# STUDENT GUIDE

## Aggies Go To Work



BE BOLD. Shape the Future. Office of Experiential Learning

# WELCOME

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### Launch Your Career With Us

Our aim is to empower students to formulate individual goals and strategies through the guidance of our career professionals. We will work with you to foster career exploration and with early engagement we can assist you with the development of your personal four-year action plan.

Launch your career development and world of work plan by using the resources made available on the Experiential Learning homepage (https:// oel.nmsu.edu). Schedule an appointment via Handshake with the Cooperative Education & Internship program staff to discuss your experiential learning goals, beginning with your freshman year through graduation. Find out how wecanhelpyoudesignapersonalized plantomeet your experiential learning needs.

Experiential Learning is a department in the Division of Student Success and Enrollment Management. Our services are open to all students without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, genetic information, spousal affiliation, or protected veteran status a soutlined infederal and state anti-discrimination statutes.









# HANDSHAKE

Handshake is our on-line career management system. Registration in Handshake is automatic for all NMSU students and brings the applicant in contact with job postings (part-time regular or work-study student employment, Coops / Internships, and full/part-time), career fairs, schedule of workshops and career events provided by Experiential Learning staff, guest speakersandemployer.Employerswhointerview students face-to-face (and virtually) at NMSU will provide Interview Schedule sign-ups to secure a time-slot.

Tired of searching every day for new jobs? Follow employers of interest and be notified when they post new jobs. Handshake learns your preferences and will occasionally email you summaries of postings you may be interested in from other employers as well!. View employer profiles to learn more about the companies.

### Handshake Registration

Registration in Handshake is automatic for all NMSU students. You simply need to log-in once to activate your profile. You can access Handshake via your myNMSU page under the Launchpad applications section. Alternately, go to https:// nmsu.joinhandshake.com, click the NMSU SSO button and use your myNMSU credentials to log-in.

### **Constructing An Effective Profile**

### Choose an Appropriate Profile Photo

- Choose a picture in which you are wearing work appropriate clothing
- If you choose not to upload a photo, the system will show a generic user graphic
- OEL can assist you with a professsional photo

#### Education

- Information in this section is pre-populated from data in the My Account section
- You may add educational experiences or programs including study abroad, continuing education, or prior undergraduate coursework taken at another institution
- Displaying your GPA is optional if over a 3.0, it is recommended that you choose to show it

### Get to Know Me - Short Bio

This is a short paragraph, comprised of about 500
characters, focused on your personal brand, accomplish ments, and ambitions, that gives an employer a feel for
what you consider to be most important about yourself in
relation to a position you are seeking

- A combination of the "tell me about yourself" question asked during an interview and an elevator speech
- Do not repeat your resume, highlight it instead
- Use the first person (i.e. the pronoun, "I") it builds an emotional connection with the reader
- Promote your qualities, such as leadership, passion for collaboration, creativity, and career goals, to display how you can fulfill the needs of a prospective company
- For examples of personal statements click on the show examples link below the text box.

#### Documents

- Upload resumes, cover letters, and more to start applying for jobs and internships.
- Schedule an appointment (via Handshake!) to have a Career Advisor review your resume with you.
- Build your profile from your resume to avoid retyping everything already written in your resume. Handshake pulls the text from the document and loads it in the appropriate field. You can review and edit the text before posting it

### Work Experience and Organizations / Extracurriculars

- Work Experience should focus on work, internship, and research experiences
- Organizations / Extracurriculars can include volunteer, leadership, research and service learning experiences
- Start each entry with a couple sentences that provide an overview of what the job entailed.
- Use action verbs and avoid passive voice: E.g. the boy walked the dog vs. the dog was walked by the boy
- Keep the entry clear, concise, and in a consistent tense. Use the present tense when describing a present position and past tense when describing a past experience
- Always lead with your accomplishment. Check the Career Planning Guide for more tips!

### Courses

- The Courses section serves as a way for you to highlight relevant coursework
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job

Projects

- This section serves as a way for you to provide tangible proof of your value in the workplace or classroom
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course

#### Skills

 Choose skills acquired from your education, work, or project experience

### Social Links

- Your school email is already populated. You may optionally choose to include a permanent email
- Add links to your Facebook page, LinkedIn profile, and personal website (if you have one)
- Your social media presence is a reflection of you! Be sure that your feeds are free of any potentially embarrassing material before including them here

### Make your Profile Public!

- By marking your profile as public, over 200,000 employers can search for your skills and experience or message you about job or internship opportunities.
- Click the See Employer View to see what your profile looks like to employers. Like what you see? Employers will too!

### Tips

- Make sure your profile is complete (80%-100% completion score from Handshake) before publishing it for employers. Fill out all sections: personal statement, work experience, projects, skills
- Check for spelling, punctuation, and grammatical errors.
- Schedule an appointment with a Career Advisor (via Handshake) to have your profile reviewed! An advisor will provide feedback about the effectiveness of your profile and offer suggestions for improvement

For more Handshake information and the full Student Handshake guide, visit https://oel.nmsu.edu/handshake

# **COOPERATIVE EDUCATION**

### Gain Professional Experience Before Graduation!

Employers are searching for candidates who have applied their classroom education in a real world environment. The co-op/ internship program provides NMSU students with experience-based learningthroughpaidemploymentexperiences. These practical, curriculum-related experiences must be structured to meet student's interests, abilities, and career goals while meeting employers' needs.

The co-op/internship program allows students to complete a co-op/internship experience during the fall, spring, or summer semesters and earn an official and permanent notation on their academic transcript. Students participating in approved, full-time, co-ops / internships will maintain their student status and thus protect their financial aid and scholar ships while completing their experience.

The Cooperative Education and Internship program strives for partnerships where the student, the employer, and NMSU all participate on an equal basistoproduceameaningfuleducationalexperience.



### What is a Co-op/Internship

- Paid, pre-professional work experience related to a student's major
- Positions are part-time or full-time
- Positions are local, national or international
- Positions are available in the summer, fall, or spring semesters
- NMSU, the employer and the student work together to ensure that the Co-op/Internship experiencecomplementthestudent'sacademic major

### **Benefits to Students**

- Gain valuable applied experience related to your major
- Make connections in your professional field
- Explore your interest in a particular career area
- Further develop career readiness skills
- Enhanceyourresumeand improveyour future employability with a Co-op/Internship
- Earn wages while learning from skilled professionals
- May lead to permanent employment upon graduation
- A notation is placed on your academic transcript

# & INTERNSHIP PROGRAM

### NMSU Requirements:

- Full-time student status (12+ credit hours for undergraduates; 9+ credit hours for graduate students).
- Degree-seeking student with declared major.
- Minimum GPA of 2.0 for undergraduates; 3.0 for graduate students.
- Minimum of Sophomore classification (NOTE: Students can apply for Cooperative Education/Internship positions as a Freshman, but cannot participate in work assignment related to major until the completion of 28 or more credit hours.)
- Recommendation students should not complete work assignment during the final semester before graduation.
- Complete registration with Cooperative Education and Internship Program office
- Students may secure a co-op / internship on their own, however, in order for the experience to be officially certified, students must meet all of the Co-op / Internship Program requirements and deadlines respectively.
- International Students must complete a Curriculum Practical Training (CPT) Request Form and submit it to the co-op / internship program office. Questions about CPT? Contact the International Student and Scholar Services Office (ISSS) (isss@nmsu.edu, 575-646-2834)

### Where Can Students Start?

In order for the Co-op / Internship Program to certify a co-op/internship experience,studentsmustnavigatetheco-op / internship process.

To start navigating the co-op / internship process, students can request access to the Co-op / Internship Canvas Orientation Course by e-mailing - coop@nmsu.edu.

Questions about the Co-op / Internship Program? Please contact our office: coop@ nmsu.edu | 575-646-4115

# EDUCATION ABROAD

### EDUCATION ABROAD INTERNSHIPS

NMSUEducation Abroad partners with education abroad program providers and universities abroad to offer students part-time and full-time international internship opportunities. Education abroad internships are typically not paid, include academic credit, potential availability of financial aid, and offer placements in a wide variety of locations and industries. Many internship programs include an internship seminar course that prepare students to writecoverletters and resumes, perfect their interview skills, and develop other professional skills. Programs also typically include housing, an on-site orientation, cultural events, and field trips.

Many education abroad programs offer opportunities to internabroad part-time while taking courses at a host institution. Some programs include an internship as part of the course load, while other programs offer complementary part-time internships through the invarious partnerships in the community. Full-time internship programs typically take place during the summer and students intern for eight weeks or longer, with hours that are typical of fulltime work in that specific location. VIRTUAL INTERNATIONAL INTERNSHIPS

Beginning in fall 2020, education abroad is offering virtual international internships. Virtual international internships give students the opportunity to add an international experience from their home base in the U.S. while interning remotely with a company or organization abroad. Students will learn to excel in a global environment with international colleagues and student peers from across the US, gain remote professional networking and social skills, and communicate in an international context while earning academic credit.

### HOW IT WORKS

While each education abroad internship program is different, education abroad program provider sutilize their network of employers and work with students to identify their career goals and professional interests. Students are then guaranteed that they will be matched with an appropriate internship experience in their field of interest in the city and term of their choice.

### EMPLOYERS' PATH TO HIRING NMSU INTERNS

Employers interested in providing international internships for NMSU students should contact the Office of Experiential Learning to discuss available opportunities. Education Abroad can work with the student and their academic program/department to determine if enrolling in a NMSU internship course is possible. Enrolling in a NMSU internship course will be at the discretion of the academic program/department.Forpaidinternships, employers are responsible for advising studentsontheprocessand procedure for obtaining a work visa/permit in the host country. Employers should also be able to provide students with a list of housing resources.



# **CAREER FAIRS & EVENTS**

### Engage

BeginengagingwithemployersfromFortune500, 200 and 100 companies; non-profit, government, education, and local and regional employers your freshman year—inquire about application requirementsandacademicexpectationstoassureyou haveallthetoolsneededtobeagoodcandidate.View yourHandshakeaccountforspecificdetails,datesand times for all events in your Events tab.

### Fall Semester

- Student Employment Fair
- Career Expo
- Graduate and Professional School Fair
- Health Professions Fair

### **Spring Semester**

- Career Connections
- Employment Extravaganza
- Educators' Job Fair



### WORKSHOPS & PRESENTATIONS

### Learn

Learn valuable resume writing tips or prepare for your next job interview: our free workshops and webinars are the best place to start.

Sample Workshops & Presentations

- Handshake Profile tips
- Resume Writing / Cover Letter Success
- Dress for your job interview
- Co-ops and Internship planning
- Interviewing Tips
- Life After College / Budgeting & Salary Negotiation
- How to Use LinkedIn to Enhance Your Career
- Job Search Strategies for all majors
- Federal and State Employment Guidelines
- Graduate School Applications

### **Presentation Request**

If your student organization, residence hall or class would like to request a special presentation by our staff on any of our workshop topics, please call (575) 646-1631, or complete the online Outreach Request form at https://oel.nmsu.edu



# **COMPANIES WHO RECRUIT**

704th Test Group Admiral Beverage Corporation AFCOM Air Force Nuclear Weapons Center Air Force Research Laboratory - Space Vehicles Directorate Alamogordo Public Schools Alaska Division of Geological and Geophysical Surveys Albuquerque Public Schools Albuquerque Public Schools Charter Schools Alma d' Arte Charter High School Altisource Amazon American Electric Power American Medical Response American National American University of the Caribbean, School of Medicine AMERIND AMG Specialty Hospital AMS Fulfillment Anthony ISD Aptive Environmental Arizona Public Service (APS) Astenos ATEC Austin Police Department Automatic Data Processing (ADP, LLC) Batavia High School BCFS Health & Human Services Beasley, Mitchell & Co. Ben Archer Health Center Bernalillo County Metropolitan Detention Center Blue Sky Crop Consulting and Tri-County Seeds **BNSF Railwav** Boeing Company Bohannan Huston, Inc. Bradbury Stamm Construction, Inc. Bureau of Land Management Burrell College of Osteopathic Medicine California State Polytechnic University at Pomona California State University, Los Angeles Canutillo School District Car Crafters AutoBody Carlsbad Medical Center Carlsbad Municipal Schools Carrizozo Municipal Schools Center for Community Analysis Center for Countermeasures Central Valley Electric Cooperative, Inc. Centria Healthcare Charles Johnson Company Charles River laboratory **Chevron Phillips Chemical** Chi Alpha Campus Ministry Chick-fil-A City of Carlsbad City of Las Cruces Clariant Corporation Cloudcroft United Methodist Preschool Colorado College

Community Options Concordia College Consolidated Electrical Distributors, Inc. **Cooperative Extension Service** CRI Advantage, Inc. Crop Quest, Inc. Cummins Inc. D.H. Lescombes DACC Dental programs Dallas Police Department David Townsend Library Defense Finance and Accounting Service Defense Information Systems Agency Dekker Perich Sabatini Deming Public Schols Descartes Labs Desert Research Institute DFW Airport Police Department Dialysis Clinic Inc **DISH Network** DOE- National Nuclear Security Administration Domestic Violence Resource Center - DVRC Dona Ana Community College Dona Ana County Dona Ana County Assessor's Office El Paso Electric El Paso Independent School District Electronic Caregiver Elko County School District **EMI** Technologies Enterprise Holdings Epiphany Dermatology ESRI: Geographic Information System Company Exponential Engineering Company ExxonMobil Famous Daves Farm Credit of New Mexico Farm Service Agency Farmers Insurance FCC Services FDIC - Federal Deposit Insurance Corporation Federal Aviation Administration (FAA) Federal Bureau of Investigation (DC HQ) Federal Bureau of Prisons - FCI La Tuna FEDERAL NCCC & FEMA PROGRAMS (NATIONAL) Ferguson Enterprises, LLC. Fidelity National Financial, LLC Five Rivers Cattle Feeding FNF Construction, Inc. Fort Bayard Medical Center Fort Worth ISD Frank X. Spencer & Associates, Inc. Freeport-McMoRan Freese and Nichols Gadsden Independent School District Gallup McKinley County Schools Garney Construction GEICO General Dynamics Mission Systems

Genesis Healthcare Geo Control Systems Glorieta Camps Goldman Sachs Grand Paws Animal Clinic Granite Greeley-Evans School District 6 Hajoca Corporation Harmony Public Schools Harris Kocher Smith Hawkeye Community College HDR, Inc. Head Start CDI Migrant Seasonal Worker Preschool Helen of Trov Hensel Phelps Heritage Chiropractic HollyFrontier Corporation Honeywell FM&T Hormel Foods Corporation Howard Energy Partners Hyatt Hotels Independent contractor with Global Nutrition Services Indian Health Board of Minneapolis Indica Labs, Inc. Information and Computing Services, Inc. Inspirations Early Intervention Inc. Intel Corporation International boundary and Water Commission Jacobs Engineering Group Jimmy Johns Johns Hopkins University Applied Physics Laboratory Johnson, Miller & Co., CPA's Jorge Valdez Kansas City Public Schools **KD** Engineering Keystone Pump and Supply Kimley-Horn Knight Transportation L3Harris Technologies La Clinica De Familia, Inc. (LCDF) Laguna Department of Education Las Cruces Public Schools Legislative Education Study Committee LinOuest Corporation Lockheed Martin Los Alamos County Los Alamos National Laboratory Lovelace Biomedical Research Institute Marathon Oil Marshalls Maser Consulting Maurices, Clothing Mavo Clinic McCoy's Building Supply MecallC Memorial Medical Center Mescalero Apache Tribal Historic Preservation Office Mescalero Apache Tribe

## AT NMSU\*

Mesilla Valley Physical Therapy Millennium Engineering and Integration Company Missile Defense Agency MIT Lincoln Laboratory Molina Healthcare of Texas Molzen Corbin Montana State University Extension Moriarty-Edgewood School District Mountaire Farms of Delaware MYR Group, Inc. Nalco Champion An Ecolab Company National Distributing Company National Institutes of Health National Renewable Energy Laboratory National Writing Project Navajo Agricultural Products Industry Naval Information Warfare Center Pacific (NIWC Pacific) Navy Officer Recruiting Station El Paso New Mexico Department of Transportation New Mexico State University New Mexico State University, Carlsbad New Mexico Water Resources Research Institute NM Mortgage Finance Authority NMSU - Advancement/Foundation NMSU - College of Arts & Sciences NMSU - College of Health and Social Services NMSU - Physical Science Laboratory NMSU Alamogordo NMSU Grants NMSU School for Young Children Northern Area Workforce Board NRTF Nuclear Waste Partnership LLC Oklahoma Department of Transportation OMHP Oncor OneTrust Pacific Northwest National Laboratory PANTEX/Y12 CNS Parkhill, Smith & Cooper Inc. Paso Del Norte Center of Hope Peace Corps Peraton Pettigrew & Associates, P.A. Pittsburg High School, Pittsburg, Kansas PNM Policy and Research Group, San Juan College POWER Engineers, Inc. Presbyterian Medical Services PricewaterhouseCoopers Progressive Insurance Prudential Financial Public Service Company of New Mexico (PNM) Pueblo of Acoma Department of Education Quicken Loans **Raytheon Technologies** RESPEC **RI** Internationa

Rochester City School District Roswell Independent School District Sandia National Laboratories Sandwich Community Unit School District #430 Santa Fe Community College Santa Fe Public Schools Santo Domingo Early Childhood Learning Center Schneider Electric Scientific Games Corporation Seaboard Foods Second Chance Wildlife Rescue Admin Pro Management Agua Nation Pool & Spa Services Sherman College of Chiropractic Sherwin-Williams Company Skyline Vision Smith Engineering Smithco Construction, Inc. Smithfield SolAero Technologies Souder Miller & Associates Southern NM Diabetes Outreach Southwest Conservation Corps SOUTHWEST RANGE SERVICES Southwest Research Institute Speedway, LLC SpinLaunch SpringHill Suites by Marriott Las Cruces SRP Salt River Project St James Episcopal Church State of New Mexico State of NM Children Youth & Families Department Steele Consulting Inc. Stubbs Engineering inc. Summit Electric Supply Sunrise Veterinary Clinic Syndetix Techtronic Industries, NA (TTI) Teleperformance USA Teresa of Avila Catholic school Teva Pharmacautical Texas A&M AgriLife Extension The Aerospace Corporation The Children's Garden The City of Las Cruces The District Ysleta Independent School District The Eye Site The National Radio Astronomy Observatory The Walt Disney Company Thornburg Investment Management, Inc. Tinker Air Force Base Civilian Employment TMC Design Corporation **TnT Premier** Topographic, Inc TransCore Transglobal Services, LLC Transmission & Distribution Services, LLC TransPerfect

Tricore Reference Laboratories Truth or Consequences Municipal School TTUHSC PLFSOM **Tucson Police Department** Tulsa Police Department U.S. Army Electronic Proving Ground U.S. Army Futures Command U.S. Census Bureau - Denver Regional Center U.S. Customs and Border Protection U.S. Department of Defense U.S. Department of State Ultramain Systems, Inc. United Rentals, Inc. United States Army Recruiting Station Las Cruces, NM United States Probation Office United States Secret Service Universidad Autónoma de Chihuahua Universidad Autonoma de Ciudad Juarez (UACJ) University Medical Center University of Nebraska Omaha University of Tennessee at Chattanooga UNM Hostpital Urenco USA US ARMY ATEC White Sands Missile Range US Army The Research and Analysis Center (TRAC) US Forest Service, Lincoln National Forest USDA Farm Production and Conservation (FPAC) USDA Forest Service USDA-NRCS UT Southwestern Vanguard Vector Marketing VELIZ COMPANY LLC Verizon Vertiv Veterans Affairs Village of Los Lunas Public Library Virgin Galactic Walgreens Walmart Wanzek Construction, Inc. Washington River Protection Solutions Washington Utilities and Transportation Commission Wells Fargo Western New Mexico University Wilson & Company, Inc., Engineers and Architects WPSS X2nSat Xcel Energy Yeshiva University Ysleta School District Yucca Elementary YWCA Zia Engineering

\* including many more!

### VIRTUAL ENGAGEMENT PRACTICES

The Handshake platform helps you navigate the new world of virtual/online engagement with employers.

### Update Your Profile

- The vast majority of engagement with employers occurs online.
- It'ssmarttofollowemployersyouareinterested in to stay update on any job or event activity
- Complete your profile to increase the chances of being noticed by an employer

### Participate in Virtual Events

Employers are shifting towards virtual events as they seek to build connections with students.

- Search for available virtual events on Handshake, you can also view Virtual Event details.
- Register to participate in events: this will allow you to track your personal recruiting efforts and ensure that you receive a reminder notification
- Check your notification settings on your profile, this will ensure you are notified when a new event is posted so you can quickly view event details.
- Becomefamiliar with video conferencing tools

80% of students who fill out the following three areas of their profile receive a message from an employer:

- 1 location preference
- 2 job role preference
- 3 job type preference

most likely to be used by employers: Zoom, Google Hangouts/Meet, GoToMeeting, and Cisco WebEx.

 Handshake is rapidly adding live-links in Virtual Events so you can click a link to be taken to the video conferencing platform chosen by the employer.

### Schedule Virtual Interviews

Companies are moving to increased virtual interviews utilizing various software platforms such as: Skype, Zoom and many others. Please also remember to research companies to ensure that you are connecting with a legitimate employer/company. If you have any concerns regarding an employer connection reach out to our office at employer@ nmsu.edu.

# **Experiential Learning**



# **Connect With Us!**

