



CAREER &
ACADEMIC
PLANNING
MAKE YOUR NEXT MOVE

SERVICES AT A GLANCE 2010-11

Main Office: 3rd Floor Wilson Hall – 540-568-6555
Recruiting Services: 1st Floor Sonner Hall – 540-568-7379
<http://www.jmu.edu/cap/>
Monday – Friday 8 a.m. – 5 p.m.

Career Planning

Students may make individual appointments with a Career and Academic Planning advisor concerning their career development, planning, graduate/professional school application, internship search, and job search preparation.

Major and Career Decision-Making

Career and Life Planning Course (IS 202)

A 1-credit course that helps freshmen and sophomores decide upon a major and career direction by exploring interests, skills, abilities, and values in a classroom setting.

Decision Making Appointments

Professional staff can help students of all academic levels choose a career and/or major by exploring personality, interests, skills/abilities, values, and career options through individual appointments. Gathering, exploring, and discussing personal characteristics and major/career information can help students make informed decisions. Call or come by our office to sign up.

Resource Center

Provides access to over 500 books on a variety of career-related topics, including career fields, internships, employers, salary, employment trends, business etiquette, diversity, and graduate school. Stop by and see us in Wilson 303, or sign up for a tour of the Resource Center online at http://www.jmu.edu/cap/resource_center/ You can also browse our collection online and identify your favorites http://www.jmu.edu/cap/resource_center/books.htm

Career Guide to JMU Majors

Supplies descriptions and potential career paths for each of JMU's majors; on our website at: http://www.jmu.edu/cap/career_guide/

FOCUS Online Career Planning Program

Provides interactive self-assessment tools (on interests, values, skills, personality, etc.) and related career options and information: http://www.jmu.edu/cap/resource_center/focus.htm

Resume Reviews

To learn how to write a resume, students should attend one of our Resume Writing workshops or visit our website: www.jmu.edu/cap/resumes_cover/index.htm. Once a resume has been drafted, students may receive feedback on their resume through:

- ▶ **Resume Appointments:** Make an individual appointment to have your resume reviewed by a Career and Academic Planning staff member
- ▶ **Resume Round-Up & Resume Roadshows:** Have your resume reviewed and gain feedback by an employer or an advisor in a variety of locations (see CAP calendar: <http://www.jmu.edu/cap/>)

Academic Advising

Career and Academic Planning advisors counsel undeclared students. These students can consult with an advisor for assistance with registration, course adjustment, academic planning, and monitoring of academic progress. Career and Academic Planning advisors also assist any students who need guidance with choosing or changing majors.

Please see other side

Job Search Programs

Resume Writing Workshops: Held from September-April, see <http://www.jmu.edu/cap/calendar/> for times

Interview Preparation Web Tutorials: Visit http://www.jmu.edu/cap/job_intern_search/job_interviewing.htm to see our two PowerPoint presentations on basic interviewing skills and behavioral interviewing; a separate handout is also available on our website. Additional print resources may be found in the Resource Center in 303 Wilson Hall.

Mock Interviews: A variety of employers are on campus to conduct mock interviews each semester. Visit <http://www.jmu.edu/cap/workshops/mock.htm> for details.

On-Campus Recruiting Program/Recruit-A-Duke: A variety of employers visit campus each year to conduct interviews with JMU students for open jobs and internships. Students must view a tutorial and register on Recruit-A-Duke to participate. Participating in Recruit-A-Duke gives access to many other benefits such as mock interviews, information on career fair participants, resume referrals and more! Visit <http://www.jmu.edu/cap/interviewing> for more information.

Recruit-A-Duke Online Resume Books: Students can upload resumes to our online database, which is made available to interested employers. Many employers who cannot visit campus are still interested in collecting JMU student resumes. Students must view a tutorial and register on Recruit-A-Duke to participate. Visit our on-campus recruiting webpage to get started. <http://www.jmu.edu/cap/interviewing>

Special Job Search Workshops: Attend a variety of sessions, presented by employers and staff on topics such as behavioral interviewing and preparing for a career fair (topics vary), which will help you in your job and internship search. See our online calendar for topics and times: <http://www.jmu.edu/cap/calendar/>

Job and Internship Websites: We maintain a listing of websites to help you connect with resources and listing for jobs and internships. Some websites require a valid JMU userID and password to access the job listings. http://www.jmu.edu/cap/job_intern_search/websites.htm

Request a Program: Faculty and staff as well as students representing a club, organization, or residence hall may submit an online request form for a presentation at <http://www.jmu.edu/cap/programrequest.htm>

Fairs and Events

Here are some of JMU's regularly scheduled academic and career programs. Visit our online calendar for dates and details: <http://www.jmu.edu/cap/calendar/>

Fall 2010

- ▶ **Resume Round Up:** September 13, 12-3:30 pm in Transitions
- ▶ **Resume Roadshows:** September 22, 2-4 pm in Transitions; September 28, 4-6 pm in Festival Alleghany Room; October 21, 1-3pm in Harrison Hall, room 1131; October 27, 3-5pm in ISAT 259
- ▶ **Graduate & Professional School Fair:** September 28, 4-7 pm in Festival Ballroom
- ▶ **Fall Career & Internship Fair:** October 4, 12-4 pm in Festival Ballroom & Highlands
- ▶ **Kaplan Graduate School Practice Tests:** October 10, 1-5 pm (see our calendar for full details)
- ▶ **Diversity Career Fair at UVA:** November 3, 10 am-3 pm at UVA John Paul Jones Arena in Charlottesville
- ▶ **Meet the Firms Night- Accounting Career Fair sponsored by School of Accounting:** September 15, 6-8 pm in Festival Ballroom
- ▶ **Physical Therapy Expo sponsored by Pre-PT Society:** October 5, 9am-2pm in Festival Ballroom (for recruitment to PT graduate schools, not a PT career fair)

Spring 2011

- ▶ **Majors Fair:** January 25, 2-5 pm in Transitions
- ▶ **Kaplan Graduate School Practice Tests:** February 12, 1-5pm (see our calendar for full details)
- ▶ **Spring Career & Internship Fair:** February 22, 12-4 pm in Festival Ballroom
- ▶ **Teacher Recruitment Day:** February 28, 11 am-12:30 pm fair; interviews 12:30-4 pm in Festival Ballroom

For other career and academic events and further details: <http://www.jmu.edu/cap/calendar/>