



3rd Annual Transfer Student Success Summit

Division of Academic Engagement and Student Achievement

Friday, July 19, 2019
Storm Hall West 12





**SAN DIEGO STATE
UNIVERSITY**

Division of Academic
Engagement & Student
Achievement

Early Assessment Program

Transfer Student Outreach Alliance

Weber Honors College

Division of Academic Affairs

College of Education

Professional Studies & Fine Arts

Division of Student Affairs

Career Services

Office of Financial Aid &
Scholarships

International Student Center

3rd Annual Transfer Student Success Summit

July 19, 2019

Division of Academic
Engagement & Student Achievement

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Transfer Student Outreach Alliance

WELCOME

Welcome to San Diego State University!

Today is a day when you can learn about the critically important academic programs that will make your time at SDSU one that will launch you into a career or graduate program to fulfill your dreams. The name of our Division reflects what you will explore today how to be academically engaged and achieve success! As a transfer student, which I was as well many years ago, we want to be sure you are prepared to move into the kind of activities that are appropriate for your academic level so that you can complete your degree and participate in all that SDSU has to offer in a timely fashion.

It all starts now!

Norah P. Shultz, Ph.D.

Associate Vice President for Academic Affairs Student Achievement Division
of Academic Engagement & Student Achievement

Transfer Student Outreach Alliance (TSOA)

Welcome!

Welcome to San Diego State University (SDSU) -- we are glad you're here!

At SDSU we welcome transfer students at all stages of their college careers. The university greatly values the diverse backgrounds and experiences transfer students bring to SDSU with students coming to us from community colleges, other colleges and universities, all over California, surrounding states, and other countries. We understand that starting at a new college is exciting and can be challenging, so today's Transfer Student Success Summit was designed to connect you to campus resources, faculty & staff, and experiential opportunities earlier, so that we can help you strengthen your pathway to academic and career success.

Congratulations on your decision to pursue your degree here at SDSU, and welcome to our community! Please contact the Transfer Student Outreach Alliance if you have any questions at tsoa.aesa@sdsu.edu.

We look forward to meeting you and assisting you during this transitional period, and wish you the best during your academic career at SDSU!

Michelle Lopez, M.A.

Assistant Dean

Division of Academic Engagement & Student Achievement

Transform your College Experience via Early Campus Engagement

Transfer Student Outreach Alliance

TSOA supports and advances the success of transfer students by connecting students directly to campus resources and promoting early engagement in high-impact practices such as leadership, internships, service learning, study abroad, and/or undergraduate research.

Today's current student or alumni panelists will share how they participated in these various opportunities, what they gained from their participation, how they forged effective partnerships with mentors and advisers and how they coped with the transition to maximize their success at SDSU.

Website: tsoa.sdsu.edu

TRANSFER STUDENT SUCCESS SUMMIT PROGRAM
AGENDA

Friday, July 19, 2019

8:30 am - 12:30 pm

Storm Hall West 012

8:15 am - 8:45 am

Registration (Storm Hall Patio)

9:00 am - 9:10 am

Welcome Address

Dr. Nathian Rodriguez, Faculty, Journalism and Media Studies, First-Gen
Equity Faculty Member

9:15 am - 9:25 am

Successful Transitions - Early Connection to Campus Resources

Michelle Lopez, Assistant Dean,
Division of Academic Engagement & Student Achievement

9:30 am - 9:50 am

Introduction to Financial Aid and Scholarships

Shira Scott, Office of Financial Aid & Scholarships

9:55 am - 10:10 am

SDSU Honors Community Engagement

Dr. Martha Enciso, Associate Director,
Weber Honors College

10:15am - 10:30 am

Becoming a Leader and Finding Your Why

Dr. Lisa Gates, Faculty, College of Education,
Director & Adviser for the SDSU Leadership Minor

10:35 am - 10:50 am

*Getting a Jumpstart on Internships, Employment & Internship Opportunities
and the Aztec Mentor Program*

Heather LaPerle, Associate Director, Experiential Learning

10:55 am - 11:10 am

Global Engagement

Inemesit (Ine) Williams, Associate Director, International Student Center

11:15 am - 11:40 am

Transfer Student Guests

*Jezyle Deo Diez, Masters Student, College of Education
Manuel Gonzalez, Doctoral Student, College of Sciences*

11:45 am - 12:05 pm

Service Learning and Undergraduate Research

Closing Remarks, Acknowledgments

Michelle Lopez

12:10 pm - 12:30 pm

Evaluations

Pick up Planners and Submit Evaluations on Patio

TRANSFER STUDENT SUCCESS SUMMIT PROGRAM
AGENDA

Friday, July 19, 2019

1:30 pm - 5:00 pm

Storm Hall West 012

12:45 pm - 1:30 pm

Registration (Storm Hall Patio)

1:30 pm - 1:40 pm

Welcome Address

Dr. James Tarbox, Executive Director, Career Services

1:45 pm - 1:55 pm

Successful Transitions - Early Connections to Campus Resources

Michelle Lopez, Assistant Dean,

Division of Academic Engagement & Student Achievement

2:00 pm - 2:20 pm

Introduction to Financial Aid and Scholarships

Shira Scott, Office of Financial Aid & Scholarships

2:25 pm - 2:40 pm

SDSU Honors Community Engagement

Dr. Martha Enciso, Associate Director,

Weber Honors College

2:45 pm - 3:00 pm

Becoming a Leader at SDSU: Finding Your Why?

Dr. Lisa Gates, Faculty, College of Education,

Director & Adviser for the SDSU Leadership Minor

3:05 pm - 3:20 pm

Getting a Jumpstart on Internships, Employment & Internship Opportunities

and the Aztec Mentor Program

Heather LaPerle, Associate Director, Experiential Learning

3:25 pm - 3:40 pm

Global Engagement

Ine Williams, Associate Director, International Student Center

3:45 pm - 4:05 pm

Transfer Student Guests

Jezyle Deo Diez, Masters Student, College of Education

Manuel Gonzalez, Doctoral Student, College of Sciences

4:10 pm - 4:30 pm

Service Learning and Undergraduate Research

Closing Remarks, Acknowledgements

Michelle Lopez

4:30 pm - 5:00 pm

Evaluations

Pick up Planners and Submit Evaluations on Patio

TRANSFER STUDENTS PERSIST AND SUCCEED AT SDSU

91% of transfer students persist from their first year to their second year of undergraduate study.

Transfer students are highly successful at SDSU when they do the following and earlier:

***Reflect on strengths and interests*

***Realize their goals*

***Connect to major advising and main campus academic advising*

***Complete at least 15 units per semester*

***Utilize all academic and social supports to support their success*

***Engage in the "right" kinds of activities that match their interests and goals (be intentional about what you participate in)*



GUEST PRESENTER BIOS

Martha Enciso, Ed.D.

Associate Director, Weber Honors College

Dr. Martha Enciso serves as the Associate Director for the Weber Honors College at San Diego State University (SDSU). In her role, she advises students on national scholarships and fellowships as well as high impact practices. Dr. Enciso works closely with Assistant Dean Michelle Lopez to help transfer students and first-generation students learn about high impact practices as well as opportunities to advance their career. Dr. Enciso teaches various courses in the Honors College focusing on identity, high impact practices, and a senior capstone course. She has experience working in cultural centers, international education, student retention, diversity initiatives, and with first-generation college students as well as transfer students. Dr. Enciso presents her work nationally and serves on the National Association of Student Personnel Administrators (NASPA) Latinx / a / o national leadership team and the NASPA Region VI Southern California Advisory Board. Dr. Enciso is a three time Trojan having earned all her degrees at the University of Southern California. She received her Ed.D. in Educational Leadership, Masters of Education in Postsecondary Administration and Student Affairs, and a Bachelor of Arts degree in Sociology.

Lisa Gates, Ph.D.

Director of the SDSU Leadership Minor and the MA in Postsecondary Educational Leadership with a Specialization in Student Affairs

Dr. Lisa Gates is a faculty member at San Diego State University where she teaches graduate and undergraduate courses in leadership and serves as the Director for the SDSU Leadership Minor and for the master's in Postsecondary Educational Leadership with a Specialization in Student Affairs. She earned her Ph.D. in Communication from the University of Southern California where her dissertation was nominated for the International Communication Association Dissertation of the Year Award. She spent the early part of her career as a corporate management consultant. An award winning instructor, she also publishes in the areas of qualitative methods, women in leadership, organizational and health communication, integrative inquiry, and narrative pedagogies. She has taught at the University of Southern California, San Diego State University, and at San Diego Christian College, where she was founding chair of the department of communication. As an educator and speaker, her work is grounded, socially conscious, and provocative, developing and coaching leaders in techniques that promote self-and-other awareness while advancing leadership competencies. She serves on the Student Affairs Inclusive Diversity Committee at San Diego State University. Dr. Gates is an educator who seeks to embed love in higher ed and who consistently seeks to guide students to outperform expectations and exceed goals

GUEST PRESENTER BIOS

Heather LaPerle, M.A.

Associate Director of Experiential Learning, Career Services

Heather is the Associate Director of Experiential Learning in Career Services. In her role, Heather works collaboratively with campus partners to build relationships and infrastructure in order to promote and track student involvement in high impact practices, specifically internships, mentoring, and experiential learning such as service learning and community service. Heather previously worked in Career Services as the Campus Internship Coordinator for 4 ½ years. Throughout her time in Career Services, Heather has been committed to the creation of programming that is educational, meaningful and impactful to students, staff, faculty, and the campus community at-large. Heather has worked at SDSU for 13 years in various offices including the Academic Advising Center, Compact Scholars Program, the Business Advising Center and Career Services. Heather earned both her Bachelor's and Master's degrees at SDSU and is a proud Aztec for Life.

Michelle Lopez, M.A.

Assistant Dean Division of Academic Engagement & Student Achievement
mlopez@sdsu.edu

Michelle serves as the Assistant Dean in the Division of Academic Engagement & Student Achievement. As Assistant Dean, Michelle served as the faculty adviser for undeclared students, is the founding administrator and adviser of the Transfer Student Outreach Alliance student achievement initiative, co-leads the SDSU First-Generation College Student Success Initiative, serves as faculty adviser to Gates to Success (first generation college student organization) and Tau Sigma Transfer Student Honor Society, implemented SDSU October National Transfer Week and teaches/facilitates various workshops to support and advance the success of transfer students. Prior to her Assistant Dean role, Michelle directed the SDSU College of Sciences Initiative for Maximizing Student Development program and consulted for the San Diego Mesa College Bridges to Baccalaureate Program, both providing underrepresented students year-round research training and mentorship, facilitating student acceptance to biomedical/behavioral science graduate school programs. Michelle is a second year doctoral student in the UCSD-CSU San Marcos Educational Leadership Joint Doctoral Program. Her special interests include transfer student persistence and retention, retention of underrepresented minorities in Science, Technology, Engineering and Science, and academic engagement of first-generation college students.

GUEST PRESENTER BIOS

Nathian Rodriguez, Ph.D.

Assistant Professor, Journalism and Media Studies

Dr. Nathian Shae Rodriguez is an Assistant Professor of Digital Media in the School of Journalism & Media Studies at San Diego State University, core faculty in the Area of Excellence: Digital Humanities and Global Diversity and a faculty in resident at Tenochca Hall. He identifies as a first-generation, queer of color professor and uses he/him/his pronouns. Dr. Rodriguez specializes in critical-cultural and digital media studies. His research focuses on minority representation in media, specifically LGBTQ and Latinx portrayals and identity negotiation; as well as pop culture, identity, radio broadcasting, and issues of masculinity / mascing. Dr. Rodriguez has 10 years of professional radio experience in on-air talent, sales, promotions, and social media marketing.

For more on Dr. Rodriguez, please check out the following video:

<https://youtu.be/Cesq1ht3Ezs>

Shira Scott, M.A.

Lead Counselor, Office of Financial Aid & Scholarships

Shira is a lead counselor in the Office of Financial Aid & Scholarships. She coordinates the satisfactory academic progress appeal process as well as outreach events. She also leads various communication campaigns and assists with mass messaging to students and parents. Prior to her time in the Office of Financial Aid & Scholarships, she worked for Prospective Student Services where she recruited students to the university and organized Explore SDSU Open House. She also worked for the College of Business where she recruited, admitted and advised graduate business students. Shira has been working in the university setting for over 25 years and is passionate about assisting students reach their educational goals.

GUEST PRESENTER BIOS

James J. Tarbox, Ph.D.

Executive Director, Career Services Center
San Diego State University
<http://career.sdsu.edu/>

James J. Tarbox, Ph.D. serves as the Executive Director for Career Services at San Diego State University (SDSU). SDSU Career Services is the central campus career center, working with Colleges, employers and alumni to ensure student success and employment. James and the career center team led the development of the Aztec Mentor Program, and efforts to coordinate a centralized approach to increase internship opportunities for SDSU students via a centralized tracking, reporting and educational support system for campus.

James is the campus co-administrator of SDSU's award-winning WorkAbility IV program, a collaboration with the California Department of Rehabilitation and the campus Student Ability Success Center. He also serves on master's and doctoral committees for SDSU's College of Education, and has taught career-focused courses in the Fowler College of Business. James also serves on the campus Economic Crisis Response Team.

James is an active member of NACE (National Association of Colleges and Employers), the leading national professional association for career centers and university recruiting. He is the Co-chair for the 2019 – 20 NACE Honors & Awards Committee. He has served on NACE's Diversity, Equity and Inclusion committee, Leadership Advancement Program committee, and has been a NACE Journal book reviewer. James is an active contributor and a past president of MPACE (Mountain Pacific Association of Colleges and Employers). For MPACE, he is a founding member of, and current trainer for, the annual Leadership Summit series for career center leaders. He is a past chair for the Education & Workforce Development Policy Committee for the San Diego Regional Chamber of Commerce. James is currently serving his second three-year term on the editorial board for the Journal of Student Affairs Research and Practice of NASPA (www.naspa.org). James is also a member of the National Career Development Association.

James is an alumnus of the Pennsylvania State University (M.A. and Ph.D.) and Bates College (B.A. with Honors) in Lewiston, Maine.

STUDENT PANEL BIOS

Jezyle Deo Diez, B.A.

Masters Student, College of Education, SDSU

Commuter Life Student Affairs Assistant, Student Life and Leadership

Jezyle is a Graduate Assistant and is currently developing, implementing and assessing for Commuter Life programs including: Commuter Student Success Pathways, University Seminar curriculum, Academic Mentoring for incoming freshmen and sophomores, and Commuter Resource Center events this summer. She also analyzes and evaluates academic records using the Degree Audit in Web portal to place students in appropriate Commuter Student Success Pathways based on their major, incoming course credit, and other relevant criteria during New Student Orientations. Prior to her current role, as an undergraduate student at SDSU, she served as a Career Peer at Career Services conducting workshop presentations, evaluating undergraduate resumes, and promoting career fairs and networking events. She majored in Communication with a double minor in Leadership Development and Cultural Proficiency, as well as earning her Associates of Arts in Communications at Southwestern Community College. This fall, Jezyle will be a Intern Resource Specialist at Grossmont Community College, and a Student Affairs Assistant for Recognized Student Organizations at Student Life and Leadership in SDSU.

Manuel Gonzalez, B.A., Psychology, Doctoral Student,.

UCSD-SDSU Joint Doctoral Clinical Psychology Program

Manuel is a recent graduating senior from SDSU receiving his B.A in Psychology with a minor in Public Health. Manuel transferred from San Diego Mesa College in 2016 where he began as a scholar in the 2016 SDSU/UCSD Creating Scientists Summer Program in Cancer Disparities. He was placed in the Body Image, Sexuality, and Health (BISH) lab under Dr. Aaron J. Blashill given his research interests in skin cancer prevention and high-risk behaviors associated with skin cancer among Hispanics. He was also accepted into the Initiative for Maximizing Student Development (IMSD) Program and chosen to be a recipient of the prestigious Sally Casanova Pre-Doctoral Scholarship, CSU Trustee's Award of Outstanding Achievement, and the 2019 most outstanding graduating senior in Psychology. Manuel also volunteered for the past three years as a Peer Leadership Consultant (PLC) through the Student Life and Leadership Department presenting leadership based worked workshops to all organizations on campus. Furthermore, he has mentored students through various jobs and organizations throughout his college career. Manuel will begin in the San Diego State University/University of California San Diego Joint Doctoral Program in Clinical Psychology this upcoming Fall working under Dr. Kristen Wells conducting research on minority health disparities in San Diego. He hopes to one day become a professor conducting research on cultural factors that influence the physical and mental health of Latinx individuals and testing and developing culturally adapted interventions for this population. Manuel is very passionate about mentoring the next generation of young scientists. On his free time, Manuel enjoys exercising, cooking, painting, and most importantly eating diverse foods.

STAFF AND STUDENT VOLUNTEER BIOS

Tanya Calienta

Tanya is an administrative analyst in the Division of Academic Engagement & Student Achievement. She is responsible for the General Studies Class Scheduling & the Academic Process Database reporting, and serves as DAESA's website editor and contact for the SDSU's web developers. As a former SDSU transfer student, Tanya also serves on our Honors Council, is co-adviser for our national transfer honors society (Tau Sigma) and Phi appa Phi, and coordinates various honor society induction events and ceremonies.

Tanya is an SDSU alumna with a degree in Public Administration. She is a native San Diegan, who still resides in San Diego with her husband and three daughters (one in high school and two in college). As a former community college transfer student, Tanya is dedicated to advancing the success of current SDSU transfer students and engaging all students across campus in our honors community.

Melissa Gonzalez

Melissa Gonzalez is a double alumna of San Diego State University, and currently serves as the Career Development & Diversity Engagement Coordinator in Career Services. In her role, Melissa engages with the diverse student groups on campus and connects them to a range of programs and opportunities, including the annual Diversity Career Conference. Melissa oversees key offerings in Career Services including career fairs and the Career Peer program.

Melissa's previous professional experience at SDSU includes her work as the Commuter Life Student Life Advisor at the Student Life & Leadership office. In this role, Melissa was instrumental in the development and launch of the first commuter learning community called 'Casa Azteca,' the Commuter Resource Center, the Commuter Success Pathways, and the Sophomore Surge Mentoring Program.

Additionally, Melissa participates on various committees and groups on campus, including the Cesar Chavez Commemorative Scholarship Committee, the Diversity Career Conference Committee, the Latina Network Employee Resource Group (ERG) Executive Board, and the Latinx/Chicanx/Hispanic Faculty/Staff ERG. She also serves as the advisor for the Students Against Human Trafficking student organization and volunteers as a mentor in the Aztec Mentor Program (AMP).

Melissa earned her Bachelor's degree in Spanish with a minor in Chicana and Chicano Studies, and her Master's degree in Post-Secondary Educational Leadership with an emphasis in Student Affairs here at SDSU.

The part that she most enjoys about her work in higher education is guiding students toward finding and articulating their vision toward a successful career.

Melissa is from the border town of San Ysidro and enjoys volunteer work with MANA de San Diego which is a non-profit organization supporting Latinas.

STAFF AND STUDENT VOLUNTEER BIOS

Kathy Sweetman

Kathy manages the daily office operations for the The Weber Honors College. She is committed to and thoroughly enjoys helping both prospective and current Honors students meet their future goals. She graduated with honors with a Bachelor of Science degree in Applied Psychology from Oregon Tech and was a member of Psi Chi International Honor Society. Her professional background is in higher education, working for ten years in undergraduate admissions.

In her free time, she enjoys spending time with family and friends while enjoying the multitude of great outdoor activities that San Diego has to offer, especially the beaches.

Rosie Villafana-Hatcher

Rosie Villafana-Hatcher is the Director of the Early Assessment Program at San Diego State University. Her role has allowed her to work directly with school officials including principals, district administrators, teachers and counselors within the Sweetwater Union, San Diego Unified, Grossmont and Imperial Valley high school districts to increase college readiness and to ensure students are ready for college-level English and mathematics before entering the California State University system.

Rosie has also served as the Vice Chair of the California Student Opportunity and Access Program (Cal-SOAP) where she was the liaison between secondary schools, postsecondary institutions, community groups, and UCSD campus departments for the purpose of implementing the Cal-SOAP academic programs that served over 10,000 students in grades K-12.

She enjoys working with diverse groups of students and one of her top priorities is advancing student success at the secondary and post-secondary levels. Rosie earned both her Masters In Education with a specialization in Counseling and her Bachelor of Arts in Anthropology from the University of California, Los Angeles.

HIGH-IMPACT PRACTICES (HIPs)

San Diego State University students have the opportunity to participate in many practices that are called, “high-impact learning or high-impact educational experiences.” Educational research (Kuh, 2008) has shown that college students from many backgrounds benefit from participating in high-impact educational activities. The activities below are identified as high-impact practices (HIPs) because students are actively engaged in the learning process and are able to apply their learning beyond the classroom to their personal and work lives.

All transfer students are encouraged to complete at least two HIPs before graduation:

1. First-Year Seminars and Experiences
2. Common Intellectual Experiences
3. Learning Communities
4. Writing-Intensive Courses
5. Collaborative Assignments and Projects
6. Undergraduate Research
7. Diversity/Global Learning
8. Service Learning, Community-Based Learning
9. Internships
10. Capstone Courses and Projects

Benefits of Participation in HIPs Provide Students the Opportunity to:

- Examine and solve problems
- Work collaboratively with faculty, staff, graduate students or peers
- Experience real-world applications
- Reflect on learning experiences
- Improve and enhance the quality of your overall learning experience, retention, and success, particularly for underserved students
- Improve time to earn your degree

INTERNSHIPS

SDSU recognizes the National Association of Colleges and Employers (NACE) internship definition. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internships are high impact practices that allow students to develop professionalism and learn how to apply the knowledge needed to transition successfully into the workplace. Internships are hands-on, experiential opportunities that bridge your academic work with an industry or field in the professional world.



SDSU Career Services

The Aztec Mentor Program & Internships for SDSU Students

James J. Tarbox, Ph.D.

Executive Director, Career Development and Services

Heather LaPerle, M.A

Campus Internship Coordinator, Career Services

About the Presenter

- James Tarbox, Ph.D.
- Executive Director, Career Services
 - Campus Co-Administrator, WorkAbility IV
 - Chair, Campus Internship Working Group
 - Co-Chair, NACE Leadership Advancement Program
- Penn State University Alumnus
 - Ph.D. & Masters in Communications
- Bates College
 - Bachelor of Arts in Communications



CAREER SERVICES

AZTEC CAREER CONNECTION

Career services manages extensive online career and employment resources. This 24/7 service allows you to access thousands of employment and internship opportunities, post and submit resumes, sign up for on-campus interviews, and access other career development tools.

CAREER DEVELOPMENT ASSESSMENT TOOLS

We offer career assessments that you can use in every stage of your professional development – from choosing a major to assessing occupations and graduate programs. Make an appointment to meet with a career counselor to obtain a referral, as well as complete post-assessment interpretation and planning.

CAREER COUNSELING AND WORKSHOPS

Our career counselors are experts on supporting the career development needs of college students and graduates. Schedule an appointment to assist you with your career planning, job search, resume review, major selection, and career assessment referral. We also offer workshops in various career-related topics. Visit our website for current workshop offerings.

INTERNSHIPS

Internships provide students with the opportunity to bridge classroom learning and career development. Our center provides the resources, connections, and guidance to assist students. Each semester, we offer Internship 101, 201, and 301 to address the needs of students as they advance through internships. We also offer current information regarding for-credit internships, and work closely with faculty to identify and grow internship sites. SDSU students excel in internship participation; in 2015-2016, over 3,300 students completed internships.

AZTEC MENTOR PROGRAM

The SDSU Aztec Mentor Program (AMP) pairs eligible juniors, seniors, and graduate students from all majors in mentorships with established alumni and professionals both in San Diego and nationwide. AMP empowers students to gain valuable career guidance in areas such as networking, interviewing, and resume development. Career services and Alumni Engagement started AMP in 2013. AMP has seen incredible growth, from 345 matches in 2013 to 1,249 in 2016 – a 262% increase.

ON-CAMPUS INTERVIEWING

Each semester, Career Services hosts employers, representing a range of industries, who conduct interviews on campus with students and alumni. You can apply for positions and schedule interviews directly via Aztec Career Connection. In 2015-2016, Career services hosted over 1,700 on-campus interviews.

WALK-INS

A 15-minute consultation with a career counselor allows you to address popular topics including resume/CV review, cover letter review or a referral to a career assessment for declaring/changing a major. There is no appointment needed for Fast-15 Walk-ins. Stop by with a physical copy of the item you wish to review during our daily walk-in hours:

Monday-Thursday: 1:00pm-2:45pm
Friday: 10:00am-11:45am



**SAN DIEGO STATE
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Career Services
Division of Student Affairs

Student Services East - Room 1200
(619) 594-6851
career.sdsu.edu

SDSU ON-CAMPUS EMPLOYMENT

Attention Transfer Students!

Start your search for on-campus jobs by using the resources listed here (right side of sheet). Be sure to have a current resume. Please note that on-campus employers have hiring cycles. Use Aztec Career Connection* to locate additional opportunities.

**For questions, stop by SDSU Career Services.
Located in Student Services East 1200**

8:00am-4:30pm | (619) 594-6851 | career.sdsu.edu



Career Services
Division of Student Affairs

#SDSUCareers



On-Campus Resources:

- **Associated Students**
See below for more information
- **Aztec Shops**
The SDSU Bookstore, Dining Services, The Market, SDSU Catering
- **Office of Financial Aid**
Federal work study listings and eligibility
- **SDSU Research Foundation**
- **University Police**

For more information please visit
bit.ly/SDSU_oncampusjobs

*Requires an SDSUId to access. If you don't see a department's listings on our website (career.sdsu.edu), contact them directly for student employment opportunities.

**WORK
AT
A.S.!**

**ASSOCIATED STUDENTS
employs approximately 1,200
students each year!**

Jobs are offered throughout the academic year, as well as during Winter and Summer sessions. Many departments offer flexible work shifts to accommodate your class schedule. A.S. employment environments range from office settings to the great outdoors.

JOBS AT:

- **Conrad Prebys Aztec Student Union**
- **Government Affairs**
- **Aztec Recreation Center**
- **Aztec Aquaplex**
- **Mission Bay Aquatic Center**
- **Viejas Arena & Cal Coast Open Air Theater**
- **SDSU Children's Center**

**Apply Online
AS.SDSU.EDU**



**ASSOCIATED
STUDENTS**
SAN DIEGO STATE UNIVERSITY

SAVE THE DATES

Fall 2019

AZTEC MENTOR PROGRAM STUDENT REGISTRATION

Aug 19-Sep 27

For more information
please visit amp.sdsu.edu

**Open to all students
with 60+ units.*

AMP Talk & NETWORKING EVENT

Thur, Oct 3, 2019
5:30pm - 7:30pm

MONTEZUMA HALL
CONRAD PREBYS AZTEC STUDENT UNION

The AMP Talk & Networking Event
features four professional speakers
who deliver short, TED-style
presentations focused on career
readiness topics.

All students are invited to attend.



AZTEC MENTOR PROGRAM
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#SDSUAMP



@sdsu_amp



SDSU Aztec
Mentor Program



SDSU Career Services



SAN DIEGO STATE
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Career Services
Division of Student Affairs

Resume Guide

This handout serves as a guide for developing resumes.

As you develop yours, answer three questions:

- 1) What do you want to communicate about yourself as a professional?
- 2) Who is your primary audience and what do they need to know about you?
- 3) How will they receive the resume (medium: paper, electronic, plain text, modified via an online application system) and what do you need to do to make the most of the medium?

YOUR NAME

City, State

Phone Number, Email, LinkedIn

OBJECTIVE (optional)

The objective should be brief and specific to a particular job or career field.

EDUCATION

Degree

San Diego State University

May include emphasis, related coursework or projects, and study abroad.

Overall grade point average if 3.0 or above.

Transfer Junior College information is optional

San Diego, CA

Graduation date

EXPERIENCE

Job Title

ORGANIZATION

- Describe your responsibilities here, starting with active verbs.
- Make your descriptions energetic and short.
- Present information in reverse chronological order.

Dates of employment

City, State

Job Title

ORGANIZATION

- Bullet format is preferred by many employers.
- Focus on results, skills, leadership, initiative and teamwork.
- Maximize and quantify relevant experience.

Dates of employment

City, State

SKILLS

Include foreign language skills. Emphasize computer software knowledge, especially programs relevant for your field. Avoid general descriptors (like "self-motivated"), but include skills specific to the job you are applying for.

OTHER HEADINGS

Choose additional headings that highlight your strengths in areas such as Activities, Leadership, Athletics, Professional Organizations and/or Community Service, indicating your accomplishments and offices held. Do not include personal information such as marital status, age, weight, etc.

Tips:

- Use an e-mail address that conveys professionalism.
- Use a professional summary if you have extensive work experience.
- Focus on the employer's needs when developing your resume.
- Increase visual impact through selective use of bold, underlining and capitalization.
- Demonstrate relevant skills in the Experience section. Use active verbs. Avoid the use of "I" as this is implied.
- Related activities and service provide a fuller picture of you as a candidate. Include paid and volunteer positions, special seminars, offices held, etc.
- Spell check and review your resume carefully for errors.
- Limit your resume to one page. Use black ink and white or off-white resume paper.
- A resume is not a complete work history.

Resume Checklist

Employers spend less than a minute evaluating your resume. Catch their attention by tailoring your resume to meet their needs. Here are some suggestions to help focus your edits. They address the issues of form, function, feedback, and electronic resumes.

FORM deals with appearance.

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For college students and recent college graduates, use a one-page resume.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-14 point size. Use black ink.
- **Paper:** Use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Buy envelopes and cover letter paper to match your resume.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Format:** Present information in reverse chronological order. Common headings include: Education, Experience, Skills, Activities, and Community Service.
- **Professionalism:** Eliminate all typos and misspellings by asking other people to proofread.

FUNCTION conveys an image of you that meets the readers' needs.

- **Image:** Decide what image you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- **Content:** Select three core qualities that define you and are of importance to the position for which you are applying. Make sure that your resume focuses on skills and accomplishments that reflect these core qualities.
- **Style:** Start off sentences with action verbs to convey enthusiasm and achievement. Sample verbs include: Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote.
- **Avoid:** Do not list your own web site if it includes personal information. Never reveal confidential personal data such as social security, driver's license or credit card numbers on a resume.

FEEDBACK allows others to offer ideas for strengthening your resume.

- **Sources:** Consult Career Services, professors, family, friends, and professionals in your field.
- **Review:** When you receive feedback, decide if the changes suggested are useful.

ELECTRONIC RESUMES & TECHNOLOGY

- **E-mail text resumes:** If you copy the text of your resume into the body of an e-mail, use left-hand justified, plain text format. Avoid using tabs, bullets, underlining, bold, and graphics.
- **E-mail attachment resumes:** If you e-mail your resume as an attachment, use your name in the document title. Some employers will not accept attachments because of the danger of viruses.
- **Online resumes:** Follow the directions on the Web site where you are submitting a resume; directions for online submissions vary considerably.
- **Scanned resumes:** Use key word phrases relevant to the position, employer, and career field. Use capitals, bullets and bold for emphasis. Avoid underlining, graphics, and italics.

Sample Chronological Resumes

Carina Career

San Diego, CA 92182

ccareer@sdsu.edu • (619) 594-6851 • <http://linkedin.com/in/carinacareer>

OBJECTIVE

To obtain a refugee services coordinator position with a non-profit organization

EDUCATION

San Diego State University:
Master of Arts in Sociology December 20XX
Thesis: Social Class Perception and Job Satisfaction in Immigrant Populations
Bachelor of Arts in Sociology May 20XX
Minor in Women's Studies GPA: 3.7

- Recipient of Presidential Scholarship 2003-2007
- Dean's List

EXPERIENCE

San Diego Youth and Community Services Coastal Community Center San Diego, CA
Volunteer Intern: Emergency Assistance Provider Fall 20xx – present

- Provide emergency assistance to the diverse homeless population.
- Listen to and assess each individual's needs.
- Increase service partners' knowledge and use of social service system.
- Refer service partners to various San Diego social service agencies.

Aztec Adventures San Diego, CA San Diego, CA
Customer Service Senior Staff Fall 20xx – present Fall 20xx – present

- Manage daily operations of Aztecs Adventures office.
- Design and create advertisements.
- Maintain daily operational procedures.

Broadway Twin Theater Yreka, CA
Assistant Manager and Projectionist Winter & Summer 20xx

- Promoted after working for two seasons as box office and concession staff.
- Trained and supervised staff.
- Managed lobby, theater and projection booth.
- Developed a new supply ordering system and created Excel spreadsheet.
- Compiled box office and concession reports and prepared daily bank transactions.

LEADERSHIP AND COMMUNITY SERVICE

Walk of Faith Retreat, Leader Fall 20xx
Intervarsity Christian Fellowship, Leader Fall 20xx – Spring 20xx
South East San Diego Tutoring Project Fall 20xx – Spring 20xx
SDSU Summer Orientations, Team Leader Summer 20xx
Migrant Outreach Spring 20xx
Juvenile Hall Literacy Outreach Spring 20xx

SKILLS

Cross-cultural communication
Knowledgeable of support services available to new immigrants
Fluent in Spanish and Tagalog
Proficient in Microsoft Word, Excel, and SPSS

Joseph Career

San Diego, CA 92182 • 619.594.6851 • jcareer@sdsu.edu • <http://linkedin.com/in/josephc>

EDUCATION

Bachelor of Arts in Communication – Professional Communications Emphasis May 20XX
San Diego State University, San Diego, CA GPA: 3.11
Minor in Business Administration
Relevant Courses: Public Speaking, Marketing, Public Relations, Media Writing
Associate in Arts in Speech Communications May 20XX
Mesa College, San Diego

SUMMARY

- Bachelor's degree candidate with experience in Sales and Communications
- Extensive experience with Adobe InDesign, Photoshop, Dreamweaver & QuarkXPress
- Exceptional oral and written communication skills
- Proven effectiveness in coordinating and working with teams
- Reputation for achieving results

EXPERIENCE

Target Marketing/Group Sales Intern 1/xx - present
San Diego Sports Arena

- Research new targeted groups for upcoming shows
- Help create and administer a target marketing campaign for each event
- Update group sales page on website using Macromedia DreamWeaver
- Write group event letter and proposals

Information Desk Representative 1/xx - 5/xx
Aztec Center, San Diego State University

- Answered the telephone in a polite and professional manner
- Directed visitors and students to specific locations and events on campus
- Provided answers pertaining to special events held on campus and general questions about SDSU

Executive Vice President 9/xx - 5/xx
Associated Students (Student Government), San Diego State University

- Managed a given budget of \$35,620 for the entire fiscal year
- Coordinated the Undergraduate Homecoming Dinner & Dance for 600 people
- Designed the layout of the marketing banners and tickets

Media Relations Coordinator 1/xx - 5/xx
Cross-Cultural Center, San Diego State University

- Wrote articles pertaining to multicultural issues and events
- Edited articles written in the monthly newsletter
- Published and distributed the monthly newsletter at SDSU
- Planned student organization meetings and educational events

ACTIVITIES

Associated Students Marketing Board: Cross-Cultural Center Representative
Cross-Cultural Center: Vice-chair

Sample Functional/Skills Resumes

Function or Skills Resume

SAM STUDENT
Any Town, CA 98989
(000)000-0000
SamStudent@mail.org
<http://linkedin.com/in/SamStudent>

OBJECTIVE

An industrial sales position with Calais Enterprises

EDUCATION

Bachelor of Science in Business Administration, Marketing May 20XX
San Diego State University, San Diego, CA GPA: 3.8

French Language, Culture and Marketing Fall 20XX
Study Abroad Program: Université de Paris (La Sorbonne), Paris, France

RELATED COURSES

Consumer Psychology	Marketing Management
Marketing Principles	Sales Management
Advertising	Writing for Business
Public Speaking	Marketing Research

RELEVANT QUALIFICATIONS

Sales and Promotion

- Won four quarterly awards in stereo component store
- Promoted weekly wine and food specialties as dinner waiter
- Coordinated advertising for fraternity functions
- Directed annual fund-raising activities for youth group

Marketing and Market Research

- Developed marketing plan which increased restaurant wine sales by 30%
- Conducted market research project which investigated consumer preferences for personal products and presented results to marketing class
- Developed stereo components displays and reorganized sales floor layout to maximize product visibility

Management

- Oriented and trained new dinner waiters at top restaurant
- Supervised youth group activities and fund-raising
- Served as fraternity chairman for spring formal and managed \$10,000 budget

EXPERIENCE / ACTIVITIES

Salesperson, The Sound Company, San Diego, CA	20xx-present
Dinner Wait Staff, Humphrey's, San Diego, CA	20xx-20xx
Fraternity Officer, Delta Theta Pi, SDSU,	20xx-present
Youth Leader, Community Boys Club, San Diego, CA	20xx-20xx

Combination Resume

MARINA SCIENCE

San Diego, CA 92110 619-260-4654
biocareer@sdsu.edu • <http://linkedin.com/in/MarinaScience>

OBJECTIVE

A research assistant position with the Environmental Protection Agency

EDUCATION

San Diego State University, San Diego, CA May 20XX May 20XX
Bachelor of Science in Biology, Marine Biology Emphasis
Minor in Environmental Science
Mortar Board, Senior Honor Society Member

QUALIFICATIONS

- Demonstrated commitment to environmental research with seven years of leadership experience.
- Experience in water analysis using standard methods for the treatment of water and wastewater.
- Proficient in utilizing atomic absorption spectrometer, spectrophotometer and GIS.
- Conducted ecological assessment using video transects, electron microscopy, LPS and LOI.
- Knowledge of plankton tow, multicore, box core, CTD, gas chromatography and enzyme assays.

RELATED EXPERIENCE

Research Assistant, Substrate Characterization of Coral Reefs, Mexico 20xx - 20xx

- Identified species and substrate with video transects of various reefs using SCUBA, underwater camera and laboratory analysis
- Conducted sediment and water sampling
- Correlated data to environmental and anthropogenic impacts

Volunteer, Manhattan Beach Roundhouse Aquarium, Manhattan Beach, CA Summer 20xx

- Educated public about animals
- Assisted with summer camp and special events for children

Course Project, Organic Chemistry Lab at SDSU, San Diego, CA

- Conducted experiments in team setting
- Collected, analyzed and interpreted lab results
- Composed and submitted lab report

LEADERSHIP ACTIVITIES

Environmental Protection Group	President & Campus Liaison (20xx-present)
Earth Day Coalition of New Mexico	Board Member (20xx-20xx)
Environmental Youth Network	Co-Chair (20xx-20xx)
Albuquerque Academy Environmental Club	Founder and President (20xx-20xx)

AWARDS

President of the United States Environmental Youth Award Winner (20xx)
Waste Education Resource Consortium, Waste Mgmt. Contest 2nd and 1st place (20xx and 20xx)

ADDITIONAL EXPERIENCE

Sales Associate	Express; San Diego, CA	20xx - present
Sales Representative	MCI Small Business; Albuquerque, NM	Summer 20xx
Manager/Head Lifeguard	Tanoan Country Club; Albuquerque, NM	Summer 20xx

SDSU Accountancy Recruitment 2019 – 20 Resource Guide and Schedule of Events

San Diego regional career centers and accountancy programs revised recruiting information for 2019 – 20. We provide this resource guide for students and recruiters to clarify recruitment practices and a schedule of upcoming events.

Recruitment and employment offers: All employment offers should be extended to the student in writing and include at a minimum the following: compensation, the role for which the student will be hired, location, start (and end date for internships) of employment, benefits and any other pertinent details that clarify the details of the offer. The following table provides information about the type of offer and timing for student decisions:

Type of Employment Offer	Time for Student Decision
Full-time and internship offers received from on-campus recruiting activities and/or the completion of an internship that took place prior to the Fall 2019 semester	2 weeks from written offer
Acceptance of internship offers by Summer 2020 Leader Participants	2 weeks from written offer
Full-time and internship offers received from on-campus recruiting activities and events that took place during Fall 2019 and Spring 2020 semesters	2 weeks from written offer

SDSU Accountancy Recruitment Events

Event	Date
Summer Firm Office Tours	Aug. - Sept. 2019
Meet the Firms (Networking Event) Hosted by Student Accounting Society (SAS)	Oct. 4, 2019
On-Campus Firm Interviews (OCI) – SDSU Career Services (SSE 1200) Note: requires completing applications on Aztec Career Connection	Oct. 5 - Nov. 13, 2019
Winter Break	Dec. 19, 2019 - Jan. 20, 2020
Spring Leadership Connection Networking Event Hosted by Association for Latino Professionals for America (ALPFA)	TBS during Feb. 2020
Spring On-Campus Interviews (OCI) – SDSU Career Services (SSE 1200) Note: requires completing applications on Aztec Career Connection	Feb. 3 - May1, 2020
Spring Break	Mar. 30 - Apr. 3, 2020
Spring Awards Banquet Hosted by Beta Alpha Psi (BAP)	TBS

Recommended Professional Practices

We request that all participants in recruitment adhere to the Principles for Professional Conduct as prepared by the National Association of Colleges and Employers -<https://www.nacweb.org/principles/>

We strongly encourage students to communicate professionally and honestly with potential employers regarding their true status in recruitment (pending offers, career trajectory, and degree-level).

San Diego State University discourages the use by employers of offers made with an expiration time that is less than two weeks. These “exploding” offers place unnecessary pressure to accept an offer and discourage effective decision-making. Career Services and the Lamden School of Accountancy advise students to seek input when these offers are made, and ask that they contact the Director of the School of Accountancy or SDSU Career Services should they have any questions or concerns. Employers who do not follow these guidelines increase the risk of students reneging on offers and risk negatively affecting their brand within the student community.

Note: Students be sure to have your resume reviewed before completing applications.

Fall 2019

Meet the Firms: Networking for full-time hires and summer 2020 Internships · October 4, 2019

- Career-fair style event for firms and students to meet one another and learn about opportunities.
 - RSVP for event through Student Accounting Society (SAS)
 - Contact: saspresident.sdsu@gmail.com

- Business attire required.

Fall On-Campus Interviews (OCI): Recruitment for full-time hires and summer 2020 Internships

- OCI will generally take place between October 5 and November 13, 2019
 - Most jobs and internships announcements to go up on [Aztec Career Connection](#) in September. Deadlines vary. Check the site weekly from August through October for best chance to catch announcements.
- Employers offer two types of interview schedules: those with **open schedules** where students register for open interview slots, and those with **closed schedules** where the employer selects the student to interview. For closed interview schedules, the employer will contact the student at least one week in advance of their interview dates.
- Firms to ensure space please submit interview room reservation requests and job postings affiliated with these room requests through [Aztec Career Connection](#).
 - Rooms must be arranged at least four weeks in advance. Questions? Contact David Rodgers at (619) 594-4376 or drodgers@sdsu.edu.
 - Enrolled students are not allowed to be greeters for employers participating in OCI.
 - Additional rooms to accommodate lunches must be arranged at least two weeks in advance by contacting David Rodgers at (619) 594-4376 or drodgers@sdsu.edu.

Spring 2020

Spring Leadership Connection - Networking Event: Date to be scheduled for February 2020

- Career-fair style event primarily for sophomore students applying for Summer Leadership Programs.
- RSVP for event through Association for Latino Professionals for America (ALPFA)
- Contact: sdsualpfa@gmail.com

Spring On-Campus Interviews (OCI)

(Summer Leadership Programs + any remaining 2020 full-time hires + summer internships):

- On-Campus Interviews are not scheduled during spring break (March 30 – April 3, 2020).
- Current students are prohibited from being greeters for employers participating in OCI.

Spring Awards Banquet: Date to be scheduled

Employer Tours & Career Services Workshops

Firms typically host Office Tours during the summer and Fall semester (see schedule on pg. 1). Check [Aztec Career Connection](#) for more information. Employers may require applications to qualify for tours.

SDSU Career Services and [student organizations](#) also host workshops in the Fall and Spring to prepare students for upcoming recruitment events. Employers: If you would like to co-present please contact Chris Turntine, Associate Director for Employer Services and Campus Planning, via email at turntine@sdsu.edu.

AZTEC CAREER CONNECTION

Aztec Career Connection is SDSU's online career and employment management system for students, employers and alumni. It is the hub of accountancy recruiting, which means updating information and checking it regularly is highly suggested for the most successful recruitment experience.

[Aztec Career Connection for Employers](#) · [Aztec Career Connection for Students](#)

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[Aztec Career Connection for Employers](#) · [Aztec Career Connection for Students](#)



Resume Guide

FOR ACCOUNTING STUDENTS

This handout serves as a guide to develop resumes for the accounting profession. The process starts with answering:

- 1 – What do you want to communicate about yourself as a professional?
- 2 – Who is your primary audience and what skills and experiences meet their needs?
Refer to the back page for further description
- 3 – How will you submit the resume (Mediums: paper, electronic, plain text modified via an online application system) and what do you need to do to make the most out of the medium?
Be prepared to have various mediums

First and Last Name

City, State • Phone • Email Address • LinkedIn.com/in/personalizedURL

Do not include personal information such as marital status, age, weight, social security number, etc.

EDUCATION*

Degree

Name of Institution

Graduation Date

GPA: If over 3.0 Cumulative & Major GPA

CPA Eligible Date

MSA Students: Include your graduate degree first, then undergraduate degree.
Transfer Community College information is optional, but may be helpful to include for GPA purposes.

SKILLS

- Emphasize computer software knowledge, especially programs relevant for your field (Ex. TaxWise, Bloomberg)
- Include specific skills relevant to the job for which you are applying
- Avoid general descriptors (Ex. Self-Motivated, Great Communicator, Hardworking)
- Include foreign language (spoken and written) proficiencies (only list English if applying to positions outside of the United States)

EXPERIENCE

Job Title

Date of Employment

Organization

City, State (Optional)

- Describe your responsibilities & accomplishments here, start with action verbs
- Make your descriptions energetic and concise
- Present information in reverse chronological order
- Bullet format is preferred by most employers
- Focus on results, skills, leadership, initiative, and teamwork
- Incorporate quantifiable figures (% , # , \$) to demonstrate results

LEADERSHIP

- Indicate your accomplishments and offices held
- Presentations you may have facilitated at any conferences or leadership summits

OTHER HEADINGS

- Choose additional headings that highlight your strengths (Ex. Activities, Athletics, Professional Organizations, and/or Community Service)

*Graduate Students: (Optional) May use a profile above "Education" only if you have extensive accounting work experience.

HEADLINE:

- ☐ Use an email address that conveys professionalism; Make sure your LinkedIn is updated.

SECTIONS:

- ☐ Name & Section Headers can be a larger size.
- ☐ Common sections include: Education, Experience, Skills, Activities and Leadership.
- ☐ Increase visual impact through selective use of **bolding**, underlining, and CAPITALIZATION.

SKILLS:

- ☐ Demonstrate relevant skills typically used in the profession.

EXPERIENCE:

- ☐ Showcase related activities and service to depict a picture of you as a candidate.
- ☐ Include paid and unpaid internship positions.

TIPS TO REMEMBER:

- ☐ Proofread and spell check your resume carefully for errors.
- ☐ Limit your resume to one page. Stick to one size and type of font throughout.
- ☐ A resume is not a complete work history. It's a summary of key experiences and skills.
- ☐ Focus on the job posting / employer's needs when developing your resume.



SAN DIEGO STATE
UNIVERSITY

Career Services
Division of Student Affairs

Career Services
Student Services East-1200
(619) 594-6851
<http://career.sdsu.edu>



Resume Guide

FOR ACCOUNTING STUDENTS

Employers spend less than a minute evaluating your resume. Catch their attention by tailoring your resume to meet their needs.

An objective is **not recommended** for this default template. If you choose to use one:

- Keep it simple by noting your interest. For example either a 2018 internship OR 2018 full-time position.
- Make sure it is for the type of position you are interested in pursuing (auditing, taxation, etc.).

Appearance of Resume

- **Templates:** Avoid resume wizards and resume software templates. Templates are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** College students/recent college graduates: 1-page resume. MSA: 1-2 pages depending on experience level
Font: Choose a basic, easy-to-read-font such as Times New Roman, Arial or Calibri in 10-12 point size. Use black font color.
- **Paper:** Use 8 ½" x 11" resume-quality paper in light color such as white or off-white. Ensure that both your resume and cover letter match.
- **Spacing:** Margins of 0.5 to 1 inch are suggested.
- **Layout:** Use bullet points, bolding, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space between sections to avoid "cluttered look."
- **Format:** Present information in reverse chronological order.
- **Professionalism:** Eliminate all typos and misspellings by asking other people to proofread. Avoid use of informal speech.

Function of Resume

- **Define a Professional Image:** Select three core qualities that define you and are of importance to the position for which you are applying. For example, show that you are a leader, a team player, an innovator, or something else.
- **Demonstrate Achievement:** Include tangible information within bullet points (e.g. numbers, statistics, and goals achieved).
- **Use a Consistent Style:** Start sentences with action verbs to convey enthusiasm and achievements. Use present tense verbs when describing current positions. Use past tense verbs to describe past positions.

2 STEPS TO BE INCLUDED IN RESUME BOOKS:

Employers requesting a resume book will see your default resume. Each student can submit one default resume.

1. Submit your edited accounting resume by attaching it to your Aztec Career Connection account through the "documents" tab.
2. Mark your edited accounting resume as your default resume by selecting that option in "documents" tab.

FALL 2019 2-DAY CAREER & INTERNSHIP FAIR



**WED & THU
SEPTEMBER 11 & 12
10:00AM - 2:30PM
MONTEZUMA HALL**

CAREER FAIR PREP EVENTS

CAREER SERVICES: STUDENT SERVICES EAST ROOM 1200

RESUME 201: LEVEL UP YOUR RESUME

HIGHLIGHT YOUR EXPERIENCES TO TAKE YOUR RESUME TO THE NEXT LEVEL. BRING CURRENT COPY OF YOUR RESUME.

**FRI 9/6
1PM-2PM**

CAREER FAIR PREP

LEARN STRATEGIES TO EFFECTIVELY NAVIGATE THE UPCOMING CAREER FAIR.

**FRI 9/6
3:30PM-4:30PM**

RESUMANIA

MEET WITH CAREER SERVICES STAFF AND PROFESSIONALS WHO WILL REVIEW RESUME AND PROVIDE FEEDBACK.

**MON & TUE, 9/9 & 9/10
1PM-3PM**

ADDITIONAL INFORMATION CAN BE FOUND ON OUR WEBSITE: CAREER.SDSU.EDU

SAN DIEGO STATE UNIVERSITY

STEM CAREER FAIR

**WEDNESDAY
OCTOBER 16, 2019
10AM - 2:30PM
MONTEZUMA HALL**

CAREER PREP EVENTS

CAREER SERVICES: STUDENT SERVICES EAST ROOM 1200

RESUMES FOR STEM PROFESSIONALS

Tailoring your resume
towards STEM professions.

WED 10/2 | 4PM - 5PM

STEM CAREER FAIR PREP

How and what to research
to get ready for meeting
STEM professionals

FRI 10/4 | 1PM - 2PM

STEM NETWORKING FOR SUCCESS

Tips for building connection with
STEM professionals.

THU 10/10 | 3:30PM - 4:30PM

INTERVIEWING FOR STEM PROFESSIONS

Learning how to prepare for
STEM job interviews.

FRI 10/11 | 4PM - 5PM

RESUMANIA

Have resume experts
including explorers review
your resume!

TUE 10/15 | 1PM - 3PM

ADDITIONAL INFORMATION CAN BE FOUND ON OUR WEBSITE: CAREER.SDSU.EDU

Save The Date

DIVERSITY CAREER CONFERENCE

2020

**INTERSECTING IDENTITY,
CAREER, & COMMUNITY**

Discover how identity and cultural influences lead to
empowered career decision making.



Friday, February 21

Montezuma Hall | 11:00am-4:00pm

- Lunch, workshops, & networking
- Complimentary for SDSU Students

Registration opens December 2019



**SAN DIEGO STATE
UNIVERSITY**

Career Services
Division of Student Affairs

Contact Career Services at (619) 594-6851
for more information.

#SDSUCareers



INTERNSHIP SEARCH TIPS

Career Services

Student Services East—1200
8:00 am – 4:30 pm

Fast 15 Walk-In Hours

Mon – Thu, 1:00 pm – 2:45 pm
Fri, 10:00 am – 11:45 am

- **Search for Internships in 4 Ways**

- 1. Search Your Aztec Career Connection**

Go to career.sdsu.edu and click Students to get to the red login box

- 2. Contact Your Major Department**

The list of Department Internship Contacts is located at <http://goo.gl/Jwnfyw>

- 3. Search Internship Websites**

Find a list of internship websites at <http://goo.gl/0hoSrt>

- 4. Search GoinGlobal** GoinGlobal is available through your Aztec Career Connection account and allows you to find internships both internationally and domestically

- **Develop your Resume by Coming in for a Walk-In**

Meet with a counselor to get feedback on your resume. Fast 15 Walk-Ins happen everyday as follows: Monday-Thursday 1-2:45pm and Friday 10-11:45am.

- **Use Big Interview to Perfect your Interview Skills**

Access this mock interview system through your Aztec Career Connection account. The computer records you and gives you feedback.

- **Attend Workshops & Events**

Network with employers, staff, and your peers at Career Fairs, Information Sessions, and Workshops. Check out the Workshops & Events Schedule at <http://goo.gl/nxiBK4>



SAN DIEGO STATE
UNIVERSITY

Career Services
Division of Student Affairs

visit: **internships.sdsu.edu**

for more information and resources

#SDSUCareers





SAN DIEGO STATE
UNIVERSITY

Career Services
Division of Student Affairs

Internship Overview

What is an internship?

San Diego State University recognizes the National Association of Colleges and Employers (NACE) internship definition. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internships are a high impact practice that allows students to develop the professionalism and learn how to apply the knowledge that is needed to transition successfully into the work place. Internships are hands-on, experiential opportunities that bridge your academic work with an industry or field in the professional world.

What are the characteristics of an internship?

Internships vary according to tasks, work time, and compensation. Standard internships usually require 10 to 15 hours weekly during the semester, and up to 40 hours per week in summer. Compensation possibilities can include hourly pay, class credit, or a stipend.

To qualify as an internship, an experience must include professional experience, and therefore internships are not primarily unskilled or clerical in nature. An internship experience needs to relate to your academic work and have learning outcomes that are set by and achieved under the guidance of a supervisor.

Why complete an internship?

Internships promote provisional development and are a useful way to:

- Explore your interests and gain valuable experience
- Experience a career before graduating
- Apply academic knowledge to a work setting
- Build professional connections and practice networking with employers and professionals
- Investigate potential employers' organizations
- Develop career readiness competencies such as critical thinking, communication, and teamwork
- Build your resume and LinkedIn profile with experience that will attract future employers
- Transition into a job or prepare for graduate school

What factors should I consider when looking for an internship?

- | | |
|---|--|
| <ul style="list-style-type: none">• Where am I in my academic career?• Have I discussed internships with my major advisor?• What careers am I most interested in doing/learning about?• What employers am I most interested in learning about? | <ul style="list-style-type: none">• What work-related activities would I like to try?• What skills do I want to use, refine, or develop?• What work settings would I like to experience?• What are my goals for the internship? |
|---|--|

What resources are available to search for an internship?

- Create an Aztec Career Connection account and search for internships
- Visit the Career Services Resource Room (SSE 1200)
- Attend Career Fairs and workshops
- Speak with the Department Internship Contact in your major
- Network with friends, family, and professors (LinkedIn is recommended)
- Visit company websites that interest you (Glassdoor is recommended)

How do I apply for an internship?

Companies and academic departments will require various materials to apply for an internship. These could include a resume and cover letter, formal application, references, transcripts, essay, and/or an interview. Respond to an internship announcement according to the directions.

How do I ensure success in my internship?

Career Services offers three internship workshops that are designed to help you be a successful intern. Visit the [Workshops & Events page](#) to get the dates for the internship workshops, other workshops and events, and career fairs to take your first steps to intern success!

Internship 101: Jump Start Your Success: Get an Internship!

Learn what an internship is, why you need one and what you should expect to get from the experience.

Internship 201: All You Need to Know to Be a Successful Intern

Move from just “showing up” to “shining” as an intern. Learn best practices to have a successful internship search and experience.

Internship 301: Internships and Beyond, Your Next Steps to Success

Looking toward the end of your internship. Learn how to close the experience and pursue other experiences that lead to success

Recommended internship websites

General internships	Federal internships
www.indeed.com	https://www.usajobs.gov/StudentsAndGrads
www.linkedin.com/jobs/internships-jobs (LinkedIn account required to search)	http://gogovernment.org
www.vault.com/internship-programs	Non-Profit internships
www.internships.com/	http://www.idealists.org
www.careerbuilder.com	www.npworks.org
www.simplyhired.com	STEM internships
www.beyond.com	www.dice.com/
www.ziprecruiter.com/jobs/internship	http://stemundergrads.science.gov/
International internships	Entertainment internships
Access GoinGlobal through your Aztec Career Connection account (international and domestic positions)	CSU Entertainment Alliance- open to all majors interested in interning in the entertainment industry- http://csuentertainment.com/internships/
www.cie.uci.edu/prospective/iopother/intern.shtml	
SDSU Aztecs Abroad Internships- Intern abroad with SDSU's preapproved providers https://goo.gl/EtDLtM	

ARE YOU CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interest. These students are Career Ready.

How do you become Career Ready?

Mastering these Career Readiness Competencies will prepare you to a successful transition into the workplace.



CRITICALLY THINKING/PROBLEM SOLVING

Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve problems and make decisions.



ORAL/WRITTEN COMMUNICATION

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.



TEAMWORK/COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religion, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.



DIGITAL TECHNOLOGY

Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.



LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.



PROFESSIONALISM/WORK ETHIC

Demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.



CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understand and can take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.



GLOBAL/INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations and religions. The individual demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals' differences.

Student Professionalism Starts Here

STUDENT INTERNSHIP TOOLKIT



WHAT IS AN INTERNSHIP?



San Diego State University recognizes the National Association of Colleges and Employers (NACE) internship definition. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internships are high impact practices that allow students to develop professionalism and learn how to apply the knowledge needed to transition successfully into the workplace. Internships are hands-on, experiential opportunities that bridge your academic work with an industry or field in the professional world.

DIFFERENCE BETWEEN A PART-TIME JOB AND AN INTERNSHIP

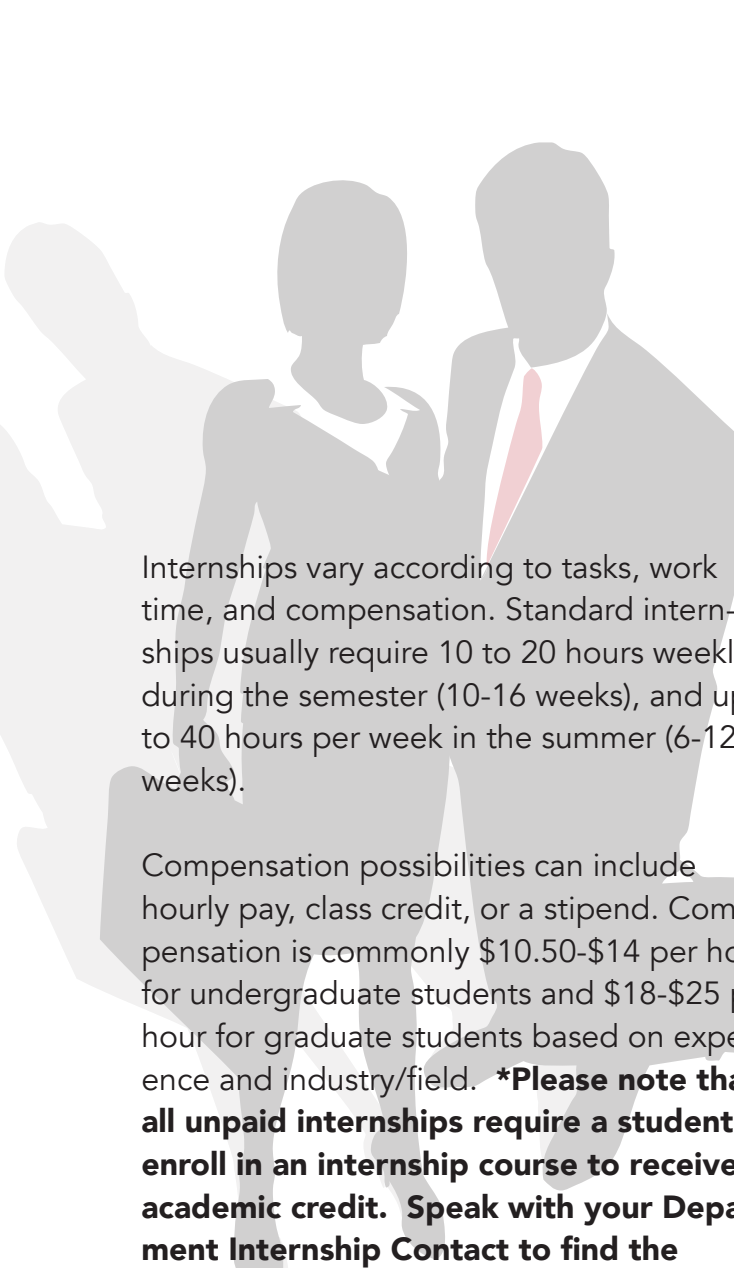


The difference between a part-time job and an internship is that an internship allows you to use your academic knowledge to complete a specific project and/or task. For example, if I am a Marketing major and I work in the SDSU Bookstore as a cashier, I am not specifically using my academic knowledge in that job.

However, if I am working part-time in the SDSU Bookstore with the Marketing Director to develop a social media campaign or design the window display, then I am applying my academic knowledge. Both of these could be part time jobs, but only the second example would be considered an internship since I am applying my academic knowledge in a professional setting.



CHARACTERISTICS OF AN INTERNSHIP?



Internships vary according to tasks, work time, and compensation. Standard internships usually require 10 to 20 hours weekly during the semester (10-16 weeks), and up to 40 hours per week in the summer (6-12 weeks).

Compensation possibilities can include hourly pay, class credit, or a stipend. Compensation is commonly \$10.50-\$14 per hour for undergraduate students and \$18-\$25 per hour for graduate students based on experience and industry/field. ***Please note that all unpaid internships require a student to enroll in an internship course to receive academic credit. Speak with your Department Internship Contact to find the course for your major: goo.gl/Jwnfyw**

To qualify as an internship, an experience must include professional experience, and therefore internships are not primarily unskilled or clerical in nature. An internship experience needs to relate to your academic work and have learning outcomes that are set by and achieved under the guidance of a supervisor.

WHY GET AN INTERNSHIP?

- Explore your interests and gain valuable experience before graduating
- Apply academic knowledge to a work setting
- Meet people and practice networking with employers and professionals
- Learn what you like and do not like about a job and/or career
- Facilitate a successful transition from college to the working world
- Investigate potential employers' organizations
- Develop self-confidence time management, critical thinking, communication teamwork, and decision-making skills
- Demonstrate experience that will attract future employers
- Build your resume

TYPES OF INTERNSHIPS

Academic Credit Internships

- Students completing an academic internship are enrolled in an internship course and may be paid or unpaid**.
- ****Unpaid MUST be taken for academic credit if the organization is a FOR-PROFIT. Only unpaid internships at recognized 501-c3 NON-PROFIT organizations can be completed without an academic course, as this is considered volunteering.**
- Paid and unpaid internships qualify for academic credit. For more information on academic credit for internships, contact your Department Internship Contact by going to goo.gl/g5bV2K.

Paid Internships

- An internship is considered paid when an intern earns at least minimum wage per hour worked or a stipend that is equivalent.
- Students completing a paid internship can also receive academic credit. For more information on academic credit for internships, contact your Department: goo.gl/g5bV2K.

International Internships

- Go to Aztecs Abroad: goo.gl/mCqJQR
- Use the Search programs tab to view a list of the approved internship abroad programs available through SDSU. Select program type "internships" for the full list.
- Going Global via Aztec Career Connection is a resource for international job/internships and country specific information: goo.gl/vlS9Gp.



WHAT TO EXPECT DURING AN INTERNSHIP



Experience Work Life

The opportunity to learn and gain perspective on the work world, including attending staff meetings, client consultations, networking events, etc



A Work Space

Have a physical space to work and the adequate tools needed to perform your work



Direction

A supervisor who is available, experienced and knowledgeable in your field



Professional Projects & Network

Real work related to your professional development, the opportunity to learn about the industry and gain experience you can add to your resume

Opportunities to meet and network with professionals in order to build your professional network



Feedback

Meetings with your supervisor on a regular basis (weekly is recommended) to get feedback on your performance and projected tasks. Hear what you are doing well, what areas you need to improve, and get clear direction regarding what is expected of you



THREE-PART INTERNSHIP WORKSHOP SERIES

Career Services offers a three-part internship workshop series that is designed to help you be a successful intern. Visit the Workshops & Events page on the Career Services website to get the dates: goo.gl/vODitD

Internship 101: Jump Start Your Success: Get an Internship! Learn what an internship is, why you need one and what you should expect to get from the experience

Internship 201: All You Need to Know to Be a Successful Intern. Move from just "showing up" to "shining" as an intern

Internship 301: Internships and Beyond, Your Next Steps to Success. Learn how to close an internship, reflection on your experience, and pursue additional opportunities

WHAT TO EXPECT FROM INTERNSHIP SITES



- Internship sites provides interns with opportunities to develop Career Readiness Competencies. Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

The Career Readiness Competencies are:

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency



- Internship sites provides job shadowing opportunities that allow the intern to learn certain functions of the organization and/or industry
- The internship has a clear start and end date agreed on prior to the start date.
- Employer provides student with a clear position description
- Student is provided with specific learning outcomes
- Employer provides the intern with an opportunity to make professional connections
- Student meets with site supervisor regularly and receives feedback on performance
- Full time (12+ units) students should intern 10-15 hours per week



SDSU INTERNSHIP RESOURCES

Aztec Career Connection

- Go to: career.sdsu.edu and click Students to get to the red login box
- Use the Aztec Career Connection Student Account How-To-Guide: goo.gl/J9QGfc
- Visit the Career Services Resource Room (SSE 1200) to get help searching for internships



Contact Your Major Department

- View the Department Internship Contact list at goo.gl/Jwnfyw

GoinGlobal

- GoinGlobal is available through your Aztec Career Connection account and allows you to find internships both internationally and domestically

Do Your Research

- Visit company websites that interest you (Glassdoor is recommended)
- Find a list of internship search websites at goo.gl/0hoSrt

Don't Forget the Importance of Preparation!

- Attend workshops and events, network with employers, staff, and your peers at Career Fairs, Information Sessions, and Workshops
- Check out the Workshops & Events Schedule at goo.gl/nxiBK4 (see page 7 for an internship checklist)

Use your Network

- Mentors, professors, friends and family are all part of your network that can help you find an internship and/or be a reference (LinkedIn is recommended: goo.gl/6OuPpY)

GET STARTED WITH AN INTERNSHIP CHECKLIST

RESUME DEVELOPMENT

- Meet with a Career Services counselor and get help developing your resume by coming in for a Fast 15 Walk-In (Monday-Thursday 1-2:45pm and Friday 10-11:45am)
- Career Services offers Effective Resumes Upgrading your Resume Workshop (see schedule at goo.gl/nxiBK4)
- Attend Resumania to have your resume reviewed by employers and Career Services staff before Career Fairs

NETWORKING

- Career Fairs and Information Sessions both provide students the opportunity to meet with employers and find out about open positions
- Attend Professional workshops hosted by student organizations to meet professionals in your field of interest
- For a full list of student organizations on campus visit: goo.gl/AfkHW3

INTERVIEW SKILLS

- Career Services offers Interview with Confidence Workshops (see schedule at goo.gl/nxiBK4)
- Use Big Interview to perfect your interview skills. Access this mock interview system through your Aztec Career Connection account (career.sdsu.edu) The computer records and gives you feedback
- Career Counselors can provide mock interviews at Career Services. Contact Career Services to make an appointment (SSE 1200 or 619-594-6851)

INTERNSHIP ETIQUETTE: HOW TO HAVE A SUCCESSFUL INTERNSHIP



Be On Time

- Display your enthusiasm for the position by showing up on time and preferably a few minutes early every day



Practice Good Social Skills

- Make immediate eye contact and smile when introduced
- Avoid engaging in conversation on topics that may lead to conflict or be inappropriate such as politics, gossip, religion, etc.
- Don't text or use your social media when you are on the job

Practice Good Email Etiquette

- Respond promptly
- Begin by addressing the person, use full name and Mr. and Mrs.
- Be concise and use spellcheck
- Finish with an email signature

Practice Good Phone Etiquette

- When leaving messages, be clear and don't forget to leave your name and call back the number

Be Proactive in Your Role as a Learner

- Ask questions (take a notepad and pen to write down notes)
- Engage with co-workers
- Take time to learn what the company does and how they operate



Be flexible and manage your own expectations

- As priorities change, so might your job also!
- Don't expect to be given lots of responsibility on day one
- Do expect to be given additional tasks and responsibility gradually

Be respectful of the privacy of clients

- Never share client information or discuss outside of the work place

Communicate with your supervisor


- Get regular feedback and meet with your supervisor weekly
- Do let him/her know if you have any concerns



Dress for success!

- Dress professional the first few days until you learn the office culture
- Keep your hair, makeup and jewelry conservative

Show Gratitude and Give Thanks

- At the end of your internship send a Thank you note to show your appreciation.
- 



HOW TO:

PROFESSIONALLY COMPLETE AN INTERNSHIP

Set goals with your
Site Supervisor

Create a Portfolio of
your experiences

CONNECT

Give your Site
Supervisor updates
on your academics
and professional
development

Continue to develop
your professional
networking

Follow-up with your
Site Supervisor about a
project you worked on
while interning

REFLECT

Reflect on your
experience

GROW

Update your
resume, social
media profile and
LinkedIn

Keep in touch with
the professional
connections you
made through email
or LinkedIn

Send a thank you note
within a week after
your last day at the site,
preferably handwritten



Aztec Career Connection

How-To Guide: Students

STEP 1: Log In

Go to career.sdsu.edu

Log into your Aztec Career Connection Student Account

Your academic profile information and WebPortal password are automatically synchronized with Aztec Career Connection. Changes in WebPortal (major, class level, password, etc.) will be reflected in Aztec Career Connection within 24 hours.

STEP 2: Click on Jobs & Internship at the Top Left

Go to the Jobs & Internship tab at the top and click Aztec Career Connection to see available postings.



STEP 3: Search Internship Job Postings

To search job postings, you can enter company names, types of jobs, etc. in the Search box or click on Advance Search (recommended)

STEP 4: Using Advance Search for Internship & Job Search

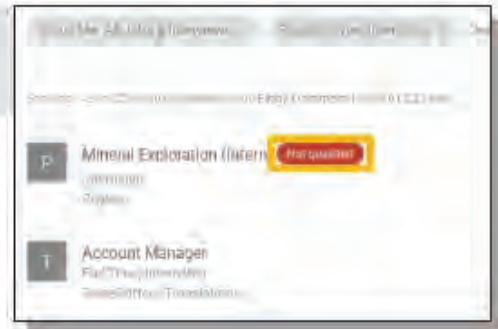
Using Advance Search will let you narrow your search based on characteristics like Position Type, Industry, and Location. Click on More Filters at the bottom to also search Posting Date.

Aztec Career Connection

How-To Guide: Students

STEP 5: Review Internship & Job Postings

Click Search to view a list of internship and job postings. If you do not qualify for the position, a Not qualified orange button will be next to the position title. To see why you don't qualify, click the position title and look under Application Status on the right. Make sure your profile is accurate and up to date.



STEP 6: See the Position Details

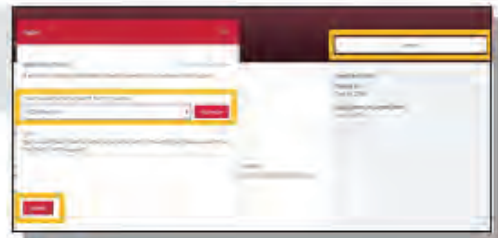
Click on the Position Title to view the entire posting including Applications Accepted until date on the right side and Salary at the bottom. There will also be recommended positions listed at the bottom, which are based on your previous searches.



STEP 7: Apply to the Internship/ Job Position

Click Apply and attach your resume. Select your resume or click Add New to upload. Click Submit to send your resume and apply.*

*Students must have a resume on file to complete this step. To upload your resume, go to the Documents tab at the top >Documents > +Add New.



STEP 8: Confirmation

Click the Apply button. When you successfully applied for the position you will see a green banner that says Your application has been submitted and a box will pop up that says you Applied in red. To continue your search, see Step 1.



JCPenney

SUIT-UP EVENT



97.99

JF J. Ferrar suit
jacket & pants
sale \$139.99
reg. \$280

52.49

Worthington suit
jacket & pants
sale \$74.99
reg. \$114

SHOP CAREER DRESS APPAREL

Shop everything you need to finish your look for that next career fair, interview or new job. Check out new items added this semester including men's khaki's, men's basics, fashion jewelry, handbags, luggage & more.

SEPHORA INSIDE JCPENNEY

Stop by for a **FREE** mini makeover and sample.

SALON

FREE hair consultation or schedule an appointment.

PORTRAIT STUDIO

Get professional headshots starting at just \$29.99. Stop by or book online.

JCPENNEY MOBILE APP

Download ahead of time and start earning **\$10 Rewards!**

UP TO

60% OFF*

select men's & women's career
dress apparel, shoes & accessories

*When you use the extra **30% off Suit-Up Coupon** available at event. Student ID required.



**SAN DIEGO STATE
UNIVERSITY**

Career Services
Division of Student Affairs

CAMPUS CONTACT

Juliana Todesco • jtodesco@sdsu.edu

SUNDAY, SEP. 8 | 5:00 PM - 9:30 PM

JCPENNEY @ FASHION VALLEY MALL
6987 FRIARS RD, SAN DIEGO, CA 92108

UNDERGRADUATE RESEARCH

The National Council of Undergraduate Research defines Undergraduate Research as: An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.

Office Undergraduate Research/Creative Activities

San Diego State University prides itself on the quantity and quality of its research and creative activities. Undergraduates play a vital role in the success of faculty and graduate student research and creative activities, and students benefit enormously from their participation.

Contact Information

Online: research.sdsu.edu/undergrad

Student Research Symposium

The Student Research Symposium (SRS) provides a public forum where San Diego State University students present their research, scholarship or creative activities. The symposium is a two-day event, occurring each spring semester, that recognizes the outstanding scholarly accomplishments of SDSU students. It is a great way to learn about all the wonderful projects that our students, both graduate and undergraduate, are engaged in.

Contact Information

Phone: 619-594-5938

Email: dra@sdsu.edu

Online: http://research.sdsu.edu/research_affairs/student_research_symposium

PREPARING FOR UNDERGRADUATE RESEARCH

Undergraduates participate in the world-class cross-disciplinary research, both creative and scientific, conducted at the San Diego State University (SDSU). Since 2000, SDSU faculty and staff researchers have been awarded more than \$1.5 billion in external funding. This provides an abundance of opportunities for research mentors to gain from your hard work, energy, curiosity, and fresh perspectives. Students engaged in mentored research experiences benefit both academically and through career exploration as they engage in the pursuit of knowledge. Whether your goal is to secure employment or acceptance into graduate school, engaging in undergraduate research projects provide you with critical skills and knowledge to help you stand out in the applicant pool.

To get involved in Undergraduate Research, be well prepared. The following suggestions apply to all students interested in participating in faculty mentored research experiences.

Visit Professor Office Hours

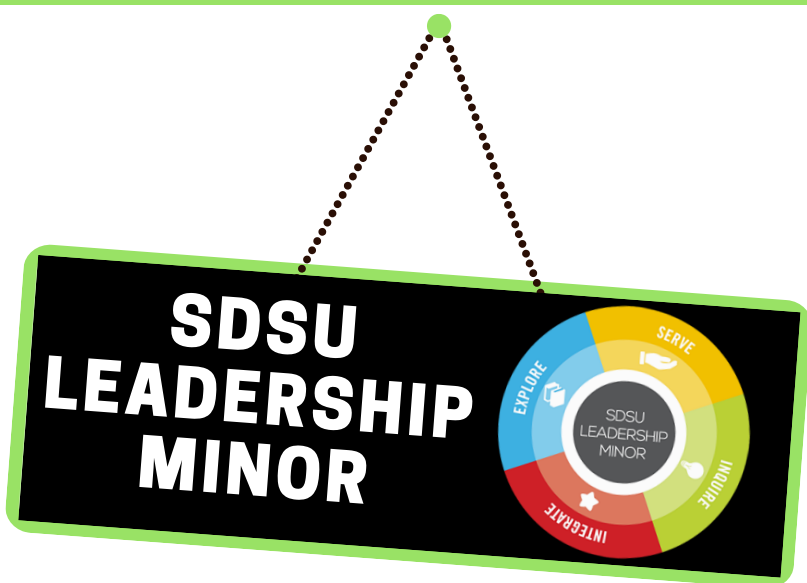
- Go to office hours regularly to ask questions about your class or your instructor's research and/or career path.
- Build relationships with faculty to learn about opportunities.
- If you apply for other research opportunities, scholarships/fellowships and future graduate programs, you will need strong letters of recommendation

Read Department Websites and Faculty Bios

- Find professors who are doing research that interests you and talk to them now.
- Look at department web pages to learn about professors' research topics.
- Email the professors or go to office hours to ask about their research and what they look for in an undergraduate research assistant.

Get Good Grades

- Some faculty require students to have a minimum GPA.
- Utilize the free Writing Center in Love Library
- See your Assistant Dean in your college/division to learn about academic enrichment programs and other support



15 UNITS IN TWO YEARS!

ARP 205 - Exploring Leadership (3 units)*

ARP 205 is now a lower division GE course*

ARP 207 - Service Leadership (1 unit)

ARP 403 - Campus Leadership (1 unit)

ARP 404 - Internship (1 unit)

ARP 405 - Capstone: Enacting Leadership (3 units)

2 Upper Division Electives (6 units)

If you have any questions:
Contact Dr. Lisa Gates at lgates@sdsu.edu



SDSU Leadership Minor
[@SDSU_LeadershipMinor](https://www.facebook.com/SDSU_LeadershipMinor)



THE WEBER HONORS COLLEGE

The Weber Honors College is focused on high-impact learning or high-impact educational experiences. High-impact learning occurs when students are actively engaged in the educational process, when their learning goes beyond the classroom to be applied in their personal and work lives. In a high-impact learning experience, students actively pose and solve problems, work collaboratively in a community of peers, experience real-world applications of knowledge, and reflect on their learning. Students engaged in high-impact learning often see improvement in grade point averages, gain their degrees more quickly, and are more engaged in their education. The Weber Honors College is committed to providing high-impact learning experiences to all students at all levels, across the whole curriculum.

The Weber Honors College has been designed intentionally to engage students in high-impact learning. The following high-impact learning experiences are embedded in the Weber Honors College:

- First-year seminar and first-year experiences
- [Residential learning community](#)
- [Common intellectual experiences](#)
- Collaborative assignments and projects
- [Study abroad](#)
- [Undergraduate research](#)
- [Leadership](#)
- [Internships](#)
- [Service- or community-based learning](#)
- Creative arts and performance
- [National scholarships and fellowships](#)
- [Graduate school preparation](#)
- Capstone course

Contact Information

Dr. Martha Enciso, Associate Director
Weber Honors College
Phone: 619-594-3834
Email: menciso@sdsu.edu
Online: <http://honors.sdsu.edu/>
Location: Administration
(AD)-201D

THE WEBER HONORS COLLEGE SAN DIEGO STATE UNIVERSITY

The Weber Honors College (WHC) provides a broad academic foundation for SDSU's most academically engaged undergraduate students. Honors students are exposed to subjects in the humanities, social sciences, and natural sciences. The objective of the college is to provide the richest possible intellectual experience by helping students become conversant in multiple disciplines, think flexibly, solve problems and pursue the creative expression of ideas. Building upon the university's commitment to educate students for a global world, the WHC provides a distinctive learning community for students who seek creative, innovative and responsible ways to understand and engage the international community.

BENEFITS

- Smaller class size (Around 25 students)
- Integrative coursework that leads to completion of the Honors Minor in Interdisciplinary Studies
- One-on-one interaction with distinguished faculty outside of the formal class setting
- Advantage when applying to graduate schools and/or major companies
- Undergraduate research opportunities
- Private library study room
- Personal Academic Advisor and Study Abroad Advisor
- Scholarship opportunities

COLLEGE REQUIREMENTS

1. Complete the Honors Minor in Interdisciplinary Studies (13 units for transfer students)
2. Complete a credit-bearing international experience
3. Complete one approved high impact practice (HIP): either Research, Leadership, Service or Creative Activity
4. Have a minimum cumulative GPA of 3.2 upon graduation

PRIORITY CONSIDERATION APPLICATION DEADLINE

January 15, 2020

Given the competitive nature of the application process, we strongly urge all interested students to apply to the Weber Honors College by January 15.

APPLICATION DEADLINE FOR NOTIFICATION PRIOR TO MAY 1ST

March 30, 2020

After January 15, applications will be accepted and evaluated on a space-available basis until March 30.

APPLICATION REQUIREMENTS

Eligibility is determined by GPA, and the completion of the application essay.

Transfer Students

- Cumulative GPA of 3.2 or above



SAN DIEGO STATE
UNIVERSITY

TO APPLY

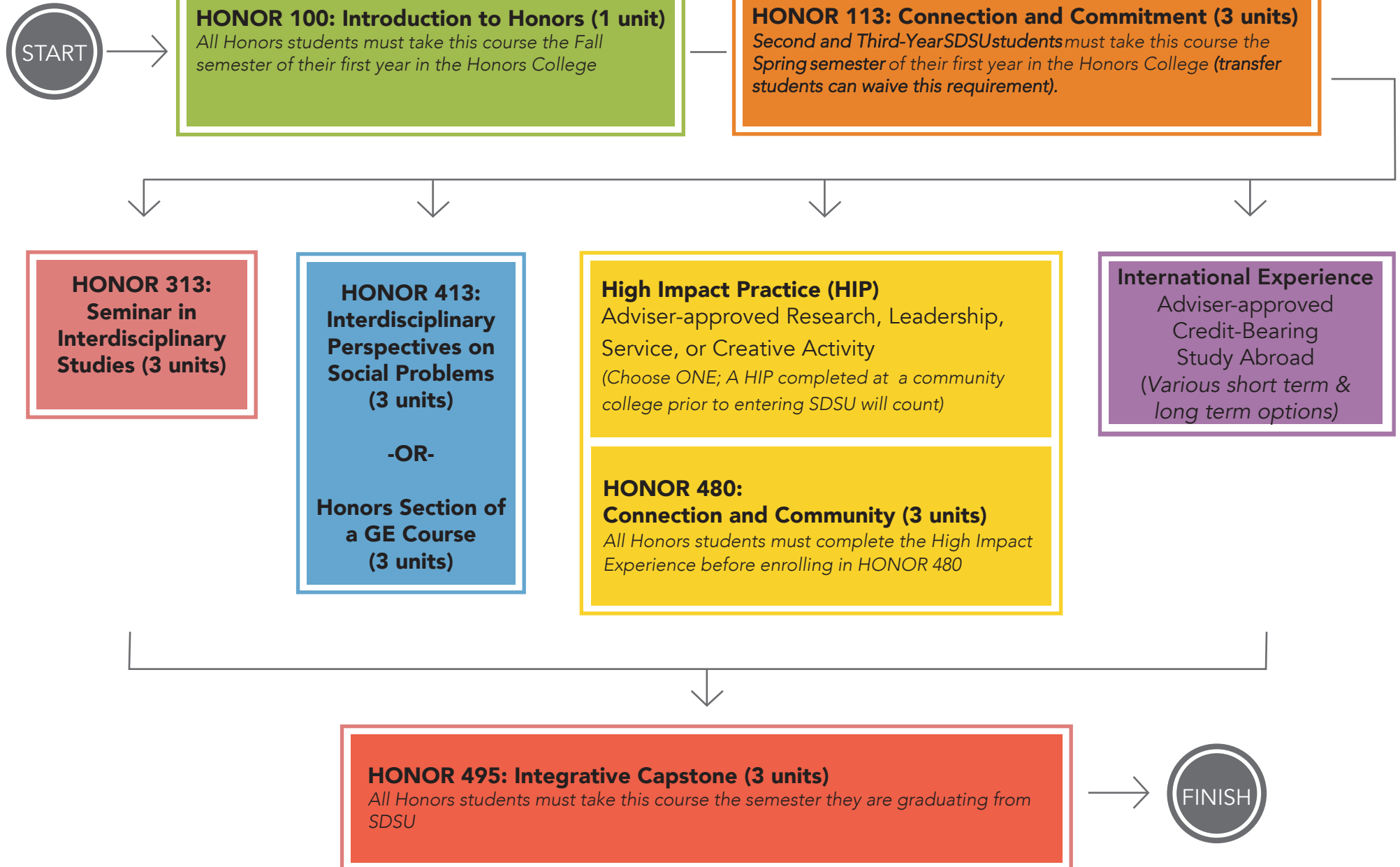
honors.sdsu.edu

Weber Honors College

(619) 594-2872

honors@sdsu.edu

The Weber Honors College Curriculum: Honors Minor in Interdisciplinary Studies (16 units)



Other Honors Communities at SDSU

In addition to the Weber Honors College, we invite you to become aware of the academic honor societies and programs at SDSU.

Honor societies represent the heritage of academic excellence within higher education, and they symbolize SDSU's proud commitment to that tradition.

As you will discover, there are single discipline honor societies (within your area of study or major) and Multidiscipline honor societies (open to all areas of study or majors).

The standards for membership in these organizations vary and require a student to demonstrate a desire to learn and to achieve at a high scholastic level.

Those few who are admitted to these societies earn honors and privileges that will last throughout their lives.

If invited to join an honor society, do not take lightly an invitation to join and be sure to check our website to confirm if the society is endorsed by SDSU.

<http://honorscouncil.sdsu.edu>

The Honors Council welcomes you, and whether you are new or returning, we hope that you will continue your motivation, focus, dedication and engagement in the educational opportunities offered at SDSU. Ultimately we hope that by your efforts you will merit election to one or more of these honor societies.

TYPES OF HONORS AT SDSU

Departmental Honors

- Available in some departments (Business, Biology, Classics, Comparative Literature, Computer Science, English, History, Sociology, Psychology)
- Requirements vary by dept.
- NOT the same as the Weber Honors College
- Contact your major advisor

Honors Council

Comprised of honor societies and WHC Student Society

- Phi Eta Sigma, Scholars w/o Borders, Golden Key, Phi Kappa Phi, Mortar Board, Phi Beta Kappa, and Tau Sigma
- Page 41 SDSU General Catalog 2018-2019

Graduating with Honors (distinction)

- Based on overall GPA & major department's recommendation
- Determined at the time your bachelor's degree is conferred
 - Cum laude (3.50-3.64), magna cum laude (3.65-3.79), summa cum laude (3.80-4.00)
 - Page 483 of SDSU General Catalog 2018-2019

Weber Honors College

- Honors minor in Interdisciplinary Studies
- 16 units
- Study Abroad & High Impact Practice (HIP) Required

CONNECT WITH FACULTY

There are 30,000 undergraduates at SDSU. As a new transfer student, you may have classes that have over 100 students enrolled or small classes with less than 50 students. Regardless, to aid in your success, you are encouraged to meet your professors. If you have plans to apply to graduate school in the future, you will also need letters of recommendation from your professors or professionals in your field. Below are some examples on how to connect with faculty at SDSU.

- . **Go to office hours.** You have access to office hours on your syllabus, use them. If you are scared or shy to go to office hours, bring a friend from class with you.

- . **Conflict with office hours due to work or family obligations.** Email your professor or speak to them after class to make an appointment. If they cannot meet in person, a phone appointment is better than not communicating, at all.

- . **Become a research assistant.** Identify a faculty member you would like to conduct research with. Schedule an appointment. You will need to do some homework before you contact a faculty member

- . **Student organizations.** All student organizations on campus are required to have a campus adviser. If your organization has a faculty adviser, get to know them.

- . **Go to major advising.** Visit your major adviser on a regular basis. He or she can provide ways for you to connect with faculty in your department. Most major advisers are also faculty members in your department.

- . **Talk to graduate students.** If you have a teaching assistant who is a masters or doctoral student, go to their office hours. Ask them how they connected with faculty when they were undergraduates. Find out when departmental seminars are being hosted. Sometimes departments host guest lectures that may be open to all students (graduate and undergraduate). Faculty can be present at these types of department events.

- . **Read professor web bios.** Check out their books or review their published work or creative projects. This is a great way to make a connection regarding their work and your professional interests.

SCHOLARSHIP OPPORTUNITIES

There are numerous scholarship and fellowship opportunities at SDSU as we encourage all transfer students to apply.

Scholarship opportunities through the Office of Financial Aid & Scholarships (OFAS)

http://go.sdsu.edu/student_affairs/financialaid/scholarships.aspx

The majority of SDSU scholarships available through OFAS begin accepting applications in August. The search and application process is available all year with various deadlines depending on the major and the academic year for which the scholarship will be awarded. You may apply at any time, as long as your application is received by the scholarship's due date.

Be sure to add the SDSU OFAS application deadlines to your planner

http://go.sdsu.edu/student_affairs/financialaid/sdsuscholarshipswhentoapply.aspx

National Scholarship & Fellowship Opportunities

National Scholarships & Fellowships in the Division of Academic Engagement and Student Achievement administers a number of competitive scholarship and fellowship opportunities available to first-year students, transfer students, up to graduating seniors and recent alumni. These awards fund a variety of student experiences such as leadership, research, study abroad, internships, service-learning, public service experiences, and graduate school. Various campus representatives oversee a particular scholarship or fellowship opportunity, managing the endorsement process. The endorsement process involves a campus process in which SDSU student applications and their recommendation letters are reviewed by a committee and selected candidates are chosen to represent SDSU in the national or international competition. Awards vary from \$5,000 - \$40,000, depending on the opportunity.

Contact Information

Online: <http://onsf.sdsu.edu/>

COMMUNITY ENGAGEMENT

The following definitions provide distinctions among the two important aspects of community engagement efforts you can participate in at SDSU. These are not a complete listing as there are other forms of the community engagement activities that are available at SDSU including: social entrepreneurship, volunteering, social philanthropy, and community-based action research.

Service Learning

A teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are substantively related to course content. Through reflective activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility, self-awareness and commitment to the community.

Service-Learning Course

An academic course (in any discipline) that provides students opportunities to participate in organized service activities that meet community needs while linking the community service experiences to the course content. This makes service learning a very different experience than community service.

Community Service

Any work provided by individuals that contributes to the quality of life in the community. Community service work can be provided in several ways and for different purposes. Students may be involved in community service on their own, with a group or club, or through academic course-work. When the community service is part of the academic course work, and when the service relates directly to the course content, it is considered service learning.

Contact Information

Email:

Dr. Vinod Sasidharan, Director of Service Learning, vsasidna@sdsu.edu
Jose Preciado, Director of Community Engagement, preciado@sdsu.edu

Online: servicelearning.sdsu.edu

Location: Administration (AD)-

STUDY ABROAD

Study abroad for SDSU students means completing part of the SDSU academic experience in a country outside the United States. Traditional courses at a foreign university, volunteering, internships, research, service learning, and short-term faculty-led programs are all available. SDSU offers more than 600 international programs in over 50 countries, during winter break, spring break, summer, a semester or an entire academic year.

Study Abroad is a high impact practice that allows students to expand their knowledge of other cultures and global issues, learn about their own social identity, develop respect and acceptance for other perspectives, develop skills for social interaction in a globalized world, and begin to understand social responsibility.

International Student Center

San Diego State University is committed to building a global learning community in which diverse perspectives and intercultural awareness are valued and promoted. The university is also committed to preparing students for an increasingly globally interconnected future.

The International Student Center (ISC) advances the internationalization efforts of SDSU by serving both incoming international students and SDSU students studying abroad. The ISC offers a full range of programs and services to foster student success, global perspectives, intercultural awareness and international cooperation.

Contact Information

Phone () -

Email isc.reception@sdsu.edu

Location Canyon Crest Dr, San Diego, CA

Online [http //newscenter.sdsu.edu/student affairs/isc/Default.aspx](http://newscenter.sdsu.edu/student_affairs/isc/Default.aspx)

DIRECTORY OF PROGRAMS AND RESOURCES

[Academic Advising Center](#)

619-594-6668
Student Services West-1551

[Associated Students](#)

619-594-6555
Aztec Student Union, Suite 320

[Aztec Recreation](#)

619-594-0794
Aztec Recreation Center, 55th Street, SDSU

[Career Services](#)

619-594-6851
Student Services East 1200

[Center for Intercultural Relations](#)

619-594-7057
Aztec Student Union, Suite 250

[Center for Student Rights and Responsibilities](#)

619-594-3069
Student Services West-1604

[Counseling and Psychological Services](#)

619-594-5220
Calpulli Center, 4th Floor, Room 4401

[Division of Student Affairs](#)

619-594-5211
Student Services West-2640

[Dean's Office](#)

619-594-5842
Administration Building, Suite 101

[Economic Crisis Response Team](#)

N/A

DIRECTORY OF PROGRAMS AND RESOURCES

[Office of Education and Opportunity Programs](#)

619-594-6298

Student Services East-2109

[Health Promotion](#)

619-594-4133

Calpulli 3rd Floor, Suite 3201

[Honors Council](#)

619-594-6337

Administration Building, Suite 226

[International Student Center](#)

619-594-1982

International Student Center

[Joan and Arts Barron Veterans Center](#)

619-594-5813

[Library](#)

SDSU Library

[MESA Engineering Program](#)

College of Engineering, E208

[Mobile Food Pantry](#)

[National Scholarships and Fellowships](#)

619-594-2871

Administration Building, Suite 101

[New Student and Parent Programs](#)

619-594-1509

Student Services West-1602

[Ombudsman](#)

619-549-6578

Student Services East-1105

DIRECTORY OF PROGRAMS AND RESOURCES

[Registrar](#)

619-594-6871

Student Services West-1641

Research and Training Opportunities

LSAMP and [Minority Access to Research Careers \(MARC\)](#)

619-594-7195

GMCS 322-B

Research and Training Opportunities

Initiative for Maximizing Student Development (IMSD)

619-594-3744

[San Diego Access and Crisis Line](#)

1-800-479-3339 Or 1-888-724-7240

GMCS 322-B

[SDSU Financial Aid](#)

619-594-6323

Student Services West-3605

[SDSU Housing](#)

619-594-5742

6050 Montezuma Road

[Sophomore SURGE Mentoring](#)

619-549-5221

Aztec Student Union, Suite 210

[Study Abroad Office](#)

619-594-2475

International Student Center

[Student Account Services](#)

619-594-4249

Student Services West-2536

[Student Ability Success Center](#)

619-594-6473

Calpulli Center, Suite 3101

DIRECTORY OF RESOURCES AND PROGRAMS

[Student Life & Leadership](#)

619-594-5221

Aztec Student Union, Suite 210

[Testing Office](#)

619-594-5216

Student Services West-2549

[The Pride Center](#)

619-594-3520

5141 Campanile Drive

[Weber Honors College](#)

Administration Building, Room 201

[Webportal](#)

[Women's Center](#)

619-594-2304

5121 Campanile Drive

[Writing Center](#)

619-594-3543

Love Library 1103



Strengthen Your Writing Abilities

OUR MISSION:

The SDSU Writing Center promotes student success with writing across the university



SDSU Writing Center supports writers by offering

- Choice of meeting with a tutor online or face-to-face in the Writing Center
- Assistance with writing at any stage of your project
- Reference materials to check your academic writing style
- Tutoring for students from all language backgrounds

Location: Library Addition, 1st floor, next to circulation (LLA-1103)

Hours: Monday to Wednesday: 9:00 AM - 8:00 PM,
Thursday: 9:00 AM - 5:00 PM, Friday: 9:00 AM - 2:00 PM

Contact: writingcenter@mail.sdsu.edu or visit our website at www.writingcenter.sdsu.edu for more information

Writing Center



 SAN DIEGO STATE UNIVERSITY

All Writing Center Services and Programs are **FREE** to SDSU Students

GET INVOLVED

Preparing for dental, medical, pharmacy, optometry, physician assistant, veterinary medical, or other health profession programs requires more than good grades and competitive admission test scores. The competitive applicant demonstrates an understanding of their chosen health profession, including clinical experience, and has a record of leadership, service, and advocacy as well as an understanding of issues relevant to health professions and health care.

Get involved with activities meaningful to you. Remember, too, that not all your activities need to be or should be medically or health care related.

Meet like-minded, highly motivated pre-health students who aspire to serve their communities as healthcare providers...and have some FUN, too!



SDSU Pre-health Student Organizations

Alliance for Healthy Children
American Medical Student Association
Association of Pre-Pharmacy Students
Aztec Professional Pre-Health Organization
Aztec Sports Medicine Association
Chicanos/ Latinos for Community Medicine
Council of Pre-Health Organizations
Flying Samaritans
FOCUS (Pre-Optometry)
MEDLIFE SDSU
Physician Assistant Student Association
Pre-Dental Student Organization
Pre-Student Osteopathic Medical Association
Pre-Veterinary Medical Association
SOMHealth



DENTISTRY

MEDICINE

OPTOMETRY

PHARMACY

PHYSICIAN ASSISTANT

VETERINARY MEDICINE

... EXPLORE YOUR
OPPORTUNITIES

GMCS 323
619.594.3030
healthpr@sdsu.edu
<http://hpao.sdsu.edu>



The Health Professions Advising Office provides information, guidance, and support for SDSU students and alumni from any major interested in pursuing a graduate or professional degree in a health profession, including medicine, dentistry, optometry, pharmacy, physician assistant, podiatry, and veterinary medicine.

Competitive applicants to these programs have a strong academic background, including GPA and admission test score. Students, however, do not need to major in the sciences. Applicants must also demonstrate an understanding of their chosen health profession, including clinical experience, and a record of leadership and service on campus and in the community. Some health professions schools/ programs look for research experience as well.

Every student's path to a chosen health profession is different. The successful applicant takes meaningful coursework beyond just what is required, engages in activities to learn more about their health profession interest, and commits to leadership, service and advocacy in an area(s) of interest.

HOW WE SUPPORT PRE-HEALTH STUDENTS

Attend an HPAO information session. This establishes your HPAO file. Dates/times can be found on the HPAO website. Come to GMCS 323 to sign up.

Meet with our health professions advisor and advising assistants who will work with you to create a plan for a competitive application to health profession programs/schools. You should meet each semester as you develop your portfolio.

Note: You will meet with your major advisor about degree completion requirements and with the health professions advisor about your preparation for a health care profession.

Advising assistants meet with 1st and 2nd year pre-medical and pre-dental students to help you get off to a good start and ensure fulfillment of your prerequisite classes. **Peer mentors** staff the office and are available to answer general questions. They help you learn more about campus resources and clinical and other volunteer service opportunities. Students may also request a peer mentor who will meet individually with them for an entire academic year. **"Ask a Peer Mentor"** hours are available each week for questions about specific health professions.

Workshops are scheduled throughout the semester on a variety of topics: how to become a competitive applicant, personal statement writing, interviewing for health professions, summer opportunities, post-baccalaureate programs, the application process for each of the health professions, and many others. See the semester schedule online at hpao.sdsu.edu.



Courses Offered Through HPAO

Biol 249 Careers in the Health Professions
Learn about careers from health care professionals and about preparing for a health care career.

Biol 250A Topics in Medicine
Learn about current topics in medicine and preparing to apply for medical school.

Biol 250C Topics in Veterinary Medicine
Learn about current topics in veterinary medicine, veterinary medicine specialties, and applying to veterinary medicine programs.

Biol 340A Preventive Dentistry
Learn about current topics in oral health and dentistry and preparing to apply to dental school. Learn from different dental providers. Participate in hands-on dental activities and take field trips to teach dental hygiene.

Class coordinator opportunities are available upon completion of Biol 249, 250A, 250C, or 340A with junior standing or higher.



SAN DIEGO STATE
UNIVERSITY

C&PS

COUNSELING & PSYCHOLOGICAL SERVICES

- Center for Well-Being
- Individual Counseling
- Phone Consultation
- Crisis Intervention
- Groups and Workshops
- Peer Education



SAN DIEGO STATE
UNIVERSITY

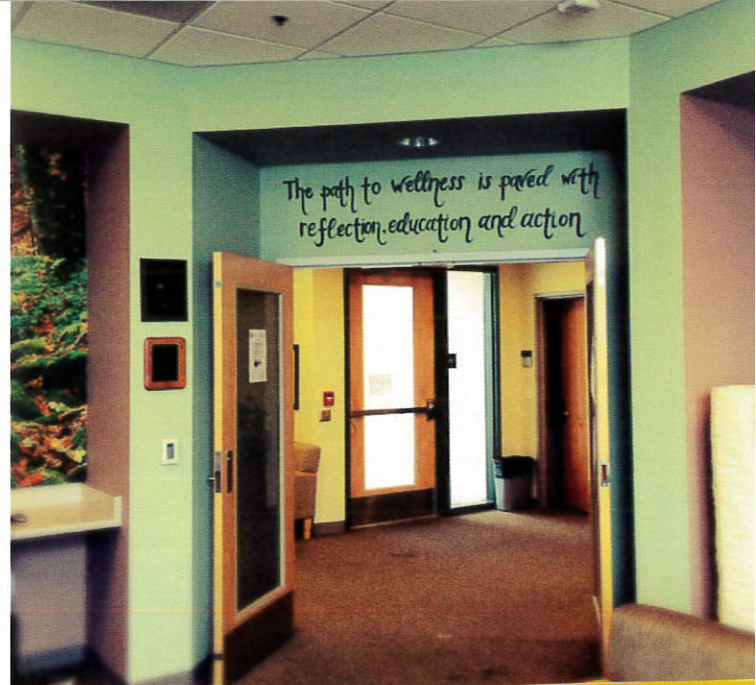
SDSU Student Affairs • Bridges to Success



Center for Well-Being • This room was designed by students (our peer educators) with you in mind. With multiple stations promoting health and personal growth, whether you have only a few minutes or a few hours, there is something here for everyone. Browse through our collection of books on a wide range of topics or express yourself on our chalkboard wall. Other options include a massage chair, computerized discovery, board games and a journal for personal reflections. We hope you come in and explore!

Teach Your Body and Mind to Relax

The Alpha Chamber "Egg Chair" • Our "Egg Chair" provides an environment where you experience deep relaxation, both mentally and physically. The Egg is a space that enhances your mental and emotional awareness while viewing and listening to videotapes utilizing a variety of relaxation techniques. A few moments spent in a calm environment here can be more beneficial than hours of ordinary rest.



Want to Help? Peer Educators • Each year, a cadre of SDSU students are selected, trained and supervised to provide peer education to other students. Our program offers students the opportunity to gain first-hand experience working in the mental health field, with an emphasis on valuing and respecting diversity among individuals. The primary focus of their work is on outreach and educational activities that provide information and support for SDSU students, their friends and families. Selected peer educators receive 3 units of credit in psychology. Many students get involved by joining Active Minds, our student organization.

Call, visit us online, or come by our office.

Phone/TTY: 619-594-5220

Web site: sdsu.edu/cps

Location: Calpulli Center, Room 4401

24-hour crisis intervention: 1-888-724-7240

Promoting Personal Growth and Well-Being

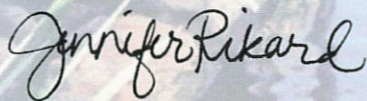
Dear Student,

The mission of Counseling & Psychological Services includes supporting the education of the “whole” student through enhancing mental health and personal growth.

College brings exciting opportunities for growth and learning, but also challenges, such as balancing academic, social and family demands, stress management, financial difficulties and questions about career.

During this important time, we invite you to utilize the Center for Well-being, attend a workshop or call us for recommendations about how we can support you. We will help you draw on your strengths, creativity and problem-solving abilities to help you to enhance your overall well-being.

Jennifer Rikard, Ph.D., Director



Comments from Students...

“I know my immediate and distant future will be much less stressful due to the counseling I have received.”

“I was drinking excessively and getting in trouble before counseling. I owe a lot to my therapist because she positively affected my outlook on college life in general.”

“My counselor was wonderful. She guided me through solving my own issues. I went in for stress related to academics and came out with new skills and tools for life. Many thanks!”

Consult With a Therapist 📞 If you have a personal concern, or are concerned about a friend, a therapist will talk directly with you by phone for a brief consultation. This conversation will allow the therapist to hear your concerns and help identify the best way to help.

Individual Counseling 📞 Our individual services are designed for students who can benefit from short-term therapy. Often, a few individual meetings with a therapist can help you better identify, understand and resolve the emotional barriers that may be interfering with your sense of personal well-being and academic success. These confidential services are covered by the health fee. If a student's situation requires longer term therapy, referrals can be provided for off-campus resources.

Crisis Intervention 📞 For students who are in need of immediate assistance because of a severe emotional crisis that might be life threatening or otherwise require immediate attention, urgent appointments can be provided. Examples of urgent situations may

include thinking about suicide, being victimized by assault, or grieving the recent loss of a friend or family member.

Learn with Other Students 📞 C&PS Groups and Workshops address issues common to most university students and are designed to help students learn new ways to deal with challenging issues. These interactive and dynamic groups cover topics such as:

- Mindfulness Meditation
- Bounce Back Retention Program
- COPE (stress management workshop)
- Alcoholics Anonymous

Please call or stop by our office for more information about groups currently being offered.



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