

## Internships and Advising

If you are looking to do an internship this spring or summer, use the fall advising session to talk to your advisor about the possibilities. Talking to your advisor is important because they have to approve your internship for you to get credit.

Advisors can help you to locate and apply for an internship. Also if you think about an internship early, it is more likely that you will be able to get the one you want. After the spring advising session, in many cases, will be to late too apply for an internship.

For more information about finding and applying for an internship visit [www.hiram.edu/career](http://www.hiram.edu/career)

## Peer Career Advisors

Q: What is a Peer Career Advisor (PCA)?

A: A PCA is a Hiram College student who has been trained to help other students explore majors and careers.

Q: Who can talk to a PCA?

A: Anyone, but we really encourage students who are having trouble deciding on a major to use this resource.

Q: How do I get in touch with a PCA?

A: Leave your contact information at the Career Center and they will get in touch with you!

Q: Are there other resources?

A: Yes, the Career Center library has books about majors and [www.hiram.edu/career](http://www.hiram.edu/career) has links to websites that can help you explore your interests.

## Upcoming Events

### Asbury College Masters of Social Work Program

Wednesday, Nov. 4, 2009  
11:00 a.m.-1:00 p.m.  
Hiram Dining Hall

### Personal Statement Café

Thursday, Nov. 5, 2009  
Friday, Nov. 6, 2009  
9:00 a.m.-10:00 a.m.  
Coleman Room

*Come to ask questions about writing a personal statement or bring a draft of your personal statement for review by the Career Center staff. Coffee will be served.*

## Cleveland Playhouse

The Cleveland Play House (CPH) internship offers opportunities in production and administration for students interested in theatre. CPH interns learn directly about their area of interest by working alongside theatre professionals. CPH staff members serve as mentors to every intern. Interns are a working part of the company and work the regular staff hours. If you are a bright, creative, reliable, and self-motivated individual this internship is for you.

Questions? login to [Neointern.net](http://Neointern.net) from [www.hiram.edu/career](http://www.hiram.edu/career) under the "Internship" link

## Searching for an Internship

There are three ways to search for an Internship.

### 1.) Open vacancy listings.

These are the internships that you can find in Hiram College's databases and on employment websites.

### 2.) Researching Organizations.

If you know what type of organization you would like to work with, use your research skills to locate an internship the organization's website. Many organizations offer internships but only advertize them on their websites.

### 3.) Networking.

Networking is the best way to find out about additional opportunities. It also gives you contact with people in your field that might know of an internship that you would be interested in.

## Graduate School Application Checklist

- Transcripts**-make sure you request them in time for the registrar to process them.
- GRE**-have you taken it? If not, you should before the end of November. Many applications are due in late January and it takes six weeks to get score reports sent.
- Letters of Recommendation**-recommenders should be given at least a month to write a letter so request them now.
- Personal Statement or Admission Essay**-make sure that these are written in time to be given to the people writing your recommendation letters. It will help give them a since of why you want to be admitted to the program.

For more information about applying to graduate school visit [www.hiram.edu/career](http://www.hiram.edu/career).