

Spring 2021 IUP CPDC Program Descriptions (all virtual)

Title: Business Attire and Interviewing 101 (February 15)

Description: Have you ever found yourself applying for a great job or internship and as you think about an interview the panic slowly starts to set in... what do I wear? What do I say? How do I prepare? Or maybe you landed your dream position, and you have no clue what your boss means when they say the dress code is business casual. Don't let this be you! Join IUP CPDC Associate Director, Kelsey Thompson, for a workshop that will cover everything you need to know on how to dress for success and how to rock an interview.

Learning Outcome: Participants will learn general expectations of the interview process, such as how to answer questions effectively, what to do to prepare beforehand, and appropriate methods of following up, in addition to understanding how to present themselves with the proper business attire.

Title: IUP Suit-Up (February 19-21)

Description: Join the IUP Career and Professional Development Center, in collaboration with JCPenney at the Indiana Mall to help you dress for success! All IUP students, faculty, and staff will be able to shop online for 3 days and enjoy up to a 40% discount on select professional clothing and accessories!

Learning Outcome: Participants will learn about proper business/professional attire and will be able to access and purchase business professional clothing that is oftentimes required in a professional working environment.

Title: The Washington Center (TWC) Information Session (February 22)

Description: Are you looking for an internship to gain practical, professional experience? Do you want the opportunity to live and work in DC for the summer or semester? Come to this information session, hosted by the IUP CPDC, to talk to a TWC Representative and learn all about TWC's Academic Internship Program.

Learning Outcome: Participants will gain an awareness of the different functional areas and opportunities within TWC and understand the process of applying to their Academic Internship Program.

Title: IUP Spring Career Fair (February 24)

Description: The Spring Career Fair is an industry-wide career event that provides current IUP students and alumni the opportunity to connect, network, and interact with employers. Learn about full-time and part-time opportunities, as well as internships, to see what the best fit is for you and your career goals. Take advantage of having upwards of 75+ employers/recruiters come to campus (this semester, virtually!) to speak to students and alumni like you. *This Spring the fair will take place entirely virtually* via IUP Handshake on Wednesday, February 24 – create your account on iup.joinhandshake.com today and watch for details on iup.edu/career.

Learning Outcome: Participants will be able to identify prospective employers and determine various career-related opportunities available through virtual individual sessions and group sessions.

Title: Professional Panel Series (February 10, February 18, March 16, and April 16)

Description: The IUP Professional Panel Series is a program series to help connect employers with students and allow them to explore career paths, to network, and to learn about job and internship opportunities. Panelists will answer questions and engage attendees in discussion. Join the CPDC four different times this semester for these industry-specific events.

Learning Outcome: Participants will understand and gain knowledge of the skills that employers look for in recent graduates and learn how to achieve and optimize them.

Title: Etiquette Dinners (March 1 and 2)

Description: The Etiquette Dinners are an evening of learning how to conduct yourself with proper dining and business etiquette in professional situations over a multi-course meal. This spring only, etiquette dinners will be held virtually via Zoom for free and pre-

registration via iup.edu/career is required. You will receive instruction on a variety of common etiquette topics and attendees will also have time to talk with fellow dinner guests, practice their conversation skills, and ask questions.

Learning Outcome: Participants will business and dining etiquette to apply in professional settings and during business meals.

Title: Western PA Collegiate Career Fair (March 10)

Description: The Western PA Collegiate Career Fair hosts collegiate career fairs for Pittsburgh and the surrounding Western Pennsylvania region every spring and fall. The job, internship, and graduate school fair is always held in a central location, most recently at the newly renovated Monroeville Convention Center. Its goal is to provide a central location for current college students, alumni, employers, and graduate schools to connect. This spring the fair will be held virtually via Career Fair Plus. Registration and employer information will be made available on www.westpacs.org in February.

Learning Outcome: Participants will be able to practice virtual networking techniques and engage in professional conversations by attending both individual and group virtual sessions.

Title: PERC Education Virtual Job Fair (March 24)

Description: The PERC Education Job Fair is a well-respected regional and national recruitment event. The job fair attracts over 200 employers from twenty-five states across the U.S. and several international organizations. Participating employers interview and hire teacher candidates in all Pre K-12 disciplines, as well as related professional certification areas such as school counseling, school social work, speech language pathology, OT, PT, and nursing.

Learning Outcome: Participants will be able to network with prospective employers who interview and hire teacher candidates in all Pre K-12 disciplines and related professional certification areas in an educational setting.

Title: So You're Graduating... Now What? (March 24)

Description: Graduation is on the horizon and you're excited for the next step in your personal and professional life but are you prepared for the change and have you thought about what happens next? Do you have a job lined up or a graduate school picked out? Are you updating your resume, cover letter, identifying references? Graduation can be overwhelming but let the CPDC help you plan! Join Kelsey Thompson, IUP CPDC Associate Director, for an informative session on what you should be doing now and after you graduate.

Learning Outcome: Participants will identify action steps that can help them prepare for the professional world and plan for life after graduation.

Title: IUP Night for Networking, in collaboration with Office of Alumni and Friends and Graduate Admissions (March 31)

Description: Join the Career and Professional Development Center, the Office of Alumni and Friends, and Graduate Admissions for a night of virtual networking! Students will have the opportunity to connect with alumni, graduate students, their peers, as well as representatives from various companies for this career-building event. Professional dress is encouraged.

Learning Outcome: Participants will network with IUP alumni in various career fields and understand the skills and experiences that recent graduates need to find career success.

Title: Why You Should Get a Mentor and How to Find One presented by Nicole Bukosky, Associate Director of Office of Alumni and Friends (April 7)

Description: IUP graduates spanning generations often share their #1 piece of career advice - finding quality mentors. Learn why mentorship matters, how to find alumni mentors, and how to initiate a conversation. It doesn't have to be scary or awkward - take advantage of IUP's alumni network of volunteers who care about your success.

Learning Outcome: Participants will identify characteristics of successful mentors and recognize the importance of gaining a mentor within their career field.

Title: The Growth Mindset and Living Your Values presented by IUP alumnus, Dave Stadelmyer (April 12)

Description: Join IUP alumnus and retired Central Intelligence Agency senior executive, Dave Stadelmyer, to discuss the power of the growth mindset to enjoy the present and take positive action for the future. Attendees will also learn to recognize their own personal values and how matching them to an organization will lead to a successful and fulfilling career.”

Learning Outcome: Participants will be able to identify key characteristics of the growth mindset and understand how their values impact both their personal and professional lives and success.

Title: Alumni Panel: Working and Managing Your Side Business, in collaboration with Office of Alumni and Friends (April 14)

Description: In today’s world, it seems like just about everyone has some sort of side business, in addition to their full-time gig. Some have even gone so far as to turn that side business, into their full-time job. But how did they get started? Or maybe you don’t even know what a side business is? Join the IUP Career and Professional Development Center and the IUP Office of Alumni and Friends for an informative discussion, led by a panel of successful IUP alumni, who have launched not only one career but have also grown thriving side businesses as well.

Learning Outcome: Participants will understand what constitutes a side business is and begin to develop a strategy for balancing a side business alongside their full-time career.

Title: Food for Thought: Career Lunch-n-Learn (February 8, March 22, April 19)

Description: Join CPDC team members once a month to talk about life, career goals, and how we can help you to achieve them! Students who participate will receive a free lunch (when held in-person) and topics for this semester **include career exploration tips and tricks, networking and informational interviewing, and creating and managing your LinkedIn profile.**

Learning Outcome: Participants will discuss various career-related topics in a small group setting and learn strategies for implementing each professional skill into their own career planning.

Title: Roving Resume Reviews (February 17, March 8, April 12)

Description: Join CPDC team members once a month to get your resume or cover letter reviewed or your quick career questions answered, without having to make an appointment in advance. Check iup.edu/career for zoom links and come prepared with your resume or quick career questions!

Learning Outcome: Participants will gain an awareness of the key components of a professional resume and the areas in which they can improve their resume