



NOVEMBER 2017

## Important Upcoming Dates

- ◊ Deadline to submit Final Presentation Request Form: November 20
- ◊ MPR 3 or PowerPoint slideshow for Final Presentations due: December 4
- ◊ Final Presentations (If choosing this option): December 12 at 6 P.M.
- ◊ Supervisor/Internship Evaluations due: December 4

\*A Final Presentation may be done in lieu of your final MPR. Even if you did not choose this option, all are welcome to attend the presentations! Details for the final presentations will be posted on TRACS.

### Final Thoughts

For many of you, graduation is fast approaching! This exciting day is only the beginning of the rest of your adulthood. Below, you will find links for a few articles that may be useful in this transitional period of your lives:

- ◊ [6 tips for recent college graduates](#)
- ◊ [11 successful people share their best advice for new college grads](#)
- ◊ [Top 10 interview tips](#)
- ◊ [A guide to post-college resume writing](#)

For more tips on writing a resume, scroll down!

### Share Your Ideas With Us!

We would love to feature some of our students in future newsletters. We encourage you to email us with information regarding the internship program and your experiences! Below are some ideas:

- ◊ Do you have any great ideas for future articles?
- ◊ How did you like interning?
- ◊ Was your internship what you expected it to be?
- ◊ What types of internships interest you?
- ◊ How has your internship been beneficial to you?

## Most common MPR 3 blunders:

- ◊ In section H, be sure to describe all things asked for i.e. methods of recruitment, selection, orientation, training and development, career opportunities, performance evaluations, and compensation and benefits your company offers to its employees.
- ◊ Make sure that in section I, if your company isn't incorporating ethical, socially responsible, or international issues, to write how they COULD be incorporating these issues in their work practices. Ex: recycling can be considered a socially responsible practice.

As always...

- ◊ Headings and page numbers; make sure that these are included!
- ◊ **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.

## Final Presentation Information

- Submit your PowerPoint presentation by the MPR 3 due date, May 1.
- Your final internship hours should be submitted as well, on an MPR 3 template by the MPR 3 due date.
- The oral presentation must be approximately 15-20 minutes in length.
- Your slideshow should be approximately 10 slides in length with a minimum of 14 pt. font.
- For information on what your presentation should include, please refer to the Final Presentation Instructions document that can be found in the TRACS Resources tab, in the Final Presentation Option folder.
- Presentations will be held on December 12 at 6:00 PM.

## 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 the department website under 'Internship Postings'.

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

View our most recent opportunities below:

- [Any Baby Can—Communications](#)
- [City of Austin—Department of Economic Development](#)
- [International Trade Student Volunteer](#)
- [Texas Department of Licensing and Regulation](#)

**As always...**

- ◊ Keep it simple—be creative but make sure that your resume isn't "too busy".
- ◊ Your resume shouldn't be any longer than one page, single-sided.
- ◊ Include a heading at the top of your resume that includes your name, mailing address, phone number, and email address.
- ◊ Make sure that you have a professional voicemail, and email address (For example, don't use anything along the lines of "2cute4u@gmail.com").
- ◊ PROOFREAD! Spelling or grammar errors almost always get your resume thrown into the trash!
- ◊ Need help? Check out the information [here](#).

**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](mailto:CareerCloset@txstate.edu) for more details.

**Location:** Career Services, LBJ Student Center, 5<sup>th</sup> floor

**Hours of operation:** Monday through Friday from 8:30 am to 4:30 pm

**Plan, prepare, and dress to impress!**

**Important Information**

- ⇒ Please send in all assignments including MPRs to [mgt\\_mktinterns@txstate.edu](mailto:mgt_mktinterns@txstate.edu), NOT Mrs. Dieter'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**  
Tuesday 10:00 a.m.—2:00 p.m.

**Amber**  
**Internship Assistant**  
By appointment

**Editor:** Amber

If you have anything you would like to include in the newsletter, please email the program at [mgt\\_mktinterns@txstate.edu](mailto:mgt_mktinterns@txstate.edu)

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