



# The Office of Career Services

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# The Mission of OCS

The mission of the Office of Career Services (OCS) is to provide students and alumni with the necessary tools to successfully manage their professional development throughout their careers. We accomplish this through career counseling, a professional development course, career events, recruitment and employer outreach programs, and the Alumni Career Advisory Program (ACAP). Students and alumni are encouraged to partner with OCS and dedicate time to independent research and networking to build bridges with the professional world.

# Location and Logistics

- **Location:** The Office of Career Services is located on the 4th Floor of the International Affairs Building - Room 420.
- **Office Hours:** OCS is open Monday through Friday from 9 a.m. to 5 p.m. During the academic year, we are also open on Wednesday evenings from 5 p.m. to 7 p.m.
- **Appointments:** Students can meet with professional staff for resume and cover letter reviews, career counseling, and mock interviews. Call 212-854-4613 or stop by OCS to schedule an appointment.

# SIPALink

- **SIPALink** is an online job posting and recruitment database that connects students and alumni with full-time and internship opportunities as well as on-campus events. It enables students to search and apply for opportunities online; manage multiple resumes, cover letters, and other employment related documents; schedule on-campus interviews; sign up for career events and employer information sessions and maintain an online personal calendar.
- To register with **SIPALink**, visit the OCS website at [www.sipa.columbia.edu/ocs](http://www.sipa.columbia.edu/ocs) and under Current Students, select Find a job or internship (**SIPALink**).

# Recruitment

- Career Curriculum: Treat internship/job search like a class, devoting at least three hours per week to it.
- Remember - Employers from different sectors hire on **different cycles!**
- Business Cards – Order from Printing Services for relatively nominal fee.

# Professional Development Course

- Half credit, required class that should be taken in the first semester.
- Covers ethical considerations, resumes, cover letters, creating a two minute pitch, job and internship strategy, and networking. Interviewing and negotiations will be covered in a refresher course next fall, but OCS will also have workshops on these topics throughout the year.
- Must bring a resume and the *Guide to Careers in International and Public Affairs* to the first class. The Guide can be purchased in OCS for \$20.
- Waiver requirement: Over four years of full-time work experience, on leave from a job, dual degree student or pursuing a Ph.D. after SIPA.

# Internship Requirement

- Students are required to work a minimum of 120 hours in one internship position to fulfill the internship requirement. Students have 4 options:
  - 1) Earn 1.5 credits for 120 hours of an internship.
  - 2) Earn an additional 1.5 credits for a second internship after completing an additional 120 hours (for a total of 3 credits).
  - 3) Earn 3 credits for an internship after completing 240 hours.
  - 4) Earn no credit for completion of the internship. Students are still required to submit the internship report and supervisor evaluation, but will not register for credit.

# Internship Requirement

- Use all resources, including OCS, faculty and other professional contacts for potential internship leads.
- Must be career-related and substantive; cannot be purely academic or research-oriented.
- U.S. Nationals: Register for your internship in any semester in which it fits without forcing you to go over 18 credits.
- International Students: To get a paid internship in the U.S. over the **summer**, you **MUST register** for internship credit in the spring semester or pre-register for the fall semester. F1 and J1 status- check with ISSO.

# Internship Requirement

- You must register for internship credits like you would any other class.  
Registration deadline for this semester: **September 18, 2009**  
Paperwork deadline for this semester: **November 30, 2009**
- Internship Paperwork:
  - Internship Report – submitted via *SIPALink*
  - Supervisor Evaluation- available at our website or in OCS
  - Curricular Practical Training (CPT) Form- International students getting paid in the U.S. ONLY!
- Can elect to do additional internships on a non-credit basis once the internship requirement has been completed.
- Waiver requirement: Over four years of full-time work experience, on leave from a job, dual degree student or pursuing a Ph.D. after SIPA

# Off-Campus Federal Work-Study Program

- U.S. citizens or permanent residents: Check with the Financial Aid Office or your Student Aid Report to determine eligibility
- Can be used at nonprofit and public sector organizations/agencies
- Matching funds program where you can earn \$11-\$12 per hour, with the Federal Government contributing 60% and the participating organization contributing 40%
- Forms available in OCS or on our website [www.sipa.columbia.edu/ocs](http://www.sipa.columbia.edu/ocs)
- Search online database at [www.fws.columbia.edu](http://www.fws.columbia.edu)

# OCS Travel Grant Program

- Grants available to defray the cost of overseas internships during the summer between your first and second year
- Grants generally between **\$550-\$650**
- Application deadline: **end of April** (specific date to be determined)
- Not eligible to apply if:
  - Internship is in your home country
  - You are making more than \$3,000 through the internship

# OCS Resources

- OCS Website/Fact Sheets/Vault Guides
- OCS Career News
- Individual Career Counseling
- Resume and Cover Letter Critiques
- Mock Interviewing
- The Alumni Career Advisory Program (ACAP)
- The Student Directory
- Hundreds of Career Panels and Workshops
- Washington, DC Career Conference and New York City Career Series