

Dear APS Instructor:

Wouldn't it be great if there was a way to get your students to start sorting through the career information overload and get down to exploring possibilities? Hopefully, this section on Career Planning will help you to assist your students in achieving that goal. To help your students find out what they would like to do in life, we are including several ideas for your students including a scavenger hunt, career exercises/projects, and information on our services.

The Office of Career Services would be happy to host you and your class in an introduction to our services. In fifty minutes, we provide an overview of our services and a tour of the Career Resource Room, which boasts a collection of approximately 900 resources. Last year, we hosted more than 25 APS classes and look forward to making yours one of them. If you would like to schedule a visit, please contact our office at 395-2159.

In addition to scheduling a visit to Career Services, here are some other ways to help students explore their own career development:

- Have your students complete our on-line career assessment tool that helps students understand their interests, values and strengths and match them with potential careers. This career assessment is free to students and can be found at www.brockport.edu/career/pinpoint.htm.
- Hand out a Career Services calendar of events and require students to attend one or more of our events. It is not too early to have students attend a job fair (they can begin looking at various career opportunities and start learning how to network!)

As a supplement to our services, we publish a guide to many of the most frequently asked questions including how to choose a major, writing a résumé and cover letter, networking, interviewing, and graduate school. To request information for your class, call the office at 395-2159. Career Services also offers a wide variety of career-related programs throughout the semester that can be found on our web page at www.brockport.edu/career. In addition to our programs, we offer drop-in services weekdays from noon to 2 pm for assistance with any aspect of career development.

As a service to faculty, Career Services offers “**Don't Cancel Class.**” If for some reason (family emergency, conference, etc.), you are unable to conduct your class, a staff member (when possible) will come to your class to discuss a variety of career subjects. We wish you success this academic year and would welcome the opportunity to assist you in providing your students excellent career advisement. Please do not hesitate to contact us at 395-2159.

Sincerely,

THE OFFICE OF CAREER SERVICES