



OFFICE OF CAREER PATHWAYS/CAREER SERVICES

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Greetings:

The Office of Career Pathways/Career Services at Tougaloo College partners with students as they explore possibilities, develop skills, and connect with opportunities related to their professional endeavors. Students can visit OCP/CS to seek guidance selecting a major, planning a career, developing job-search strategies, and more. As students prepare to complete their academic tenure at Tougaloo College, our office collects data to determine the percentage of students who participate in Experiential Learning Experiences. In addition, to assist with preparing students to be workforce ready, The Office of Career Pathways/Career Services hosts annual Graduate and Professional School fair and Career fairs and utilizes our Employer Relations Council as a platform for experiential learning opportunities and connecting students, alumni, and employers. OCP/CS also facilitates interviewing and information sessions between alumni, employers, and graduate schools who are interested in recruiting Tougaloo College students.

We encourage students to participate in interdisciplinary experiences to expand knowledge about career preparation, professional school planning, and various factors that will influence their career choices. Please complete the contents of this packet and return to The Office of Career Pathways/Career Services.

Should you have questions or need additional information regarding the Experiential Learning Packet, please feel free to contact me directly at (601) 977-7783 or mmccoy@tougaloo.edu.

Sincerely,

Melissa McCoy, Ph.D.

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Director of Career Pathways/Career Services



TOUGALOO COLLEGE OVERVIEW

Mission

Tougaloo College is an independent, historically black, liberal arts institution, “*accessible to all regardless of race, ethnic origin, religion, or creed.*” Through its diverse curricula and fostering scholarly inquiry, the College prepares its students to be imaginative, self-directed, lifelong learners, and mindful thinkers, committed to leadership and service in a global society.

Purpose Statement

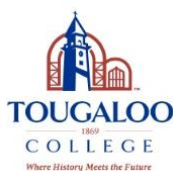
Tougaloo acknowledges and respects its traditions, remains dedicated to the equality of all people, and continues to be a value-oriented community, where students are guided by a concerned faculty and staff. The members of this community apply current knowledge to prepare students for lifelong learning related to new information and emerging technologies, as well as to humane standards in a global society. Tougaloo offers an undergraduate curriculum designed to encourage students to apply critical thought to all areas of life; to acquire a basic knowledge of the humanities, the natural sciences, and the social sciences; to develop skills required in selected professions; and to provide leadership in a democratic society and in a changing world.

Tougaloo intends that its students become self-directed learners and self-reliant persons capable of dealing with people, challenges, and issues. Tougaloo College intends to contribute to the social, health, and educational needs of the local and state communities through a program of community service.

Career Pathways/Career Services

The Office of Career Pathways/Career Services’ mission is to provide opportunities for students concerning the selection of career objectives, experiential learning and employment opportunities, graduate and professional school opportunities, and other career related activities.

Our goal is to empower students to reach their full potential by offering services in career development, experiential education, employment, and graduate school. The office serves as the bridge between student’s college experience and employment or graduate school – helping them apply what they have learned. By providing comprehensive resources, programs, and counseling on career development, Experiential Learning Experience, employment, and graduate school, we assist students and recent graduates in making career decisions, connecting with employers, and attaining their life goals.



Our principles of service are:

- We participate in a wide range of partnerships with employers, campus and local communities, and academic and administrative departments to enhance the development of students.
- Provide students with opportunities to engage in meaningful activities related to career development and employment.
- We build employer, community, and campus partnerships to create career opportunities.

THE IMPORTANCE OF EXPERIENTIAL LEARNING

Going to college is a critical step, but you can greatly enhance your classroom learning by gaining real world experience through completing an Experiential Learning opportunity. In addition to gaining great experience to compliment your classroom learning, college Experiential Learning allows you to add experience to your portfolio or résumé and make valuable industry contacts that can be essential to landing the ideal job upon graduation. Remember the adage, “It’s not what you know, but who you know.” In today’s competitive job market, it’s what you know and who you know that often makes the difference. Experiential Learning experiences are a great way to address both of those issues at the same time.

The importance of Experiential Learning Experience to college students in terms of networking and gaining new resources cannot be understated. Building a network of “who you know” through an Experiential Learning Experience can pay great dividends upon graduation. Experience, an enviable résumé, professional contacts and references, and college credit is essential to an experiential learning experience. In addition, a successful Experiential Learning experience can prepare you for the career you want, and help you move one step closer to your degree.

Upon graduation, those who have completed an experiential learning experience are more qualified, more experienced, and more connected than those who have not. The first step is finding an opportunity that fits your experience and requirements.

At the conclusion of the experiential learning experience, students should have acquired the following:

Academically:

- An application of knowledge learned in the classroom
- Improved critical thinking and problem-solving skills
- An increased ability to set goals and became a self-directed learner
- An expanded motivation to learn
- How information in the major/discipline is applied to real life
- Improved research, observation, and information gathering skills
- Improved writing skills

Professionally:

- Explored interest and test career goals
- Developed professional competences, such as time management and organizational skills and professional work habits
- Improved presentation skills, knowledge of office protocol, and networking ability

Personally:

- Increased self-awareness, self-esteem, and self-confidence
- Developed problem-solving and decision-making skills
- Continued exploration of personal values
- Demonstrated emotional maturity

EXPERIENTIAL LEARNING DISCIPLINES

Experiential Learning Experiences are available in all disciplines including:

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| <ul style="list-style-type: none"> ☞ Audio Visual ☞ Criminal Justice ☞ Federal Agencies ☞ Technology ☞ Sales Management ☞ Community/Public Relations ☞ Hotel and Hospitality ☞ Event Management/Planning | <ul style="list-style-type: none"> ☞ Finance/Accounting ☞ Human Resources ☞ Marketing/Media Relations ☞ Social Services ☞ Research ☞ Health Related ☞ Education |
|--|--|

LENGTH OF EXPERIENTIAL LEARNING EXPERIENCE

Summer Session

The approximate dates of the Experiential Learning Experience are determined by companies/organizations; however, typical time frames can range from 8-12 weeks. Students will be expected to work a 30–40-hour work week. These opportunities can be local, regional, or national. If you are interested in an opportunity out of state, you will need to determine the following:

- Travel: Will travel to and from the experiential learning site be provided?
- Lodging: Will housing accommodations be provided? Will the Company/Organization/organization pay the housing cost? Will assistance be provided to identify reasonable housing accommodation? Accessibility to and from job site from lodging?
- Pay: How and when will I be paid? How will I sustain myself until payday?

Fall/Spring

Experiential Learning Experience are available throughout the academic year from September – May on a part-time basis. Typically, you will need to be prepared to work 10-20 hours and may include some weekends.

Local organizations from various disciplines may seek students for short-term opportunities, such as major events or projects, one semester, etc. Hours will be determined by the organization and student class schedule.



QUALIFICATIONS AND COMPENSATION

Most organizations/companies will require that participants are a full-time student, certain classifications and/or majors may be requested, etc. You can expect that most experiential learning opportunities will require a *minimum* grade point average of at least 2.5; therefore, it is very important that you maintain high academic standards.

Compensation can be paid, unpaid, and/or offered for course credit. In the instance of course credit, a student must provide appropriate documentation from their professor – including the course syllabus and this experiential learning packet.

COURSE CREDIT

If a student is registered in an experiential learning class for course credit, appropriate documentation will be provided indicating credit requirements.

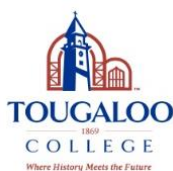
If interested in an experiential learning, the student must obtain and complete the following:

- ☞ Experiential Learning Packet with Application
- ☞ Unofficial Transcript
- ☞ Résumé
- ☞ Essay
- ☞ Contract/Evaluation Documents

STOP HERE!

PLEASE READ THIS IMPORTANT INFORMATION

Students completing this packet have decided not to complete an Experiential Learning Experience. For data tracking purposes and review, all students must submit a copy of this document to receive graduation clearance from the Office of Career Pathways/Career Services.



SECTION 1. STUDENT INFORMATION

Are you a U.S. Citizen? Yes No

Name: _____
Last Name First Name Middle

Home Address: _____
Street City State Zip Code

Cell Phone: _____ Gender: Male Female Prefer not to respond
Preferred Pronouns She/Her He/Him

Date of Birth: _____ Ethnicity: _____

Student ID: _____ Classification: _____

Campus Address: _____

E-mail Address: _____

Major: _____ Current GPA.: _____

Enrolled hours this semester: _____ Graduation Date: _____

Please select all services that apply to you while enrolled at Tougaloo College

- Career Training (Professional Development, Workshops, Career Course)
- Career Service Reviews (Mock Interview Resume, Cover Letter, Professional Statement)
- Graduate School Fair
- Career Fair
- Additional opportunities offered

Provide reason for not completing an Experiential Learning Experience while enrolled at Tougaloo College

Have you participated in an experiential learning in the past? Yes No

If yes, when? _____ Where? _____

Have you submitted documentation to The Office of Career Pathways/Career Services Yes No

List any limitations which may preclude your performance:



Section 2. Education/Employment Background

List all schools attended (high school, technical/vocational, college, military, etc.)

Name of Institution	Location of Institution	Dates of Attendance	Diploma/Degree

List all student leadership positions previously or currently held as a student:

Please list other extra-curricular activities or on campus organizations you are affiliated with:

List all present and past employment positions beginning with the most recent.

Employer	Address	Position	From (Date)	To (Date)



Section 3. Resume and Essay

Please include the following:

- Skills/Abilities
- Work Experience
- Related Experience
- Honor/Awards Received
- Leadership Experience
- Campus/Community Involvement

Essay

Please respond to the following questions in essay format (1-2 pages minimum). *Essays less than two (2) pages will be returned to the student for resubmission, and may result in delay of graduation clearance:*

- What is your career goal?
- Where do you see yourself in five (5) years post undergraduate?
- Describe something that you consider a personal achievement and how it either illustrates some aspect of your personal strength, or what important lesson you learned from the experience.
- Why is diversity in a workplace or experiential learning important?



Section 4. Personal Reference Information

Name: _____

Address: _____
Street City State Zip Code

Relationship to you: _____ Telephone Number: _____

I certify that the information given by me on this application is true and complete. I understand that any information furnished may be verified.

Signature Date

Additional Information

Please submit a copy of your unofficial transcript with this packet.