to their thinking.

Every interaction is particular to each student, but the general process includes the following:

- Assessing interests
- Exploring options
- Gaining experience
- Developing a postgraduate plan

Who We Are

Each member of our advising team (go/cziadvising) has expertise in specific fields and industries and maintains a career path webpage with information on the latest trends, hiring, alumni contacts, and job and internship opportunities. All of our advisors are well equipped to help students at any point in their career planning process with the following:

- Figure out where to start!
- Assess their skills and interests
- Select a major
- Look for a summer internship
- Explore and evaluate career possibilities
- Find a job
- Apply to graduate school
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MAKING APPOINTMENTS
Students can schedule appointments online by clicking on the name of the advisor that most suits their interests, and then using our online scheduling tool, MOJO.

QUICK QUESTIONS
Our Peer Career Advisors (go/pcas) serve as CCI ambassadors to fellow students, particularly for those students who feel more comfortable starting the conversation with their peers. PCAs are available during Quick Questions, regularly scheduled times when students can drop in at various points around campus for help with the following:
- Résumé and cover letters
- Career exploration
- Questions about resources
- Interview preparation
- Anything else related to CCI

Quick Question Sessions are held Monday–Friday from 1:30–3:30 p.m. in Adirondack House, and on designated weekday evenings from 7:30–9:30 p.m. in Crossroads Café, Anderson Freeman Center, and Davis Family Library (check website for current schedule).

HEALTH PROFESSIONS AND STEM
Our Health Professions and STEM advising team can help with academic planning, internships, and professional school applications, and offers a full list of workshops, information sessions, and other opportunities to help students explore and prepare for a health- or STEM-related career. Students can sign up at hprofess@middlebury.edu to receive their newsletter, gain access to their blog, and get updates on coming events.

SOCIAL IMPACT CAREERS
Social impact advisors support Middlebury students and alumni who are interested in pursuing careers that promote environmental and social responsibility. Students can check the social impact career webpage to explore the many ways they can use a social impact lens to find meaningful work, and stay informed about internship, volunteer, and job opportunities, and many events that are hosted on campus each semester.
CCI is not just for seniors looking for jobs. We help students throughout their time at Middlebury, including first-years and sophomores who are making course decisions and choosing majors with career options in mind. We help students identify their interests and recognize the career prospects they might lead to. We know you may get questions about internships and other career-related matters, so here are some suggestions for responding.

“I’m interested in an internship. Where do I start?”
- Check out go/internships for resources, including information and examples of what other students have done.
- Make an appointment with a CCI advisor or drop by a Quick Questions session (check website for days and times).
- Use MOJO, Middlebury’s Online Jobs and Opportunities database of opportunities with vetted employers.
- For summer: CCI has more than $500,000 in funding for unpaid summer internships or self-designed projects, and 50 percent of students funded each year are first-years and sophomores.
- For winter: winter term internship information sessions take place each fall.
- Create your own! Make an appointment with a CCI advisor for help.
“What do students in my major go on to do?”
- Attend CCI’s Field Guide events with alumni linking majors to career exploration (e.g., A Field Guide for Geology Majors).
- Attend CCI’s UpNext events, which bring prominent alumni in industry fields back to campus (e.g., UpNext: Careers in Consulting).
- Attend CCI’s Career Conversations with alumni throughout the year.
- Explore CCI’s Career Exploration/Majors and Careers page.
- Browse CCI’s Alumni Profiles.
- Search MiddNet’s volunteer career advisors by major. See what alumni are doing and ask how they got there.
- Pick up a Preparation and Possibilities booklet for your major, available at CCI or academic department offices.

“I have no idea what I want to major in or do in the future. Where can I go for ideas and tools to help me?”
- Email a CCI advisor and ask about workshops to help you identify your interests and skills and how you might use them.
- Make an appointment with a CCI advisor—they love talking to first-years and sophomores!
- Browse MiddNet, CCI’s alumni database, to see what alumni are doing and ask how they got there.
- Explore CCI’s Tools and Resources, especially the Career Library.
- Pick up a Preparation and Possibilities booklet for your major, available in the CCI library or academic department offices.
“I like science but I don’t want to be pre-med or have a career in research. What other things can I do with a science degree?”

- Make an appointment with a member of CCI’s Health Professions and STEM advising team.
- Use MiddNet to research what alums with your major have done.
- Check MOJO frequently for science-related opportunities in areas you might not have considered.
- Pick up a Preparation and Possibilities booklet for one of the science majors, available at CCI or academic department offices.
- Watch for STEM-related Field Guide events, which feature science alumni in a variety of fields and careers.

“I’m passionate about literature and/or the humanities, but my parents keep asking what I can do with that as my major.”

- Explore “What Can I Do with My Major?” at the CCI website.
- Pick up a Preparation and Possibilities booklet for your major, available at CCI or academic department offices.
- Browse through MiddNet to see what alumni are doing and ask them how they got there.
- Make an appointment with a CCI advisor.
- Watch for literature- and other humanities-related Field Guide events, which feature alumni from those majors in a variety of fields and careers.
Experience: Internships

A recent Pew study found that when respondents were asked what they wish they’d done differently in college, the most popular answer was “gain more work experience.” Choosing a different major was the fourth most popular response, after “studying harder” and “looking for work sooner.”

Students at Middlebury are encouraged to choose a major according to what interests them rather than how it paves the way to a career. But most of them also want to experience applying their liberal arts knowledge in practical and meaningful ways while still in school.

An internship provides an opportunity for students to explore their interests and gain real-world experience connected to a personal passion, their academic work, or a particular career path. Student internships range from teaching children to crunching numbers in a city office to helping an NGO achieve its mission. CCI helps students find, fund, and prepare for internships and other experiential opportunities, summer and winter.

Top 10 ways for students to find or create an internship:
1. Apply to internships on MOJO.

2. Explore Middlebury’s Signature Internship Programs such as FoodWorks or Shepherd Poverty Internships for even more options.

3. Browse the summer internship lists and winter term lists to see what other students have done—and consider contacting those students for more information!

4. Connect with over 7,500 alumni on MiddNet, our database of alumni who have volunteered to offer career advice and information about their field or industry.

5. Join LinkedIn to research and connect with 23,000 more alums!
6. Network. Tell your friends, parents, and everyone you know that you are looking. You never know when a conversation will lead to more. Find out how on our networking page.

7. Make an appointment to talk with a CCI advisor in your interest area.

8. Get your résumé in shape. Check out our Tools and Resources for help. Have it reviewed by a peer career advisor at Quick Questions (check the CCI website for current hours).

9. Get funding. If an internship is unpaid, apply for CCI’s funding for unpaid internships.

10. Find out more. CCI’s website has more information and resources. And if you can’t find something, email or come visit us!

NOTE: Middlebury does not grant credit or transcript notation for unpaid summer internships, so students should not pursue internships with organizations that require that they receive credit. Occasionally organizations will accept an acknowledgement letter from Middlebury instead. Students should see Cheryl Whitney Lower at CCI to discuss their situation.

FUNDING FOR UNPAID SUMMER INTERNSHIPS
CCI typically awards $500,000 per summer for student internships. CCI offers three types of competitive grants to support students who want to pursue an unpaid internship or self-directed project, all with an early April deadline:
- Summer Internship Funding Grants of $2,500
- First-Year Explore Grants of $1,000
- Dance Festival Grants of $1,000

If students have questions, they should drop by Quick Questions (go/pcas). No appointments are necessary. If students need more targeted advice, they should make an appointment with the CCI advisor in their interest area.
WINTER TERM INTERNSHIPS

Students can pursue internships over winter term, in most cases for credit. A few helpful tips about how it works:

- To apply for credit, students must identify their internship opportunity and an academic sponsor (a Middlebury faculty member) to advise them during the internship.

- If a student asks you to be their academic sponsor, you should accept only if you agree that the internship provides a worthwhile opportunity for the application of liberal arts learning.

- By serving as academic sponsor, you agree to take responsibility for determining the potential for the student to tie academic exploration of a scholarly topic, idea, or issue to the internship experience.

- You and the student will identify three scholarly sources that provide an intellectual framework for the experience, and also will develop a plan for the final academic work that will be presented to you for evaluation of credit once the internship is completed.

- Students must submit all application materials to CCI by the appropriate deadlines stated at go/wtinternships.

- The Curriculum Committee oversees the application for credit in partnership with individual faculty members and CCI.
Students who are actively embarking on their job search can take advantage of our special senior programs, recruiting events, and job search services to help them prepare for, find, and successfully launch a career that best matches their skills and interests. It often takes a full year, so we encourage seniors to get started as soon as they can.

RECRUITING
Many of the employers who list job opportunities on MOJO also visit campus to recruit and interview seniors. Students can meet and network with recruiters throughout the year at Employer Information Sessions, the Recruiter-in-Residence Program, our UpNext events, and various career panels. Information and details about these events can be found on the MOJO calendar.

ONLINE TOOLS AND RESOURCES
Students can access the following helpful tips and information any time by clicking the Online Tools and Resources tab on the CCI website:

- Résumé and Cover Letter
- Networking
- Interviewing
- 5-Minute Workshops
- Career Library
- MiddOnly Resources (CCI subscribes to a variety of online services and databases for students to use)
- Personal Statement or Essay
- Unofficial Transcript
- Core Competencies
- Housing Resources
- MOJO Help
JOB OFFER AND SALARY
CCI helps students evaluate the terms of a job and salary offer, research the market rate for salaries in a given industry or geographic area, understand professional etiquette and reasonable timeline expectations for responding to an offer, and negotiate an offer when possible.

INTERNATIONAL STUDENT RESOURCES
Middlebury’s international students have particular challenges and opportunities as they consider the transition from college to career. International students must contact the International Student and Scholar Services (ISSS) office on campus for additional information on how to pursue a U.S. job search. Our website has links to some tools that can help:

- General Employment Information for International Students
- OPT Guidelines for Students in F-1 Visa Status
- Job Search Resources (for international students looking for jobs anywhere in the world)
Students can access career opportunities, internships, application deadlines, CCI’s events calendar, advisor appointments, and more through MOJO, our online jobs and opportunities platform. Students log in with their Middlebury email as their username and their six-digit ID number as their password.

Applying for jobs and internships through MOJO has added value as employers who list their openings are specifically seeking Middlebury students—and in many cases are Middlebury graduates. Depending on the season, MOJO typically lists 200–500 opportunities for students in any field or industry imaginable.

Students automatically receive MOJO accounts when they arrive as first-years and can indicate their preferences for the types of opportunity announcements they would like to receive. Students can also register for events on MOJO, sign up for interviews, submit applications, and schedule appointments, as well as search through and view the various opportunities available. Students can also access two larger databases through MOJO—LACN (Liberal Arts Career Network), available only to students in the 39 highly selective liberal arts colleges that make up that consortium, and NACELink, a national recruiting network.

For more instruction and assistance for how to use MOJO, students can visit go/cciresources.
Events and Programming

UpNext brings alumni in a specific field to campus to give students an insider’s understanding of that industry, including available career paths, information on what would make students attractive candidates for internships and jobs, and firsthand information about how these alumni navigated their own career paths.

Field Guide events are designed to answer the question, “What can I do with my liberal arts major or degree?” CCI collaborates with academic departments to help students connect their academic experience to postgraduate planning. Alumni share their career paths and professional lives and help students think broadly about the major and the possibilities in that area of study. Field Guides include the Preparation and Possibilities booklet for each major or academic program.

@Middlebury is a company-focused series (e.g., Google @ Middlebury) and features successful alumni representing diverse experiences at a single large company or organization. The events include info sessions, networking, workshops, résumé reviews, and more. Students can listen to what alumni have to say, and find out what working at that company is like.

Careers In . . . is a panel and information session featuring alumni representing diverse fields and functions within the same industry, so that students can learn more about working in that industry.
Career Conversations allow students to explore career paths with alumni, speakers, and other guests who come to campus. These informal chats often focus on their response to the question, “What was the career path that got me here, and what advice do I have for students who might want to do what I do?”

Treks By connecting students to multiple alumni and organizations through site visits, these CCI-led trips, typically held over breaks, help students better understand industries concentrated in a large city, including how they operate, what it takes to work there, and what life in that city is like. This is not a recruiting trip, but rather an informational one to expose students to the many potential careers a liberal arts student can expect. A recent trek to the Washington, D.C., area connected students with alumni at think tanks, government agencies, political organizations, consulting firms, and environmental NGOs.
Alumni Network

One of the most valuable assets for current students is our professional network of alumni. CCI offers several ways for alumni and students to connect.

**MiddNet** is the career advisory network for all Middlebury alumni and students. More than 7,500 alumni volunteers are available to answer questions and share information and insights. Students can search MiddNet by major, industry, and location, as well as by categories such as socially responsible businesses, foreign language skills, or alumni of color.

**Middlebury Industry Groups (MIG)** are networks of alumni employed within a particular and organization. They help source opportunities for students and then advocate for those who apply. They can also explain the recruiting process, coach applicants, and mentor students interested in that company. Students can access these alumni through a CCI advisor.

**Middlebury Professional Networks (MPN)** are groups of Middlebury-affiliated professionals (alumni, students, parents, faculty, and staff) who share a particular profession. The central purpose of these networks is to foster community, promote career development, and provide opportunities for engagement with Middlebury students interested in that profession. Students will be able to join a professional network once they develop an industry focus and work with a CCI advisor. Professional networks currently exist for Media and Entertainment, Consulting, and International Affairs and Development, with Energy and Environment scheduled to launch in 2016–2017.
As a faculty advisor, you perform a critical function by helping students define their educational objectives and articulate a plan for their time at Middlebury. This allows students to explore their intellectual interests and also lays the groundwork for developing professional goals for lives of meaning and purpose after Middlebury. Working together, we can help students make connections between what they are learning and what they imagine for their future.

CCI is not just for students; we are here for faculty as well. If you are looking for guests for your classes, we can connect you with alumni. If you want your students to know about internships that relate to your major or the classes you teach, we can promote and share that information. We have funds designated to collaborate with faculty on bringing alumni to campus, and for events that are designed to expose students to diverse career paths. We are open to your ideas!

If you have questions not addressed in this guide, please don’t hesitate to get in touch. We welcome any suggestions for what would be helpful to include in this guide in the future. As director of academic outreach and special projects, I strive to develop collaboration and effective programming with academic departments and faculty that will advance our mutual mission to ensure Middlebury students make the most of their time here—and are prepared to pursue lives of meaning and fulfillment once they leave.

Thank you!

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