

WK13 - Resources, Handouts and Overheads

OH1 – Discussion Points for Groups

OH2/HO– Skills and Values Employers Want

HO – Internship Research Resources

OH1 – Discussion Points for Groups

Questions for small group discussion:

What are the key things for youth to consider in the context of the future and careers?

- Diverse education
- Multiple degrees
- Working conditions
- Household income levels
- Work life balance issues
- Globalization
- Growing or developing careers

What makes a good employee and what makes a great one?

- How do employees excel in a position?
- How do you let your employer know how great you are without being obvious?
- How do you deal with situations where other employees you work with aren't pulling their weight?
- What do employers like? What do they dislike in employees?
- What sets apart applicants for jobs?
- How do you hire?
- With the skills and values list, what are some of the things that would help me show an employer that I have them?
- Can I negotiate in the hiring process?

What are some of the challenges employers will face in the future?

- What are some of the challenges for the future in your work?
- How can I prepare to help employers in the future solve those problems?
- How do I get involved?
- What are employers doing now to help themselves? Internships, volunteer experience, scholarships, marketing to youth?
- What are some of the areas of growth and specialization?

How does the global economy impact employment and business?

- What parts of your business or work are affected by global trends and events?
- What has changed in the last 10 years?
- What is going to change in the next 10 years?
- Does international experience count?
- How is international education viewed?
- What are some of the areas of growth that you see?

OH2/HO- Skills and Values Employers Want

Skills Most Sought After by Employers	What are these critical employability skills that employers demand of job seekers? The following is a list with some explanations of employability skills as well as the personal values most sought by employers.
Communications Skills (listening, verbal, written)	<p>By far, the one skill mentioned most often by employers is the ability to listen, write and speak effectively. Successful communication is critical in business.</p> <p><i>Exceptional listener and communicator who effectively conveys information verbally and in writing.</i></p>
Analytical/Research Skills	<p>Deals with your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.</p> <p><i>Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.</i></p>
Computer/Technical Literacy	<p>Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and e-mail.</p> <p><i>Computer-literate performer with extensive software proficiency covering wide variety of applications.</i></p>
Flexibility/Adaptability/Managing Multiple Priorities	<p>Deals with your ability to manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.</p> <p><i>Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.</i></p>
Interpersonal Abilities	<p>The ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers is essential given the amount of time spent at work each day.</p> <p><i>Proven relationship-builder with unsurpassed interpersonal skills.</i></p>
Leadership/Management Skills	<p>While there is some debate about whether leadership is something people are born with, these skills involve your ability to take charge and manage your co-workers.</p> <p><i>Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes and coaches employees to meet high performance standards.</i></p>
Multicultural Sensitivity/Awareness	<p>There is possibly no bigger issue in the workplace than diversity, and job</p>

	<p>seekers must demonstrate a sensitivity and awareness to other people and cultures.</p> <p><i>Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.</i></p>
Planning/Organizing	<p>Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal setting.</p> <p><i>Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.</i></p>
Problem-Solving/Reasoning/Creativity	<p>Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.</p> <p><i>Innovative problem-solver who can generate workable solutions and resolve complaints.</i></p>
Teamwork	<p>Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.</p> <p><i>Resourceful team player who excels at building trusting relationships with customers and colleagues.</i></p>

<p>Personal Values Employers Seek in Employees</p>	<p>Of equal importance to skills are the values, personality traits and personal characteristics that employers seek. Look for ways to develop these and be able to weave examples of these characteristics into your resume, cover letters and answers to interview questions. Here is our list of the 10 most important categories of values.</p>
<p>Honesty/Integrity/Morality</p>	<p>Employers probably respect personal integrity more than any other value, especially in light of the many recent corporate scandals.</p> <p><i>Seasoned professional whose honesty and integrity provide for effective leadership and optimal business relationships.</i></p>
<p>Adaptability/Flexibility</p>	<p>Deals with openness to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.</p> <p><i>Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.</i></p>
<p>Dedication/Hard-Working/Work Ethic/Tenacity</p>	<p>There's no question that all employers desire employees who will arrive at work every day - on time - and ready to work, and who will take responsibility for their actions.</p> <p><i>Dependable, responsible contributor with commitment to excellence and success.</i></p>
<p>Loyalty</p>	<p>Employers want employees who will have a strong devotion to the company – even at times when the company is not necessarily loyal to its employees.</p> <p><i>Loyal and dedicated manager with an excellent work record.</i></p>
<p>Positive Attitude/Motivation/Energy/Passion</p>	<p>The job seekers who get hired and the employees who get promoted are the ones with drive and passion – and who demonstrate this enthusiasm through their words and actions.</p> <p><i>Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.</i></p>
<p>Professionalism</p>	<p>Act in a responsible and fair manner in all your personal and work activities, which is seen as a sign of maturity and self-confidence; avoid being petty.</p> <p><i>Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.</i></p>
<p>Self-Confidence</p>	<p>Look at it this way: if you don't believe in yourself, in your unique mix of skills, education and abilities, why should a prospective employer? Be confident in yourself and what you can offer employers.</p>

	<i>Confident, hard-working employee who is committed to achieving excellence.</i>
Self-Motivated/Ability to Work With Little or No Supervision	<p>While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.</p> <p><i>Highly motivated self-starter who takes initiative with minimal supervision.</i></p>
Willingness to Learn	<p>No matter what your age, no matter how much experience you have, you should always be willing to learn a new skill or technique. Jobs are constantly changing and evolving, and you must show an openness to grow and learn with that change.</p> <p><i>Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts</i></p>

HO – Internship Research Resources

Canadian Based

www.berlitz.com: homepage for language-services specialist, Berlitz International Inc., which includes a "Study Abroad" section that has information on studying English and French in Canada and features a link to Berlitz's Canadian operations.

www.cfcsc.dnd.ca/links/gov/einca.html: Web links to embassies, high commissions and consulates in Canada.

www.cnous.fr/indexbis.html: trilingual web site for Centre National des Oeuvres Universitaires et Scolaires of the Ministry of France to provide information to international students going to study in France.

www.daad.org: Bonn-based Deutscher Akademischer Austauschdienst (German Academic Exchange Service) site has information on research and study opportunities in Germany, Canada and the United States.

www.dlcoursefinder.com: international distance learning directory that provides information on and contacts for institutions offering correspondence and online courses.

www.distancestudies.com: a site that lists Canadian schools that offer distance-learning courses.

www.idp.edu.au/students: IDP Education Australia site contains links for anyone interested in studying in the land down under.

www.iie.org: homepage for the Institute of International Education, which features information on various educational exchange and awards programs, including the Fulbright fellowships for students and scholars.

www.istudy.com: site run by International Study and Educational Services, a Japanese-based private foundation that promotes international understanding through education, which includes a section on English-as-a-Second-Language programs offered in Canada.

www.nrca.com: the site for the U.S.-based National Registration Center for Study Abroad features links to Canadian schools that run English- and French-language training programs.

www.norden.org: Nordic Council of Ministers site features links to Nordic educational institutions.

rotary5040.org/students/index.html: web site for Rotary International Youth Exchange program.

www.studyabroad.com/content/portals/Canada_port.html: section of an international directory that lists educational opportunities in Canada for high school and post-secondary students.

www.web.idirect.com/~cci: Canadian College Italy site that provides an overview of the non-profit, co-educational Canadian high school situated in the medieval town of Lanciano, Italy.

www.cbie.ca: bilingual site of the Canadian Bureau for International Education, which is Canada's national organization dedicated exclusively to international education. Information for Canadian and International students as well as awards programs.

www.cciorg.ca: bilingual site of Canadian Crossroads International, an international, Canadian-government-supported non-profit organization that runs programs for volunteers from developing countries to live and work in Canada and other developed countries.

www.cwy-icm.org: bilingual site of Canada World Youth, a national, non-governmental organization that provides young people from Canada and around the world with the opportunity to travel, live and work in different communities, to learn about local and international development, and to gain important job skills for the future.

rotary5040.org/students/index.html: web site for Rotary International Youth Exchange program.

www.cacee.com/english/fellowships: English-language Canadian Directory of Internships, available at the bilingual Web site maintained by the Canadian Association of Career Educators and Employers, contains international and national internships offered by Canadian universities, colleges and organizations.

www.cade-aced.ca: the Ottawa-based Canadian Association of Distance Education's bilingual Web site has links to regional, national and international organizations that run distance education courses.

www.capls.com: contact information for schools that teach English or French as a second language across Canada and are members of the Delta, B.C.-based Canadian Association of Private Language Schools (CAPLS).

courses.telecampus.edu/subjects/index.cfm: a Canadian site with a searchable database of online courses available and which can be located either by subject or institution.

www.cvu-uvic.ca: the bilingual site of the Canadian Virtual University/Université Virtuelle Canadienne (a partnership of bricks-and-mortar universities across Canada), which lists undergraduate and graduate courses and programs available by school, subject or level.

www.cslp.com: bilingual site of the Council of Second Language Programs in Canada, which features a list of English and French-language programs offered at over 60 universities and colleges, with Web site links.

www.pelsa.org: English-language site of the Private English Language Schools Association lists the private ESL language training institutes in Canada.

GENERAL SEARCH ENGINES:

Searchable internship databases with many career categories:

www.internships-usa.com (Contact Career Services for the Denison password)

www.vault.com (Contact Career Services for the Denison password)

www.internshipprograms.com

www.Internweb.com

www.Monstertrak.com

www.rsinternships.com/

www.collegegrad.com/internships

www.nassembly.org/

www.idealists.org

<http://www.jobweb.com/experiential/jintern.htm>

www.internjobs.com

<http://www.studentjobs.gov/>

www.getthatgig.com

ARTS, CULTURE & ENTERTAINMENT:

Smithsonian Institution Internships: <http://www.si.edu>

The Entertainment Employment Journal links to internships in film, TV & radio:

www.entertainmentjobs.com

Museum Jobs/Internships online: www.aviso.aam-us.org

and at www.algonquincollge.com/museum/jobres/index.html

Arts Interns (must be a New York City resident): <http://artsintern.org/>

Artist Resource: <http://www.artistresource.org/intern.htm>

National Gallery of Art: <http://www.nga.gov/education/internsumm.htm>

Museum of Modern Art (MOMA): <http://www.nga.gov/education/internsumm.htm>

Art Institute of Chicago: <http://www.artic.edu/aic/jobs/interninfo.html>

Metropolitan Museums of Art (NYC): http://www.metmuseum.org/education/er_internship.asp

National Endowment for the Arts: <http://www.nea.gov/about/Jobs/Internships.html>

MANDY (international film and TV production resources): www.mandy.com

San Francisco Museum of Modern Art: http://www.sfmoma.org/info/opps_internships.html

Fine Arts Museum of San Francisco: <http://www.thinker.org/fam/about/getinvolved/index.asp>

BUSINESS:

Disney's College Program: http://www.wdwcollegeprogram.com/html_home/index-ns.html

Wall Street Journal Listings: www.collegejournal.com

General Business Career Advice: www.careers-in-business.com

Vault Career Guide: www.vault.com (contact Career Services for password)

Internships-USA: www.internships-usa.com (Contact Career Services for password)

ENVIRONMENTAL, CONSERVATION & OUTDOORS:

Student Conservation Association: www.thesca.org

Internships-USA: www.internships-usa.com (Contact Career Services for password)

A list of environmental internship links: <http://www.ag.ohiostate.edu/~envjobs/env7.htm>

The Environmental Careers Organization: www.eco.org

Environmental Career Opportunities: <http://ecojobs.com/>

Outdoor & Adventure Program Job Listings <http://www.wilderdom.com/joblistings.html/>

EPA Internships: www.epa.gov/students/

ORION: <http://www.oriononline.org/pages/ogn/ics.cfm>

UBIQUITY: <http://www.ag.ohio-state.edu/~envjobs/env7.htm>

Appropriate Technology: <http://www.attrainternships.ncat.org/>

Earth Island Institute: <http://www.earthisland.org/getinvolved/iwork.html>

COMMUNICATION:

Internships-USA: www.internships-usa.com (Contact Career Services for password)

The Mighty Internship Review: <http://www2.daily.umn.edu/~mckinney/indexwof.html>

TV Jobs: <http://www.tvjobs.com/intern.htm>

UC Berkeley Journalism: <http://www.journalism.berkeley.edu/jobs/>

Journalism Jobs: www.journalismjobs.com

Salon (magazines): <http://archive.salon.com/it/intern/1998/10/23intern.htm>

Magazine Internships: <http://www.magazine.org/careers/Internships/>

Center for Public Integrity (journalism):

<http://www.publicintegrity.org/about/opportunities.aspx#internship>

EDUCATION & TEACHING:

The National Society for Experiential Education (NSEE) is a membership association and national resource center that promotes experienced-based approaches to teaching and learning:

<http://www.nsee.org>

Breakthrough Collaborative offers teaching opportunities across the country:

www.breakthroughcollaborative.org

Center for Talented Youth offers teaching opportunities in more than 20 cities:

<http://www.cty.jhu.edu>

INTERNATIONAL:

Many Denison students wish to gain international work experience. *Generally speaking*, the easiest way to do so is to participate in an established international program's work/study opportunities.

Internships-USA: www.internships-usa.com (Contact Career Services for password)

Study Abroad Programs: <http://www.studyabroad.com/exp.html>

Intern Abroad: www.internabroad.com

AIESEC: www.aiecs.org

Campus Access: http://www.campusaccess.com/campus_web/intern/i3int_bus.htm

American Institute for foreign Study (AIFS): <http://www.aifs.com>

Int'l Assn. for the Exch. of Students for Technical Experience: <http://www.aipt.org>

Institute of Int'l Education: <http://www.iese.org/>

CDS Int'l Internships: <http://www.cdsintl.org>

Institute International Education of Students: www.iesabroad.org

Council on International Educational Exchange: www.ciee.org

Russian and East European Institute: <http://www.indiana.edu/~reeiweb/indemp.html>

BUNAC, working adventures worldwide: www.bunac.org

Au Pair in Europe Child care jobs in Europe: <http://www.princeent.com/aupair>

MEDICAL & HEALTH:

For Corporate Wellness and Fitness Internships: <http://www.nau.edu/hp/student/index.html>

National Institute of Health (NIH) summer internship program in Biomedical Research:

<http://www.training.nih.gov> or <http://www.jobs.nih.gov/summer.htm>

Various medical internships: www.medicalinternships.com

Association of American Medical Colleges (for multicultural students):

<http://www.aamc.org/students/considering/smep/start.htm>

Rochester Institute of Technology (large list of nationwide opportunities):

<http://www.rit.edu/~gtfsbi/Symp/premed.htm>

National Cancer Institute: <http://generalemployment.nci.nih.gov/welcome.cfm>

MULTICULTURAL:

American Association of Advertising Agencies Diversity Program: www.aaaa.org

INROADS (for First Year Students & Sophomores) - The mission of INROADS is to develop and place talented, minority youth in business and industry and prepare them for corporate and community leadership: http://www.inroadsinc.org/html/about_inroads.htm

Minority Internships in Public Health: <http://www.hsph.harvard.edu/internships/>

American Society for Microbiology: <http://www.asm.org/Education/index.asp?bid=4322>

Summer Opportunities for Undergraduate Minority Students: <http://www.doorsofopportunity.org/>

Congressional Hispanic Caucus Institute:

<http://www.chci.org/chciyouth/internship/internships.htm>

Sponsors for Educational Opportunity: <http://www.seo-usa.org/>

Association of American Medical Colleges:

<http://www.aamc.org/students/considering/smep/start.htm>

United Negro College Fund: www.uncf.org

Morris Udall Congressional Internships for Native Americans: http://www.udall.gov/p_internships.asp

Getty Museum (Los Angeles): http://www.getty.edu/grants/education/multicultural_getty.html

Smithsonian Museum: <http://www.si.edu/ofg/intern.htm>

POLITICAL SCIENCE, GOVERNMENT & PUBLIC SERVICE:

Internships-USA: www.internships-usa.com (Contact Career Services for password)
Live, Learn, and Intern in Washington, D.C.: <http://www.dccinternships.org/>
U.S. State Department Internships: <http://www.state.gov/employment>
The Washington Center: <http://www.twc.edu>
Whitehouse Internship Program: <http://www.whitehouse.gov/government/wh-intern.html>
Institute for Experiential Learning: <http://www.ielnet.org/>
FBI Honors Internship: <http://www.fbi.gov/employment/honors.htm>
Defense Intelligence Agency: <http://www.dia.mil/Careers/Programs/index.html>
Everett Interns will use their knowledge and skills in 56 organizations (in NYC or DC) dedicated to improving the world: www.everettinternships.org
Central Intelligence Agency: <http://www.odci.gov/employment/student.html>
The Heritage Foundation offers internships in foreign or domestic policy, media and publishing: www.heritage.org/internships
The Carter Center: http://www.cartercenter.org/aboutus/education_doc.htm
Federal Government Internships (various fields): <http://www.studentjobs.gov/>
Institute for Experiential Learning: <http://www.ielnet.org/>
Institute for Public History Internships: <http://www.virginia.edu/publichistory/internships.html>

SCIENCES:

Physical Sciences: <http://www.aip.org/careers/intern/program.htm>
Archaeological Fieldwork Bulletin (via UCLA): <http://www.cincpac.com/afos/testpit.html>
The Whale Center of New England: <http://www.whalecenter.org/intern.htm>
American Society for Microbiology: <http://www.asm.org/Education/index.asp?bid=1211>
Centers for Disease Control and Prevention: <http://www.cdc.gov/train.htm>
US Dept. of Energy: http://www.scied.science.doe.gov/scied/sci_ed.htm

WOMEN'S ISSUES:

Internship Directory from Feminist Majority foundation Webpage: <http://www.feminist.org/911/jobs/911jobs.asp>
Internships-USA: www.internships-usa.com (Contact Career Services for password)
Womens Policy: www.womenspolicy.org
Women's Research & Education Institute: www.wrei.org
National Organization for Women: www.now.org/organization/intern.html

SEASONAL – SUMMER CAMPS – RESORTS – PARKS:

Back Door Jobs - Exciting Career Adventures: www.backdoorjobs.com
Coolworks - a list of seasonal jobs: www.coolworks.com/showme
Peterson's Guide to Summer Jobs: www.petersons.com/summerop
Campstaff: www.campstaff.com
Great Ohio camp jobs www.acaohio.org
Search over 2000 camps with ACA accreditation www.acacamps.org
Alaska State Parks Volunteer Internship Positions: www.dnr.state.ak.us/parks/vip
American Camping Association/New England Camps: www.acane-camps.org
Summer employment opportunities - www.campjobs.com
Tons of NEW listings for summer!: www.summerjobs.com/
Great Summer Jobs Worldwide: www.greatsummerjobs.com/
Summer Jobs site geared towards students and recent grads: