

Important Upcoming Dates

1. JC Penny College Careers student mixer: September 13
(For more information, see below.)
2. Deadline to schedule Midterm Meeting: September 22
3. MPR 1: September 26
4. Midterm Meetings: October 7-20

Bobcat Career Prep

Are you comfortable navigating a job fair or communicating your strengths? Bobcat Career Prep provides you with the opportunity to practice your elevator speech during one-on-one mock interviews with employers from leading organizations. This event also helps in the development of etiquette and relationship building skills within a job fair setting. Other activities include resume critiques, social media guidelines, professional dress, interview tips, and more. Join us for this fun and casual event to help boost your chances in landing your next job or internship!
September 14, 6-8 PM — LBJ Ballroom

All majors career fair

Join Career Services and 60+ employers to explore a variety of career opportunities within a diverse set of industries. Whether you are seeking a particular career opportunity or have no idea what career you are wanting to pursue upon graduation, this is the fair for you! Please note that this two day fair has different organizations on each day!

If you need help in getting ready for the fair, please contact your Career Advisor in Career Services.
Day 1: September 21, 12-4 PM
Day 2: September 22, 12-4 PM
LBJ Ballroom

WE'RE HIRING!

LOOKING FOR A CAREER WORTH HAVING?

JCPenney College Careers

McCoy College- Student Mixer

Date: 9.13.16

Time: 5:00pm-7:00pm

Location: Minifine Academic Atrium, McCoy 434

We are seeking Top Talent Bobcats for careers in Store Management, Finance, Business Analyst and Technology programs.

Join us for light refreshments and thought provoking conversation!

Enjoy a generous associate discount

Must be able to work a flexible schedule including days, nights & weekends

Competitive pay

Equal Opportunity Employer

APPLY IN STORE AT THE APPLICANT KIOSK OR ONLINE AT JOBS.JCP.COM



Greetings!

Hello, and welcome to your Fall internship course! We look forward to sharing our monthly news with you and we encourage you to share with us any comments or concerns that you may have.

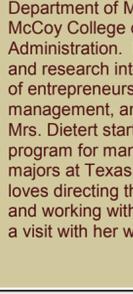
Our hope is that this internship program blossoms into an even bigger and better one. With your suggestions and comments we feel that we can accomplish this goal.

These newsletters will contain such things as important information or upcoming due dates, and other tidbits that we feel could be useful to you!

This internship program has been around for almost 30 years! We have had hundreds of students intern with places in Houston, Austin, Dallas, and even New York City and Spain!

We look forward to creating history with you all!

Meet Your Instructor!



Mrs. Judy Dietert
Assistant Chair
Department of Management

Judy Dietert received both her B.S. in Education (Business and English) and M.B.A. from Texas State University back when it was Southwest Texas State University. She has been a member of the Texas State faculty since Fall 1984 and serves as Assistant Chair in the Department of Management in the McCoy College of Business Administration. Her primary teaching and research interests are in the areas of entrepreneurship, small business management, and internships. Mrs. Dietert started the internship program for management and marketing majors at Texas State in 1986. She loves directing the internship program and working with her interns! Stop by for a visit with her when you get a chance!

Never underestimate the power of an internship! Not only does it give you the opportunity to learn new things, gain work experience, and network with others, but it also allows you to possibly get your foot into the door of your future career.

The following article was written by a recent Texas State graduate who participated in our internship program as a human resources intern at the Texas Commission on Environmental Quality. Lorri Ann Drazan is the perfect example of why an internship experience is so valuable.

My Human Resources Internship Experience

By: Lorri Ann Drazan, B.B.A. Texas State University 2016, MLEIP 2016

Before starting with the Human Resources division at the Texas Commission on Environmental Quality (TCEQ), I thought my resume revealed to employers that I was a candidate with "experience." I later discovered that I was grossly uninformed of the fact that a "job" does not equate to "experience." Since the day I applied to the Mickey Leland Environmental Internship Program at the TCEQ, I have accelerated through the recent college grad learning curve. My goal in securing an internship at the TCEQ was to receive credit for an elective internship course at Texas State University. What I did not realize was that I would be mentored and guided through an eye-opening experience where I would have opportunities to network with professionals in fields of interest to me, work on projects that had real impact on the agency and its stakeholders, and develop my marketable skills.

In addition to professional development and networking experience, I acquired experiential knowledge that only comes from hands-on work on real projects and assignments. For instance, while working closely with TCEQ recruitment and internship coordinator Juanita Baldwin, I had a leadership role in planning program events and promoting the Mickey Leland Environmental Internship Program through information sessions and social media.

My resume now reveals that I have professional experience working in a "real-world" environment. In addition, I am also entering the working world with marketable skills such as public speaking, creativity, and problem solving. Not bad for a millennial, huh? Well no matter what generation you belong to, securing an internship before, or soon after, obtaining a college degree is tremendously beneficial to your potential success as an entry-level job seeker and will help you launch your career.



How to get the most out of your internship!

Your internship experience is one of the most important pieces of the foundation you are laying for a successful career. Use these tips to help you make the most of this valuable experience:

- First impressions are very important, as is maintaining good ones. It is important for you to dress, speak, write, and generally behave like a professional. Shake hands, make eye contact, smile, and be friendly and confident.
- Show up to work on time.
- Focus on your communication skills, both written and verbal. Proofread your written work carefully. When communicating with your coworkers choose respectful, tactful, and professional language at all times.
- Establish good relationships with your coworkers.
- Take advantage of internship time at the beginning of your internship and ask lots of questions.
- Meet regularly with your supervisor to ensure that both of your expectations are being met.
- Ask for things to do. Don't wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

Most common MPR blunders:

- ◇ Headings and page numbers; make sure that these are included!
- ◇ Numbers 1-10 are written out in a sentence. For example: we have three internship students. Any number above this is in number format. However, there are exceptions to this rule, be sure to research it!
- ◇ Proofread, proofread, proofread! This is IMPORTANT! Most small errors can be prevented by simply rereading your essay multiple times.
- ◇ Be sure to include all information required as per the MPR templates.
- ◇ Do not be afraid to expand in certain areas. It is better to be thorough than to not say enough about a topic.
- ◇ Do not forget to follow the MPR guidelines as well as the written MPR example format that we have provided!

Internship Postings



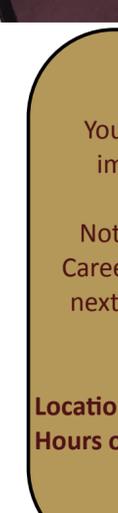
Our internship postings are up-to-date and display pre-approved internships that can be completed for course credit. View them [here](#) or you can also find them on our department website under 'Internship Postings'.

*You are also able to choose your own company, and request internship approval through Mrs. Dietert.

View our most recent opportunities below:

- ◇ Alamo Group—HR
- ◇ Brookfield Residential—Marketing
- ◇ Hays County Parks Department—Marketing and Events Management
- ◇ Hurricane Junior Golf Tour—Sports and Marketing
- ◇ Kaspar Manufacturing—Market Research Analyst
- ◇ San Antonio Stock Show and Rodeo—Communications and Public Relations
- ◇ Wimberley Glassworks—Marketing

Dress for Success



DO'S

- Neutral makeup
- Cleanly shaven
- Neutral colored clothing
- Business casual attire

DON'TS

- Messy hair
- Sandals, open-toed shoes
- Visible tattoos
- Avoid distracting accessories



*Every business is different, so be sure to research the company before your interview to ensure what is required of you!



Career Closet

You only have one chance to make a strong first impression! Eye-contact, a strong handshake, and your attire are **3 keys to success**.

Not sure what to wear? Visit the Career Services Career Closet for professional attire to wear to your next interview. Contact CareerCloset@txstate.edu for more details.

Location: Career Services, LBJ Student Center, 5th floor
Hours of operation: Monday—Friday 8:30 am - 4:30 pm

Plan, prepare, and dress to impress!

Important Information

⇒ Please send in all assignments including MPRs to mgt_mktinterns@txstate.edu, NOT Mrs. Dietert's email!

⇒ We will **always** send an email confirming an assignment or any type of email correspondence. If you do not receive a confirmation email, try resending—we probably did not get it!

University Resources

- * [Career Services Liaisons](#)
- * [Job Search Help](#)
- * [Occupational Outlook Handbook](#)
- * [Practice/Mock Interview with Career Services](#)
- * [Jobs4Cats—Student & Alumni](#)

Office Hours

Mrs. Dietert
Monday & Wednesday
11:00 a.m.—2:00 p.m.

Amber
Internship Assistant
Tuesday, Thursday, & Friday
12:00 p.m.—4:00 p.m.