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Career Services

Division of Continuing Education and Workforce Development



EXPERIENTIAL LEARNING

Cooperative Education Program & Service Learning

Enroll in the Co-op program:

Cooperative Education Courses (1 credit each):
Co-op 101—Introduction to Career Practices
Co-op 102—Practical Work Experience—Internship Credit

Field Experience/Independent Study Courses:
ACC 199, DD 298, DD 299, EDU 113, GERO 199, HLT 299,
LEG 240 & 241

Benefits:

- Explore career options in a working environment
- Connect academic theory to practice
- Acquire real world job skills

Field Experience Requirement:

- ✓ Complete prerequisites for department internship / field experience course
- ✓ Obtain Co-op faculty member approval to register for an internship course
- ✓ Pre-register for internship course
- ✓ Attend scheduled cooperative education orientation seminar/workshops
- ✓ Schedule an appointment with the Co-op Staff to apply for internships

Service-Learning — (See Schedule of Classes)

- Learn from experience
- Gain personal and interpersonal skills
- Develop social problem solving skills
- Learn civic innovation and responsibility
- Learn outside the classroom
- Become more actively involved in the community
- Sharpen critical thinking skills through social/current issues



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STUDENTS/ALUMNI

Savoy (D) Building, D210
120 E. 149th Street
Bronx, NY 10451
Phone: 718-518-4468
Fax: 718-518-4252
careerservices@hostos.cuny.edu



Career Services

The Career Services Office at Hostos provides students and alumni with career direction and employment options through individual and group coaching, access to resources, job-readiness preparation and practical work experience. At the same time, we promote independence, professionalism and personal responsibility.

Where do I start?

Step 1:

Visit CAREER SERVICES for an introduction to our services and resources. We're located in the Savoy (D) building, room 210.

Step 2:

Log onto the [HIRECAIMANS](https://www.hostos-csm.symplicity.com/students/) career link Link/QR Code to access account:



<https://www.hostos-csm.symplicity.com/students/>

Enter your username (8 digit EMPL ID) , select password reset if 1st time accessing account. Email will be sent to Hostos student email account.

If you forget your password, click on the "Forgot Password" button on the login page and you will receive an email to your Hostos student email account or contact the CSO at careerservices@hostos.cuny.edu or 718-518-4468.

Step 3:

For individual assistance with your career planning, job search, interview practice, field experience requirement, resume, interview attire, or other service please visit our office to meet with a Career Coach.



ARE YOU GRADUATING SOON OR JUST GRADUATED?

Visit Career Services at Hostos Community College for all your employment needs. Meet with a counselor to prepare your resume and find employment in your field of interest. [Let us know when you're hired!](#)

CAREER PREPARATION

- ✓ Individual career coaching/career assessments
- ✓ Resume and cover letter development and critique
- ✓ Resume referral to employers
- ✓ Interview Preparation and more...

CAREER RESOURCES ONLINE

Career Coach: <https://hostos-cuny.emsicc.com/>

Jobzone: <https://www.jobzone.ny.gov>

WORKSHOPS

- ✓ The Job Search
- ✓ Resume/Cover Letter & Thank You Letter
- ✓ Office Politics
- ✓ How to Handle Conflict in the Workplace
- ✓ Interviewing & Negotiation Skills
- ✓ Dare To Be Different-Non-Traditional Careers
- ✓ How to Navigate the Job Fair
- ✓ Social Media: LinkedIn 101
- ✓ Majors & Careers and many more...

Register online for workshops:

<http://edtech.hostos.cuny.edu/Workshops/>



JOB/INTERNSHIP SEARCH SERVICES

A comprehensive program of job and internship search services is available to help students find full-time career-related employment, as well as part-time and summer jobs while they are in school.

JOB SEARCH SUPPORT

Individual appointments and walk-in times are available for students seeking jobs and internships.

Mock Interviews—Practice your interviewing techniques and receive feedback via a mock interview.

Resume Critique Service—Drop off an updated copy of your resume to be critiqued by a counselor.

ON CAMPUS INTERVIEWS

Employers conduct individual interviews on-campus with candidates interested in full-time employment.



JOB & INTERNSHIP FAIRS

Speak with employers to learn about career paths, as well as internship and employment opportunities. Build a professional network that may enhance your chances of employment.

SUITED FOR SUCCESS

Are you in need of interview attire and accessories? Please schedule an appointment to view the suits available for students at Career Services.

