

10 Ways Faculty Can Help Career Service Offices

- 1. ADVISING, MENTORING, AND CONNECTING STUDENTS WITH PRACTITIONERS:** With your institutional knowledge, practical experience and academic expertise, you are in a unique position to offer mentoring, professional contacts and curriculum advising to students interested in particular practice fields and settings.
- 2. ALUMNI RELATIONS & OUTREACH:** The CSO continues to build the database of alumni to increase participation in recruitment programs, networking events, and the Attorney and Judicial Internship Programs. Alert the CSO as you become aware of where graduates are working. Reach out to recent graduates who are still seeking employment. Please encourage other professors to do the same.
- 3. JOBS & INTERNSHIPS:** Please forward any job or internship postings of which you may learn. CSO will post them on our database that is available to all students and alumni.
- 4. INVOLVE STUDENTS OUTSIDE THE CLASSROOM:** Invite students to accompany you to community engagements, events, and committee meetings. If you sit on a board, invite a student to attend a meeting, or consider sponsoring a student for membership in an organization in which you are active.
- 5. IDENTIFY PRACTITIONERS:** Assist the CSO in identifying practitioners and alumni in specific practice areas and settings for potential internships and informational networking opportunities for students.
- 6. STUDENT ASSISTANCE:** If you are looking for a research assistant or are looking to write an article for a newsletter, MSBA magazine, etc., have a student co-author with you. When possible, consider evening students. All of these experiences help students build their resumes.
- 7. REFERENCES & LETTERS OF RECOMMENDATION:** The CSO will continue to coach students on how to properly ask a professor to be a reference and how to request a letter of recommendation. Your references and recommendations are highly regarded - the more personal and specific, the better.
- 8. WRITING ASSIGNMENTS:** Employers place emphasis on writing samples when making hiring decisions. The quality of writing samples plays a decisive role in a competitive market. Being available to review students' writing samples is invaluable to their job-hunting success.
- 9. CSO SUPPORT & PROMOTION:** Encourage students who demonstrate a genuine passion for a particular area of expertise to come to the CSO so that the staff might assist them in identifying opportunities to gain substantive practical experience.
- 10. ATTEND CSO EVENTS:** Your attendance and participation at CSO events not only adds substance and perspective, it also motivates student turnout. During class, promote attendance at CSO events.

