



Thanks to a generous grant from **Altria Sales and Distribution**, students can get a jump start on their career planning by participating in the Career Development Certificate program (CDC). This one year program provides students the opportunity to participate in and earn a *Certificate in Career Development** which documents a conscientious effort in career planning.

The program must be completed prior to graduation. Students have one year to earn the certificate.

The requirements can be completed in any order, although we recommend that you begin with Self-Assessment and attend a Career Clinic.

Please note that if you have already completed any of the modules, you can receive credit for your participation.

***This is a non-credit bearing certificate that will not be included on your transcript.**

Monitor your progress on Blackboard!

Program Requirements

- Register with UCS
- Produce a University Career Services-approved resume & upload it to the UCS database
- Complete at least 7 of the following 12 program modules (offered regularly throughout each semester and/or year)
- Complete the program within 1 year

1. SELF-ASSESSMENT	COMPLETED DATE __/__/__
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Career Clinic: Take the Strong Interest Inventory on your own time at <http://careers.unc.edu/undecided/strong.html>.
Then attend a UCS Career Clinic to have your Strong Interest Inventory results interpreted and start making decisions about your major and career. Sign up at <http://careers.unc.edu> or call 962-6507. Workshop dates and times are listed online.

2. EXPLORING MAJORS	COMPLETED DATE __/__/__
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Finding a Major that Fits: Learn about UCS resources that can help you discover your strengths, values, & interests as they relate to potential majors.

Tues.	Oct. 6	3:00 - 4:00 pm	Hanes Hall 2 nd floor	239B
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3. FINDING AN INTERNSHIP	COMPLETED DATE __/__/__
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How to Find an Internship: Learn how to find an internship, search the UCS online database, and decide which internship is best for you.

Tues.	Sept. 22	3:00 - 4:00 pm	Hanes Hall 2 nd floor	239B
Tues.	Oct. 15	4:00 - 5:00 pm	Hanes Hall 2 nd floor	239B

Or

Attend the workshop: **Internship Prep:** Saturday, September 12, at 10:00 at the Carolina Union 3411.
 You must register in advance for this on-line at <http://careers.unc.edu>

4. INTERVIEWING SKILLS	COMPLETED DATE __/__/__
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Interview Workshops: Learn how to interview effectively for jobs and internships.

Tues.	Sept. 15	4:00 - 5:00 pm	Hanes Hall 2 nd floor	239B
Mon.	Oct. 5	3:00 - 4:00 pm	Hanes Hall 2 nd floor	239B

5. EXPLORING GRADUATE SCHOOL INTERESTS	COMPLETED DATE __/__/__
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So You're Thinking About... Workshop series to help you explore a variety of graduate and professional school paths, learn about admission requirements, testing and speak with individuals in roles to answer these questions.

...Business School	Tues.	Oct. 13	4:00 - 5:00 pm	Hanes Hall 2 nd floor	239B
...Law School	Tues.	Oct. 20	4:00 - 5:00 pm	Hanes Hall 2 nd floor	239B
...Medical School	Tues.	Oct. 27	4:00 - 5:00 pm	Hanes Hall 2 nd floor	239B

6. NETWORKING SKILLS (2 Options)**COMPLETED DATE** ___/___/___**Networking Workshop:** Find out what you need to know about networking: what it is, productive techniques, & the results.

Thurs. Sept. 24 4:00 - 5:00 pm Hanes Hall 2nd floor 239B

OrAttend a **Fall 2009 Networking Night:**

Meet with local working professionals in an informal environment to make contacts and learn about careers.

Refreshments will be served. Business casual attire recommended. RSVP <http://careers.unc.edu/events/register.html>.

Green Jobs/Sustainability	Thurs.	Oct. 8	5:30 - 7:00 pm	Hanes Hall 4th floor
Advertising/PR	Wed.	Oct. 28	5:30 - 7:00 pm	Hanes Hall 4th floor
Visual, Graphic & Performing Arts	Thurs.	Nov. 5	5:30 - 7:00 pm	Hanes Hall 4th floor
International Careers	Tues.	Nov. 17	5:30 - 7:00 pm	Fed Ex Global Education Center

7. JOB SEARCH SKILLS**COMPLETED DATE** ___/___/___**How to Find a Job:** Learn how UCS can assist you in your job search, including how to search for job leads, alumni and employer databases, and more.

Mon. Sept. 28 3:00 - 4:00 pm Hanes Hall 2nd floor 239B

Wed. Oct. 14 4:00 - 5:00 pm Hanes Hall 2nd floor 239B

8. PERSONAL BRANDING**COMPLETED DATE** ___/___/___**Personal Branding, New Media and Your Job Search:** Discover new ways to think about and market your skills. Leverage new technologies to make connections, gather information, find hidden opportunities and demonstrate your knowledge. You will leave with specific to-do list to help you take the next steps with your online activities, your career and your "personal brand."

Tues. Sept. 29 3:00 - 4:00 pm Hanes Hall 2nd floor 239B

9. MOCK/PRACTICE INTERVIEW (2 Options)**COMPLETED DATE** ___/___/___**1. Mock Interview Day:** Improve your interview skills. Participate in a web-cam recorded practice interview with a UCS counselor and employer. Sign-up for Mock Interview Day (offered once a semester, by calling UCS 962-7994.

Wed. Sept. 23 Hanes Hall 2nd floor

Or**2.** Schedule an appointment with your Career Counselor by calling 962-6507 to have a webcam-recorded practice interview conducted.**10. CAREER FAIR 2009-2010 Fairs****COMPLETED DATE** ___/___/___

Attend a Career Fair to make valuable contacts and learn about careers. Professional attire recommended.

Diversity Career Fair	Wed.	Sept. 16	Great Hall, Union	6:00 pm - 9:00 pm
Fall Career Expo	Thurs.	Sept. 17	Smith Center	11:00 am - 4:00 pm
Nursing Job Fair	Sat.	Nov. 7	Great Hall, Union	9:00 am - 12:00 pm
Internship Fair	Thurs.	Jan. 28	Great Hall, Union	11:00 am - 3:00 pm
Education Fair	Tues.	Mar. 16	Great Hall, Union	9:00 am - 12:00 pm
Spring Career Expo	Wed.	Mar. 24	Great Hall, Union	1:00 pm - 4:30 pm

11. COLLEGE TO CAREER**COMPLETED DATE** ___/___/___**Emotional Intelligence & Career Success:** Being successful often requires more than just hard work and motivation. It takes an understanding of yourself, your co-workers, and the culture of your work-environment. Learn the skills and attributes that will help you be successful.

Mon. Oct. 12 3:00 - 4:00 pm Hanes Hall 2nd floor 239B

12. BUSINESS ETIQUETTE DINNER**COMPLETED DATE** ___/___/___

Business Etiquette dinners take place during the year through campus organizations such as the Carolina Covenant and C-STEP. If you attend an etiquette dinner coordinated by UCS, it will count as a module toward your certificate.

CDC Member Etiquette Dinner - Thursday, November 19, 2009 Carolina Inn. Watch email for details.**Awards Program:** April 2010 [Details to follow](#)**Monitor your progress on Blackboard!**Enroll in the CDC program at <http://careers.unc.edu/certificate.html>