Career Services/Internships

Annual Report
2006-2007

Career Services Mission Statement
Empowering people to discover the importance of passion and personal fulfillment toward career and life goals.
This year the Coe College Career Services office determined there would be two major areas we would focus on in order to provide improved services to our students, alums and other clients. One was to evaluate all programming and set learning objectives accordingly which included replacing the paper evaluation form with an online survey instrument (SurveyMonkey). As a result, instead of just tracking what students liked/disliked about a program, we can now measure what they knew before and after the workshop. Michelle McIllece, Career Services Coordinator, led this project.

The second goal was to explore a web system that would more effectively track and connect with our clients (students, employers, alums). As a result of our research, we have purchased a customized relational database system that will be available to students/employers by Fall 2007. Part of our research included a ‘field trip’ to the U of Iowa who has had this system for over three years.

In addition, Nathan Frideres, University of Iowa-Master’s program in Higher Education student, joined our office as an intern, Spring 2007. Nathan met with students individually and during our walk-in appointments, taught workshops and designed a new workshop targeting learning disabilities:

The Coe College Career Services office is privileged to work with an incredible team. Much thanks and appreciation to Judi Dirks, Michelle McIllece and our Student Assistants for ALL of their efforts this year. Special thanks to Melissa Randall and Lou Stark for their support as well.

Here are the details of what our office accomplished during the 2006-07 academic year:

**Individual Career Counseling**
During the 2006/07 academic year, we met with a total of 377 individuals in 730 individual counseling sessions.

![Individual Career Counseling Appointments 2005-2007](chart)

**Director of Off-Campus Study #’s (John Chaimov) Fall only, 2006, 113 appointments**
(# not counted in above totals)
Gender and Counseling Visits

Appointments by Gender 2005-2007

<table>
<thead>
<tr>
<th>Year</th>
<th>Females</th>
<th>Males</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>217</td>
<td>217</td>
</tr>
<tr>
<td>2006</td>
<td>201</td>
<td>153</td>
</tr>
<tr>
<td>2007</td>
<td>210</td>
<td>167</td>
</tr>
</tbody>
</table>

# of Clients

Walk-in Counseling
Career Services offers “walk-in” hours available to students during the academic year (Monday afternoons from 1-4 pm). These meetings are intended to last less than 15 minutes and answer specific questions. When students/clients need more time, an appointment is scheduled for a later date.

Walk-in Sessions and Individual Appointments

<table>
<thead>
<tr>
<th>Year</th>
<th># of Walk-in Sessions</th>
<th># of Walk-in Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>27</td>
<td>60</td>
</tr>
<tr>
<td>2006</td>
<td>26</td>
<td>64</td>
</tr>
<tr>
<td>2007</td>
<td>29</td>
<td>64</td>
</tr>
</tbody>
</table>
Breakdown of Students/Clients served
Sixty-four percent of the students served were junior/seniors. We are also seeing a larger number of alums as well (an increase from 15 in 2002 and to 35 in 2006-07).

Year in School
2006-07

Year in School – 3 years
*This information was self-reported by clients

<table>
<thead>
<tr>
<th>Year in School</th>
<th>2007</th>
<th>2006</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>151</td>
<td>136</td>
<td>138</td>
</tr>
<tr>
<td>Junior</td>
<td>89</td>
<td>92</td>
<td>99</td>
</tr>
<tr>
<td>Sophomore</td>
<td>43</td>
<td>46</td>
<td>49</td>
</tr>
<tr>
<td>First Year</td>
<td>53</td>
<td>51</td>
<td>48</td>
</tr>
<tr>
<td>Alumni</td>
<td>33</td>
<td>26</td>
<td>25</td>
</tr>
<tr>
<td>Coe Staff</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>377</strong></td>
<td><strong>354</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>
Types of Assistance Requested
This information was gathered via our client intake form; some clients indicated more than one reason for the appointment or did not indicate a reason at all.

### Assistance Requested 2006-07

<table>
<thead>
<tr>
<th>Assistance requested</th>
<th>2007</th>
<th>2006</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume/Cover letter</td>
<td>153</td>
<td>159</td>
<td>124</td>
<td>120</td>
</tr>
<tr>
<td>Explore Internships</td>
<td>130</td>
<td>162</td>
<td>150</td>
<td>113</td>
</tr>
<tr>
<td>Explore Career Options</td>
<td>107</td>
<td>101</td>
<td>93</td>
<td>64</td>
</tr>
<tr>
<td>Job Search - FT</td>
<td>77</td>
<td>65</td>
<td>57</td>
<td>54</td>
</tr>
<tr>
<td>Explore Career Interests</td>
<td>72</td>
<td>62</td>
<td>39</td>
<td>34</td>
</tr>
<tr>
<td>Learn Interview skills</td>
<td>44</td>
<td>44</td>
<td>38</td>
<td>36</td>
</tr>
<tr>
<td>Explore Grad School</td>
<td>39</td>
<td>35</td>
<td>39</td>
<td>37</td>
</tr>
<tr>
<td>Choose a Major</td>
<td>25</td>
<td>39</td>
<td>32</td>
<td>15</td>
</tr>
<tr>
<td>Study Aboard Help</td>
<td>19</td>
<td>19</td>
<td>27</td>
<td>23</td>
</tr>
<tr>
<td>Job Search - PT</td>
<td>17</td>
<td>38</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>Explore volunteer options</td>
<td>6</td>
<td>4</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>689</td>
<td>728</td>
<td>629</td>
<td>512</td>
</tr>
</tbody>
</table>
By far, our best referral source has been faculty, through both their personal referrals and bringing their First Year Seminar classes to Career Services.

*This table reflects the way in which students indicated they heard about Career Services. They were asked to select all that apply. Some chose not to indicate the reason.*
Additional Programming

1. **The Kohawk Job Search Club (4 students participated)**
   The Kohawk Job Search Club is for seniors who want long-term group support, encouragement, and sharing of ideas and resources with fellow job seekers and Career Services staff. The Job Search Club met this year in lower Gage Union twice a month. One hundred percent of this group was employed by graduation. This is a non-credit experience and three out of four participants had perfect attendance.

2. **Resume and Cover Letter Contest (27 students participated)**
   For the past seven years the Career Services office has sponsored a resume and cover letter contest featuring local professionals who serve as judges and provide feedback to each entry. In addition to valuable feedback provided by the employers, the top three winners were given monetary prizes and their ‘winning cover letter/resumes’ are included in our Resume Hall of Fame notebook.

3. **Cedar Rapids Advertising Federation Education Day (8 students participated)**
   This event targets students who are interested in marketing and public relations careers. Our students spent a full day learning and networking with professionals in the field. Career Services promoted and subsidized the entry fee for participants.

4. **New Programming**
   - Welcome Back Packets for Faculty. Promoted the idea of Don’t Cancel Class by suggesting faculty call a Career Services professional to provide an alternative classroom experience while they are gone.
   - Multicultural Workshop. This Sunday afternoon event was targeted to minority students. The goal was to focus on how to take advantage of their time at Coe College.
   - Increased Sophomore programming such as participating in the Sophomore Bash (we followed up with all Sophomores that attended this event), developed a targeted Sophomore handout and participated in the Majors Fair.
   - Focusing on Abilities - Working with a Disability: Job Search Strategies for a Competitive Marketplace. A workshop focusing on how to deal with disabilities in the workplace.
   - Career Exploration workshop for athletes
   - Co-Sponsored Life After College with the Greek leadership. An additional partner was Heather Norris, Iowa Student Loan. Issues discussed were related to leaving college such as budgets, renting an apartments, buying a car, good credit.
   - Giving Your 30-Second Elevator Speech – Taught students how to introduce themselves at events.
   - Clark Merit Workshop – For students who wanted help with their scholarship application.

Off-Campus Meetings/Conferences

- IAICE-CCPI Summer Conference, Iowa City, IA July 2006
- MCEIA Conference, Chicago, IL November 2006
- International Career Development Conference, San Jose, CA November 2006
- IAICE Spring Meeting, Cedar Rapids, IA April 2006
- IPCCC- (now Iowa College Recruitment Network, I-CoRN) Strategic Planning Session, Coe College March 2007
- ICoRN Meeting, Ft. Dodge, IA May 2006
Professional Involvement

Diana Patten
- Iowa Association for Internships and Co-ops (IAICE) - Board of Directors and Past President; Nominating Committee Chair
- Mercy Medical Center - Women’s Center - Advisory Board
- Daybreak Rotary of Cedar Rapids, IA
- Completed MA Degree, Organizational Leadership (St. Ambrose University

Michelle McIllece
- Daybreak Rotary of Cedar Rapids, IA
- Adjunct Instructor – Kirkwood Community College, Business Department
- 2007 CCPI Conference Planning Committee
- I-CoRN – Marketing Chair

Judi Dirks
- Took a course in Urban Sociology. In addition to modeling ‘life long learning, this has been another way for our office to build relationships with students and faculty.

-Nathan Frideres
- IAce Spring Meeting – Cedar Rapids, IA

Resources

Library Resources
We continue to expand and develop our Career Library collection, based on new publications we learn about or by specific requests from students or faculty. In the future, our office will explore the feasibility of adding publications to our website.

Career Services Web Site
Career Services maintains a high-quality, comprehensive web site that services students, alums, faculty, parents, and employers.

All full-time, entry-level and experienced, seasonal, temporary jobs and internships are listed on our website. Prior to that, most were listed in a ‘hard copy’ notebook. Employers can post jobs directly through our website; Student Assistants and Judi Dirks, Administrative Assistant, were responsible for formatting the information and submitting it to the Coe Webmaster.

Strong Interest Inventory
For a number of years, Coe Career Services has been using an interest inventory instrument to assist students in selecting a major and/or to help them with career exploration. The Strong Interest Inventory has been an excellent tool to serve this need. Both Career Counselors are certified in interpretation of the survey results. As we have been promoting this service more often with students and faculty, we are now tracking how many Strong Interest Inventory instruments were distributed via counselor vs. a classroom. During 2006-07, 90 instruments were distributed with 32 used through two different Academic Achievement Program (AAP) classes.

Recruitment and Grad School Visits to Campus
The Career Services office facilitated the recruitment of students through a handful of on and off campus recruiting opportunities. As we are a relatively small student population, most of our efforts are directed toward the Iowa Private College Career Consortium (IPCCC) that is now named Iowa College Recruitment Network, I-CoRN.
Iowa Private College Career Consortium

Below are the lists of employers who participated in both interview days. Several had multiple job openings/interviews for different divisions and locations. The most popular interview day is Accounting. Close to 100% of our senior accounting majors participate in this event each year.

Accounting Interview Day September 2006 – Newton, IA
Employers

AEGON
Brooks Lodden, P.C.
Clifton Gunderson LLP
Deloitte & Touche
Denman & Company, LLP
HNI Corporation
Hormel Foods Corporation
KPMG, LLP
WBJ
McGladrey & Pullen, LLP
McGowen, Hurst, Clark and Smith, P.C.
ockerwell Collins

Interview Day March 2006 – Des Moines, IA
Employers

AEGON
C.H. Robinson Worldwide, Inc.
Cisco, Inc.
Community State Bank
Enterprise Rent-a-Car
Epic Systems Corporation
Farm Bureau Financial Services
Federated Insurance Companies
Great America Leasing Corporation
Graybar Electric Company, Inc.
Grinnell Mutual Reinsurance Co
HNI Corporation
Hormel Foods Corporation
Hertz Local Edition
John Deere - Accounting & Finance
Menards - Operations
Midwest Associates
North Star Resource Group
Northwestern Mutual Financial Network - Erhard Group - Des Moines
NOVA Group of Japan
Principal Financial Group
Quad/Graphics
RuffaloCody
Social Security Administration
Target - Distribution Center
Wells Fargo Bank
Wells Fargo Financial - home & consumer division
Werner Enterprises
All-Iowa Education Placement Consortium – Cedar Falls, IA – February 2006
-National Educator Expo – University of Northern Iowa
-93 school districts participated from 20 different states

On Campus Visits by Organizations
-St. Ambrose - Graduate school opportunities
-Colorado College – Graduate school opportunities
-RuffaloCODY - Employment
-CRST - Employment
-General Mills -Employment
-Teach for America – Employment
-U of I Urban and Regional Planning – Graduate School Opportunities
-Wells Fargo Financial - Employment

Regional Career Recruitment/Career Fair Events
Career Services promoted and offered FREE transportation to the following events:

-Iowa Private College Career Consortium – Accounting Day – Des Moines, IA
-Iowa Private College Career Consortium – Interview Day – Newton, IA
-Spring Job and Internship Fair – Iowa City, IA
-UNI Overseas Recruiting Fair – Cedar Falls, IA

2006-07 Staff:
Diana Rae Patten – Internship & Career Services Director
Michelle McIllece – Career Services Coordinator
Judi Dirks – Administrative Assistant
Nathan Frideres – Graduate Assistant (University of Iowa)

Student Assistants -Career Services
Samantha Howe
Krystal Jackson
Megan Manske
Carrie Talbott
Morae Youde

Student Assistant - Student Affairs
Jill Steffen