



## Frequently Asked Questions

### **When should I visit Career Services?**

The recommendation is you should start exploring careers as early as your first year and each semester. We can help you apply for different opportunities well before you start your eventual job search. However, we can work with you at any time during your college years and after your graduation.

### **Do I need an appointment?**

For answers to quick questions, shoot us an email at [careers@baystate.edu](mailto:careers@baystate.edu) Monday to Friday from 9AM to 5PM. For more in-depth help in resume building, cover letters, job search, career planning, and interview prep, schedule a meeting with a Career Mentor. Appointments can be scheduled on the Career Services website or by email.

### **What careers are open to someone in my major?**

There are many different careers open to someone in your major if you take time to strategize and have a plan in place. Keep in mind there are some majors that do not directly link with the world of work and sometimes people do not pursue careers that relate directly to their degree. What matters most are the skills you develop in completing your degree, your achievements, and the work-related experience that you gain along the way. Please contact our office to access resources such as, "What can I do with a major in... for major and career information. These guide sheets allow you to look up your major and see the range of career options most commonly associated with it.

### **When do I complete an internship/externship?**

Students can participate in internship/externship experiences during the academic year, or during the summer months. Students must register for the internship course and/or met with their Academic Advisor prior to starting their hours at their internship. Once enrolled in the course, students are required to complete a minimum 120 hours on-site in a business internship approved by the Academic Advisor and/or Department Chair. Please contact your Academic Advisor and/or Department Chair with more information.

### **How do I find an internship/externship?**

Students find internships/externships in different ways and should start looking well in advance prior to registering for the internship course with approval from their Academic Advisor and/or Department Chair. Some students secure positions on their own, through faculty, friends, and family members, or others they know. Others may find and apply for positions through company websites or public online job boards. Some may find and apply for positions through Careers on Canvas, our internal database of job and internship opportunities updated weekly and only accessible to Bay State students.

### **When do I start looking for a full-time, professional job?**

The job search process (researching companies and employers, networking, sending out your resume) should begin 6-9 months prior to your anticipating graduating date. What will help make your job search successful is investing time and effort into your career development. You can start now by dedicating time into exploring careers, expanding your professional network of contacts, and building your skills and experiences through different involvement opportunities while at Bay State College. These opportunities may help you discover options for post-graduation jobs.

### **Can alums take advantage of Career Services?**

Yes! Alums can take advantage of the resources and information we have available by contacting our office.