



The Office of Career Services (OCS)

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.
- 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 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

- One credit, required class that should be taken in the first semester
- Covers resumes, cover letters, creating a two minute pitch, interviewing and negotiation
- Must bring a resume and the *Guide to Careers in International and Public Affairs* to the first class
- 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

- All students must complete a three credit internship that is at least 120 hours in duration
- All students can elect to do a second three credit internship of 120 hours (or one internship of 240 hours for six credits)
- 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
- International students: To get paid internship in the U.S. over the summer **MUST** register for internship credit this upcoming spring semester
 - F1 and J1 status- check with ISSO

Internship Requirement

- You must register for internship credits like you would any other class. Paperwork deadline for this semester: **March 28, 2008**
- Paperwork: (All available on our website or in OCS)
 - Internship Report
 - Supervisor Evaluation
 - Curricular Practical Training (CPT) Form- Internationals 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 per hour, with the Federal Government contributing 60% and the participating organization contributing 40%
- Forms available in OCS or on our website
- Search online database at 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
- Not eligible to apply if:
 - Internship is in your home country
 - You are making more than \$3000 through the internship

OCS Resources

- OCS Website/Fact Sheets
- 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