

Career Preparation Calendar

FRESHMAN & SOPHOMORE YEARS

1. Visit Career Services (CS) in MBNA Career Services Center and meet with career counselor to identify areas and goals.
2. Meet with adviser and mentor to discuss interests, goals, and relevant minor or dual major programs.
3. Enroll in Cn.Ed. 100--Effective Personal & Career Decision Making.
4. If interested in Liberal Arts/Business Minor, see Melissa Gayman in 202 Pond Building.
5. If interested in Liberal Arts Pre-Health program (going to Medical School), see adviser as soon as possible.
6. If interested in Law School, see Barbara Rayman, DUS – Grange Building.
7. If interested in Education Abroad, get information in 410 Boucke.
8. Involve yourself with extra-curricular activities.

JUNIOR YEAR

1. Explore internship and externship opportunities available through English department, College of Liberal Arts, and/or other programs and apply.
2. Visit adviser to make sure you are on track for graduation.
3. Begin researching graduate programs.
4. Participate in various Liberal Arts career seminars.
5. Visit CS and use its myriad resources to further focus your career goals, plans, etc.
6. Participate in Special Topic Series and Seminar Series.
7. Enroll in LA 401: Professional Development for the Liberal Arts Student.
8. Declare and begin work towards minor if you haven't already done so.
9. Take GRE, MCAT, LSAT, or GMAT if necessary.
10. Continue extra-curricular activities.

SENIOR YEAR--*heading to graduate or professional school*

1. Visit adviser to make sure you are on track for graduation.
2. Take relevant exam if you plan to attend graduate school. Kern Building Information Desk has information about exams.
3. Decide on which schools you'll apply to and request information and application materials. Do this during September and October.
4. Ask three faculty members to write letters of support.
5. Decide on essay to submit as sample of your writing and prepare a clean, well-edited copy.
6. Complete all applications.
7. Give faculty forms for letters of recommendation before Thanksgiving.
8. Gather all application materials and submit well before announced deadline (usually Feb.1)

SENIOR YEAR--*embarking on a career*

1. Visit adviser to make sure you are on track for graduation.
2. Participate in Liberal Arts Career seminars and programs.
3. Continue using the resources at CS, including Vacancy Listing Service, Placement Manual, Seminar Series, and Special Topic Series, etc.
4. Prepare a polished, professional resume.
5. Prepare for interviews via the Interview Training Center at CS.
6. Apply for On-Campus Recruiting. Information available via CS Web page, Placement Manual and through orientation sessions.

This manual demonstrates how to mold a major in English to your professional goals. Whether you're a freshman just entering the major or a junior already well into your program, start thinking about career goals now and planning ahead.

Specifically, this manual examines:

Some careers which emerge directly from a major in English.

Course plans designed with the job market in mind.

Resources for job hunting provided through The Pennsylvania State University.

WHY MAJOR IN ENGLISH ?

*“I love the books, poems, plays, etc. that have become a part of my life. It would be almost unthinkable to live without this perspective--aesthetic, literary, critical.” -
PSU English Alumnus*

For many, the answer is simple: "It's what I love most." Idealistic? Yes. English majors are known on occasion to run full-tilt at windmills. Practical? Surprisingly, the answer is also "yes."

Jobs are not extensions of degrees. According to the College Placement Council, most people work in careers unrelated to their majors. What this means is that your skills, talents, and insights are much more important in securing a satisfying job than the major printed on your diploma.

The English major can provide you with highly marketable skills in critical thinking, writing, verbal communication, research, and in analyzing and synthesizing data. The wide range of texts you study can help you understand our cultural and historical roots and the need for making humane decisions in a technical age. The English major strengthens your flexibility, an important asset in a world where the job market constantly changes.

“As someone who went from the Marine Corps to entertainment law to politics, I have put the broad base of study to constant

use. From understanding a literary reference to understanding the basis of our political parties' foundational beliefs, I have found my American Studies background to be invaluable." – Polin Channe, Esquire, PSU American Studies Major Alumni

WHAT DO ENGLISH MAJORS DO?

"Majoring in English prepared me for the business world in ways an MBA could not. It has given me the ability to reason, think logically, relate to customers, and to come up with snappy quotations for presentations." - PSU English Alumnus

A recent alumnus survey found English graduates in a broad range of interesting jobs. As you might expect, many are teachers and lawyers, and many others are writers and editors for newspapers and magazines, business and government organizations, or for public relations firms and TV stations.

But our graduates also turned up in less expected careers. As librarians. Investment administrators. Counselors. Systems analysts. Managers. Advertising executives. Salespersons. Military officers. Musicians. Directors of historical sites and historical societies. Judges. Actors. State Department clerks. Personnel directors. Nurses and dentists. Museum directors. Stockbrokers. Historic Restoration. Entrepreneurs with their own business.

English majors often need to work harder and more creatively at finding the best career for them, and sometimes take longer to settle on a particular career; but once they do, they find work that is rewarding and rewarded.

The following briefly describes the most common career fields chosen by English majors. Remember, the job categories listed below are selective, not exhaustive. Within each career choice, numerous options are available to the ambitious and well prepared.

Publishing and Other Media

“The skills I developed in writing & critical thinking have served me well on each stop of my winding career path--through journalism, p.r., grant writing and development.”-PSU English Alumnus

Opportunities in writing and publishing include positions in newspapers and magazines, in radio and TV, and in technical writing and public relations. If you are interested in pursuing a writing/editing career, consider the Creative Writing Emphasis, the Publishing Emphasis, or the Technical Writing Minor (see English Undergraduate Handbook for details). In fact, some students opt to complete both the minor and one of the emphases, or both emphases, to make themselves more marketable.

Whether or not you pursue an emphasis or minor, do make sure that you complete an internship or summer job that utilizes writing and editing skills. Such positions are excellent ways to gain entry to full-time positions in publishing and the media, giving you valuable experience, contacts, and most importantly, a portfolio of work to show potential employers. (See page 12 for more information on internships.)

Four nationally recognized programs provide excellent preparation for careers in Publishing:

1. University of Virginia Publishing and Communications offers certificate programs in book, magazine, on-line, & newsletter publishing. Applicants must have a bachelor's degree.

Beverly Jane Loo, Director
Publishing & Communications Institute
University of Virginia Continuing Education
P.O. Box 3697
104 Midmont Lane
Charlottesville, V.A. 22903

(800) 346-3882 or (804) 982-5345
bjl2m@virginia.edu
<http://uvace.virginia.edu/cup/publishing.htm>

2. Denver University

Suzanne Pfaff, Co-Director
The Publishing Institute
2075 S. University Blvd., #D-114
Denver, CO 80210
(303) 871-2570 or (303) 871-2501 FAX

3. New York University

NYU School of Continuing Education
11 West 42nd Street, Room 400
New York, NY 10036-8003
(212) 790-3232
pub.center@nyu.edu

4. Radcliffe College

Lindy Hess, Director
Jeremy Evans, Assistant Director
Radcliffe Publishing Course
Radcliffe College
6 Ash Street
Cambridge, Massachusetts 02138
(617) 495-8678

Newspapers: Most newspaper reporters--many who majored in English, not in Journalism--start on small papers and work up to larger dailies. In addition to internships and summer jobs, writing for the *Collegian* is a terrific way to build a portfolio and gain hands-on experience.

The *Collegian* selects 50 writing/editing candidates and about 10 graphics and 10 photo candidates each semester. The paper also offers opportunities for those interested in the business side of journalism. Ads for the positions appear in the paper at the beginning of each semester. (For more information, call the editor-in-chief or news adviser at 865-1828).

Assisting professors in their research can also provide you with valuable experience. **Research Opportunities**, many of which involve writing or editing, are listed in the undergraduate research section of <http://www.la.psu.edu>.

Magazines: Magazines and publishers hire thousands of people for all aspects of the production process, from writing to editing to printing. And the variety of magazines is astounding--from *Time*, *Smithsonian*, or *Country Living* to professional and trade publications such as *American Builder*, *Entrepreneur Magazine*, or *Farm Journal*, to special interest magazines such as *Prevention*, *American Hiker*, or *Greyhound Review*. Again, a portfolio of articles and editorial work is essential to demonstrate your skills and experience to prospective employers.

Having a double major or a minor can also increase your marketability in publishing. Strong writing and editing skills coupled with an area of knowledge outside your English major (for example, completing a minor in Health Education, Biochemistry, Geography, Business, or Gerontology, to name just a few) may better equip you to work for specialized publications.

Radio and television: Most stations employ writers. Beginners in the broadcast industry usually start on smaller stations and move up as they learn the many details that make stations run. On-campus stations, internships, and summer jobs are great entries to the field. For more information about an on-campus station, contact WPSU at 865-3333.

Public Relations: A rapidly growing and highly competitive field, public relations work requires strong writing, speaking, and interpersonal skills. In addition to working for public relations firms, English majors with these skills find employment doing public relations in companies, institutions, and nonprofit organizations such as hospitals and schools.

According to Richard George, public relations director of the Public Relations Society of America (PRSA) "*due to the abundance of competent college graduates who are interested in PR jobs, internships are almost mandatory to obtain an entry-level job.*" PRSA sponsors yearly scholarship and intern programs. For information, write to:

Public Relations Society of America
Student Chapters
33 Irving Place
New York, NY 10003
(212) 460-1400
<http://www.prsa.org>

Government

Extend your job search beyond the private sector. Local, state, and federal government offices offer a broad range of employment opportunities with salaries becoming progressively more competitive with business and industry.

Most jobs for college graduates with state and federal governments require that applicants take a standardized test before being considered for employment. Arrange to take such tests early, since delay of up to a year from the testing date to time of actual employment is not unusual.

Career Services in MBNA Career Services Center can direct you to information about available government jobs, the nature of the tests, testing dates, and locations. Employment information is also available from Federal Job Information Centers, where you can learn about eligibility and applications for openings. Addresses and phone numbers for these centers are listed in the CS Placement Manual.

Pattee Library also provides information on federal government resources in the Reference Room on the first floor, Paterno Library, and in the Periodicals Room (check here for published job openings). Finally, consult the Blue Pages of your local phone book for listings of local, state, and federal offices and agencies in your area.

Secondary School Teaching

Certification is necessary to teach in all public schools. If you are not enrolled in the College of Education, you must contact the Advising and Certification Services (228 Chambers) **no later than your third semester** to participate in the selection process.

If you don't meet the certification entrance requirements or don't realize your interest in teaching until your junior or senior year, you can pursue certification after completing your degree in English. Pick up an **Alternative Route to Teacher Certification** handout in the English Advising Office (140 Burrowes) and visit the Certification office in 228 Chambers, for additional information.

Some private secondary schools offer internship opportunities to introduce recent college graduates to the field. For information:

National Association of Independent Schools (NAIS)
1620 L Street NW
Washington, DC 20036

Business

“Liberal arts graduates have a natural curiosity, further honed by their schooling, about the interests and motivations of others. It’s this, I suspect, that leads many of those who are products of a liberal arts education to become such excellent business people.”

*William W. Adams, Chair & President,
Armstrong World Industries, Inc. (p12, 150
Best Companies for L.A. Grads)*

Many English Majors find rewarding and stimulating work in a variety of business fields, including management, marketing, sales, finance, human resources, and personnel administration.

The Liberal Arts Business Minor (see p.16) greatly enhances your marketability, as does the Information Systems & Statistical Analysis (ISSA) minor (see p.17).

Ultimately, you may find that it is advantageous to go on to graduate school for an MBA (Master of Business Administration) or MPA (Master of Public Administration).

Professional or Graduate School

A degree in English serves as an ideal preparation for many professions. While some students enter graduate or professional school immediately upon graduation, others find they are more focused and better able to maximize their graduate school experience after first gaining some work experience. Neither way is inherently superior to the other, but it is important not to attend graduate school simply because you don’t know what you want to do.

All graduate programs require standardized testing, whether it is the GREs, LSATs, MCATs, or GMATs. The information desk at Kern Building has application forms for these tests. CS also has information about applying to graduate and professional schools. Apply promptly--deadlines are often earlier than you think. (And consider the wealth of ways you can study for such tests; all research shows studying *does* help).

Professional Schools

*“How to read effectively with attention to detail and structure--very helpful in law.”-
PSU English Alumnus*

Law School: Law schools stress the value of an English undergraduate degree as preparation for a legal career. If you are interested in law school, see Pre-professional Programs Coordinator Barbara Rayman in DUS – Grange Building. She emphasizes that students visit as early as possible for information about law school admissions requirements, assistance with searching for appropriate law schools, and for help in preparing for the Law School Admission Test (LSAT).

Ms. Rayman coordinates a career exploration program that includes panels, guest speakers, and visits to law schools and law forums. A guidebook is also available for interested students. You can call Ms. Rayman at 865-7576 to schedule an appointment.

Many students find the Rhetoric Emphasis an excellent preparation for law school. In addition, English 421, Advanced Expository Writing, provides excellent preparation in writing cogent, forceful arguments, an essential skill for law school and the legal profession.

Business School: M.B.A. admissions committees “*scrutinize applicants for leadership, ambition, communication skills, logical analysis ability, and some management perspective,*” (Job Choices Planning 97: pE95). The National Association of Colleges and Employers recommends working in business for a few years before entering a M.B.A. program if you are not absolutely sure you have aptitude or long-range interest in business.

Medical, Dental, or Nursing School: More and more health professional schools look for students who have an understanding of people from a humanistic as well as scientific perspective. Those critical thinking, analytical, and communication skills you gain via the English major can enable you to better understand and relate to your future patients and their families.

Because you need a minimum of 37 credits of Biology, Chemistry, and Physics prerequisites and only have 27 credits of electives and GN requirements in which these courses can “fit,” it generally takes an extra one to two semesters to complete all English degree and pre-health requirements.

Graduate School: Teaching at the college or university level requires a Ph.D. or M.F.A. (Master of Fine Arts), although some community and junior colleges also hire professors with Master’s (M.A.) degrees. Because graduate schools have become increasingly competitive, you must maintain a strong G.P.A. (3.5 or better).

You should also take more than the 36 credits of English required by the major (see Going to Graduate School emphasis in the English Undergraduate Handbook) so that you are better prepared for the G.R.E. (graduate record exam) and for your postgraduate studies. If you are interested in an M.F.A. program, a strong writing portfolio as well as good grades are necessary.

Generally, master’s degrees take from one to three years to complete, whereas doctorates generally require four or five years after the M.A. Excellent grades and strong writing skills are usually necessary for financial aid, which typically comes in the form of teaching assistantships.

Talk to your mentor, professors, and adviser, and to **Liz Jenkins** (emj2@psu.edu) in **113 Burrowes** about how to determine which types of schools might best suit your needs, as well as which English classes best suit your interests. Then, review the different University catalogues available on microfiche in the Microfilms Room of Pattee Library.

In addition, each fall semester, the English Department holds an information night about graduate school programs and how to apply them. The English Graduate Office in 144 Burrowes can also provide you with general information about graduate programs.

One final note: don’t wait until your senior year to begin investigating graduate school opportunities and requirements. Start NOW.

MAKING YOURSELF MARKETABLE

“Liberal arts graduates have learned how to learn; they have all of the prerequisites to be successful,” says Bill Ziegler, US director of campus recruiting at Andersen Consulting (P E 11, Job Choices: 1997)

First, you must determine your interests and clarify your goals. Whether you are a freshman just beginning college or a senior preparing for interviews, take stock now of what you enjoy doing and what you might want to do in the future. Two courses, one geared towards freshman and sophomores, the other for juniors and seniors, can help you clarify goals and interests, select and research careers, and learn job search strategies:

Cn Ed 100: Effective Personal and Career Decision Making

This two-credit course, available only to freshmen and sophomores, helps students define personal interests, values, and abilities; examines methods for researching majors and careers; and studies decision-making models.

LA 401: Professional Development for the Liberal Arts Student

This one-credit course covers topics such as determining career goals, identifying potential employers, formulating effective job strategies, preparing resumes, and improving interviewing techniques.

Once you have a clearer understanding of what you want to do, there’s much you can do to make yourself more marketable while you’re here at Penn State:

1. Develop proficiency and knowledge in a particular area by completing a minor or perhaps even a second major.
2. Focus your English or American Studies major in a particular emphasis.
3. Develop professional experience and gain marketable skills through internships, externships, and summer jobs.
4. Develop relevant professional skills through volunteer work (and make sure you include such experience on your resume).
5. **GET INVOLVED!** Employers frequently look at students’ extracurricular activities--especially those which show the job seeker held a leadership position or demonstrated problem-solving abilities.

Internships

Few experiences are more critical in preparing you for the professional world than an internship. Internships provide **experience, knowledge, skill development, and networking contacts.**

Through an internship, you can gain clips or projects for your writing or business portfolio. You can discover whether or not a particular field is right for you, and can develop skills and knowledge that many gain only after college. You also have the opportunity to receive a good recommendation from a supervisor who has seen you in action in the professional world. Finally, internships enable you to network, or make contacts, one of the most important ways to learn about full-time position openings.

Internship opportunities for English majors include:

English Internship (English 495):

(<http://english/la.psu.edu/undergraduate/internship.htm>): The English department offers three general types of internships (3-6 credits) – working for an on-campus public relations office, working for a news organization, or working for a public service organization. Most are writing and/or editing oriented, and require about ten hours per week at the assigned site plus completion of various academic assignments. Submit your application materials generally by October 15th for the Spring semester and by March 1st for the Fall semester. See the English Advising Office or Internship Coordinator Liz Jenkins in 113 Burrowes (863-9593) (emj2@psu.edu) for more details.

Liberal Arts Internship (L.A. 495): (<http://www.la.psu.edu/CLA->

[Internship/internship.shtml](http://www.la.psu.edu/CLA-Internship/internship.shtml)) Approved experience, related to student career objectives, available to all Penn State undergraduate students. This is an especially good choice if the internship doesn't relate directly to the major.

Penn State Washington Internship Program: (<http://www.psu.edu/dept/comm/wash>)

Open to juniors and seniors (sophomores considered on case-by-case basis), the Washington Internship Program offers semester-long internships in the following areas: Government & Congressional Offices; International Affairs; Communications; Public Interest/Law; and the Arts. All internships are unpaid and full-time. Students are selected based on interest, academic standing, writing samples, references, and an interview.

For more information, contact Liz Jenkins in 113 Burrowes (863-9593) (emj2@psu.edu).

National Competitive Internships: Offered by a number of prestigious publishing houses, magazines, and government agencies each summer, these internships are highly competitive. While most students obtain such internships after their sophomore or junior year, some are available to students who have completed their freshman year, and some to seniors following graduation. Check the files at the Career Services for info. Then apply early and get strong recommendations.

The Internship Bible: Published by the Princeton Review, describes over 100,000 internship opportunities in over 100 career fields at all academic levels. Also includes advice & interviews with former interns. You may review the department's copy in 113 Burrowes, or you may go to the library in Career Services.

Websites: Below are worthwhile websites that may be helpful with your search for possible internships.

1. www.jobweb.org/search/jobs/
2. www.rsinternships.com/rshome.htm
3. www.monstertrack.com
4. www.tripod.com/jobs_career/intern_visa/
5. collegegrad.com/internships/
6. www.whittier.edu/search.htm
6. www.la.psu.edu/CLA-Internships/locating-internships.shtml

Note-- Importance of Computer Literacy: It is hard to turn around without hearing about "this great new website," or how "so and so sent me an email." It is essential to stay informed of updated and frequently used technology. For instance, there are a multitude of websites that explore job possibilities and internship guides. Literacy in this area has proven effective and rapid for finding useful information and sources. In addition, most, if not all employers, seek computer literate employees for both full time and internship positions. If you are interested in expanding your knowledge of this subject, Penn State offers courses in learning basic computer skills, and courses for the more advanced user. To view the courses offered, see page 17 for further detail.

Externships

*"One of the advantages to hiring liberal arts graduates is the flexibility they bring to their career and job assignments. They are able to go into many areas instead of being highly specialized in one career field."
Harold McLeod, Director of Personnel Development, Burlington Industries (p13 of 150 Best Companies for L.A. Grads)*

Externships provide you with a brief (two-five day) observation-oriented experience in an employment setting related to your career and educational goals. Sites include advertising, broadcasting, corporate communications, government, law, public relations, sales/marketing, museums, and television production. Most externships take place over semester or spring breaks and are useful in helping you determine if a particular career field is right for you, to gain some professional experience, and to build your network of contacts for future job searches.

To apply, you must have at least 3rd semester standing, although some sponsors may have additional prerequisites. See the English Advising Office or the CS office for more information.

Minors

“Knowing the origins and development of your craft (writing) helps you to understand how and why to execute various techniques. Thus, even Beowulf contributes to modern day journalism and technical writing.”- PSU English Alumnus

Below are brief descriptions of three especially practical minors, but there are a number of others which might better suit your interests and career goals. Consult with your English adviser for more information.

The English Minor

This 18-credit English minor provides preparation in business, science, social service, government and education need to understand and communicate with people just as they need to understand the technical workings of the market place. The English Minor requires 18 credits of English (beyond General Education Communication Skills Courses), at least 6 credits from 200-281 and at least 6 credits from 400-495. Students may select any combination of literature and/or writing courses that meet their needs. All courses for the minor must be completed with at least a grade of C or better.

Business and the Liberal Arts Minor

This minor offers fundamental courses in business, the opportunity for more advanced business courses, and Liberal Arts coursework emphasizing various perspectives on

business. All students take a course on Business and the Liberal Arts co-taught by alumni, along with a course on Leadership, and have a reasonable degree of flexibility in remaining courses.

Only courses in which the student earns a grade of C or better may be counted toward fulfillment of the requirements for the minor.

Students pursuing the Minor in Business and the Liberal Arts are encouraged to use ENGL 202D to satisfy their English 202 requirement.

Scheduling Recommendation by Semester Standing given like (Sem: 1-2)

REQUIREMENTS FOR THE MINOR: 25-26 credits

PRESCRIBED COURSES (5 credits)

ACCTG 211(4), L A 200(1) (Sem: 3-8)

ADDITIONAL COURSES (20-21 credits)

At least 6 credits in additional courses must be at the 400 level.

ECON 002 GS(3) or ECON 004 GS(3) (Sem: 3-8)

FIN 100(3) or FIN 301(3) (Sem: 3-8)

Select 2-3 credits from PHIL 119 GH(3) or A B E 392 GWS(2); COMM 427(3), COMM 475(3), COMM 487(3), ENGR 407(3), RPTM 230(3) (Sem: 3-8)

Select 6 credits from the following course list:

B A 250(3), B A 321(1-3), COMM 385(3), COMM 424(3), COMM 473(3), COMM 493(3), ECON 390(3), ECON 490(3), LER 100 GS(3); MGMT 100(3) or MGMT 301(3); MGMT 425(3), MGMT 426(3); MKTG 221(3) or MKTG 301(3); MKTG 302(3), MKTG 310(3), MKTG 327(3), MKTG 330(3), MKTG 342(3), SCM 301(3), STAT 220(3), or 3 credits of appropriate internship selected in consultation with adviser.

Select 6 credits from the following course list:

AAA S 445Y US(3), AG EC 429(3), AG EC 430(3), AG EC 432(3), AG EC 450 IL(3), ANTH 451(3), ANTH 455(3), CAS 352(3), CAS 426W(3), CAS 450W(3), CAS 452(3), CAS 452W(3), CAS 471 US;IL(3), COMM 405(3), COMM 410 IL(3), COMM 419 US;IL(3), COMM 489W(3), COMM 490(3), COMM 491(3), COMM 492(3), CRIM 467(3), CRIMJ 460(3), CRIMJ 467(3), ECON 315 GS(3), ECON 333 GS(3), ECON 342 GS(3), ECON 402(3), ECON 412(3), ECON 428(3), ECON 432(3), ECON 433(3), ECON 434(3), ECON 436W US(3), ECON 443(3), ECON 444(3), ECON 445(3), ECON 447(3), ECON 463 IL(3), ECON 471(3), ECON 472(3), ENGL 419(3), ENNEC 473(3), ENNEC 482(3), ENNEC 483(3), FR 407 IL(3), FR 408 IL(3), GEOG 424 US;IL(3), GEOG 439(3), GEOG 475H(3), GER 308Y IL(3), GER 408 IL(3), H P A 420(3), H P A 445(3), HD FS 424 US(3), HD FS 425 US(3), HIST 423 IL(3), HIST 425 IL(3), HIST 430 IL(3), HIST 445 US(3), HIST 446 US(3), HIST 447 US(3), HIST 451 US(3), HIST 458Y US(3), HIST 468 IL(3), HIST 475Y IL(3), HIST 481 IL(3), IST 431(3), IST 432(3), IST 445H(3), IST 452(3), JAPNS 403Y IL(3), JAPNS 404 IL(3), LER 400 IL(3), LER 401(3), LER 411(3), LER 414W(3), LER 425(3), LER 434(3), LER 437(3), LER 444(3), LER 445Y US(3), LER 458Y US(3), LER 460(3), LER 464(3), LER 465(3), LER 470(3), PHIL 406(3), PHIL 407(3), PHIL 418(3), PHIL 418W(3), PHIL 420(3), PHIL 431(3), PHIL 432(3), PL SC 412(3), PL SC 419(3), PL SC 490(3), PL SC 426(3), PL SC 440 US;IL(3), PL SC 441(3), PL SC 444(3), PL SC 445Y US(3), PL SC 474(3), PL SC 481(3), PL SC 487(3), PL SC 490(3), PSYCH 482(3), PSYCH 484(3), PSYCH 485(3), SOC 420(3), SOC 422(3), SOC 444(3), SOC 447(3), SOC 455(3), SOC 456(3), SPAN 420(3), STAT 470W(3), WMNST 426Y US;IL(3), WMNST 420 US;IL(3), WMNST 456(3), WMNST 472(3) (Sem: 3-8)

The Technical Writing Minor: Technical writing is one of the fastest growing fields and generally pays quite well. Indeed, U.S. News and World Report

recently ranked technical writing as one of 20 “hot job tracks” for the new millennium. The 18-credit Technical Writing Minor prepares students for careers in writing about technical, scientific, and/or consumer-oriented topics for lay audiences. It is also a wise option for students who want to enhance their careers in scientific and technical professions.

Because technical writers are involved in planning and testing documents to ensure their usability, the technical writing minor at Penn State includes courses in areas that have become increasingly important for technical communicators, such as graphics, multimedia, psychology, management communication, and argumentation. English majors may use some courses to satisfy requirements in both the English major and the Tech Writing Minor.

The Technical Writing Minor requires these courses:

PRESCRIBED (3 credits):

ENGL 418 (3)

ADDITIONAL (12- 15 credits selected from each of the following three groups); Select 3-6 credits from:

ENGL 470 (3), 471 (3), 472 (3), 473 (3), 474 (3)

CAS 452

STS 407

Select 6-9 credits from:

ENGL 415 (3), 416 (3), 417 (3), 421 (3), 495 (3)

Select 3-6 credits from:

ART 270; GD 201; PSY 421, 432; INSYS 412,413,441

SUPPORTING COURSES & RELATED AREAS (0-3 credits)

Students may select a course at the 400-level in a technical or scientific area with the approval of the department.

For more information about the Technical Writing Minor, see Professor Stuart Selber in 143. Burrowes (863-8032) (selber@psu.edu), the English Undergraduate Handbook, or visit the English Department’s Homepage: (<http://english.la.psu.edu>). Links to information about graduate programs in technical writing and to professional organizations for technical writers are also provided at the Web site. For information about job opportunities, membership, professional meetings, publications, etc., contact:

The Society for Technical Communicators

901 N. Stuart St. Ste. 904

Arlington VA 22203-1854

(703) 522-4114

<http://www.stc-va.org/>

Technical Writing Jobs Postings: <http://acm.org/sigdoc/jobs.html>

*“I learned more about History/ Human Behavior/ Philosophy/ and Aesthetics as an English major than I believe I would have if I’d majored in **one** of those fields.” - PSU English Alumnus*

Latina/o Studies Minor: The Latina/o Studies undergraduate minor consists of 18 credit hours. A total of six credits must be at the 400 level. Students will be assigned an adviser from the Latina/o Studies committee members or other faculty as approved by the committee chair.

Prescribed Courses: LTNST 100 (3 credits)

Additional Courses: 9 credits

Students must also take at least three classes, or nine credits, from a list of core courses that include the following:

LTNST/ENGL 226
LTNST/ENGL 426
LTNST/SPAN 326
LTNST/SPAN 315
LTNST/WMNST 300
LTNST/CMLIT 403

Supporting Courses: 6 Credits

Students will choose 6 credits from a list approved by the committee and by their adviser.

*Many of our courses also help fulfill general education and U.S. cultures requirements.

“The liberal arts grad with an aptitude for technology and excellent interpersonal and presentation skills can find opportunities with hardware and software companies,” (E 17, Job Choices: 1997).

ISSA Minor: The 19-credit Information Systems & Statistical Analysis minor focuses on the use of information systems and statistical methods for the solution of human problems and enhances your preparedness for graduate, research, and career opportunities.

The ISSA minor requires 10 credits of prescribed courses:

STAT 200 (4)

LA 283 (3)

LA 483 (3)

In addition to these ten credits, you must select 9 credits in consultation with your advisor and Dr. Gerry Santoro (gms@psu.edu) from a broad range of courses that make significant use of information systems (these may vary from semester to semester). For more information, see the English Advising Office or consult the ISSA minor homepage: <http://cac.psu.edu/~santoro/283/isas.html>

If the minor doesn't suit your needs, taking one or both liberal arts courses prescribed for the ISSA minor can still enhance your marketability:

LA 283: Computer Applications for the Liberal Arts: Introduction to computer applications for solutions of human information problems. Includes computer fundamentals & terminology, an introduction to word processing, database management systems, spreadsheet systems, and Windows. Also includes an introduction to the Internet, Social Effects of Computer Technology, the World Wide Web, E-mail, and computer conferencing.

LA 483: Computer Applications for the Liberal Arts II: Focuses primarily on more advanced Internet skills such as text representation, file manipulation, utilities, with consideration of stylistic, content, linguistic, literary applications, electronic publishing with the World Wide Web, beginning Unix and DOS, Conferencing Systems, and social effects of computing technology.

“The liberal arts grad with an aptitude for technology and excellent interpersonal and presentation skills can find opportunities

with hardware and software companies,” (E 17, Job Choices: 1997).

Emphases Within the Major

Choosing a particular emphasis within the English major can also help you prepare for career goals. Talk to your adviser and see the English Major Undergraduate Handbook for a complete description of the various emphases: African-American Literature Creative Writing, Publishing, Rhetoric and Self-Designed Emphasis.

Study Abroad

Education Abroad programs enable students to enrich their on-campus studies through academic and cross-cultural experience in a foreign country. Such experience can enhance your interpersonal skills and deepen your understanding of both cross-cultural issues and human behavior. Study Abroad programs are especially valuable if you are interested in an international career. Completing a minor in a foreign language, which many students choose to build their study abroad experience, can also strengthen your marketability.

Studying abroad might require remaining at Penn State an extra semester in order to complete your coursework, especially if you don't plan ahead. Be sure to consult with your English Adviser before you apply to determine which courses, if any, can be used to fulfill major or general education requirements, and how best to structure your schedule the semesters before you go abroad. Contact the Office of Education Abroad Programs in 222 Boucke Bldg, or call 865-7681 for more information on the various programs.

HELP ON CAMPUS

Finding a job is a job in itself--one that requires patience and persistence, initiative and assertiveness. In other words, you can't be a couch potato when it comes to finding a job! Seize the initiative and begin your job search early, at least several months before you plan to start work.

Understanding what you want involves understanding yourself and your values as well as having accurate information about potential jobs. It is essential to appraise the strengths and weakness of your educational background from the point of view of a prospective employer, and to be specific about your abilities and your objectives. And a strong job application package (resume and cover letter) and effective interviewing skills are absolutely critical. Penn State offers help for every stage of the job search process. Use it.

College of Liberal Arts Programs

The College of Liberal Arts offers several programs each semester for L.A. majors. Various career seminars are offered in such areas as internships, professional networking, and career exploration.

L.A. alumni who are successful professionals in a range of fields visit each semester and meet with students individually to discuss career goals and objectives, to critique resumes, or hold a mock interview.

The Liberal Arts Mentor Program connects students with alumni to advance the students' professional and development. Through one-on-one matches with alumni, students gain insight and advice as they consider their career options, gain essential job-finding skills and begin establishing the all-important network of alumni and other professionals they'll need as they enter the work world.

Career Services

From determining your interests and goals, to conducting an effective job search, to putting together a winning job application package, the single most important thing you can do is to visit the CS center in MBNA Career Services Center. Some Liberal Arts students (you know who you are) assume that the center's services are designed primarily for Business or Engineering students. Not so! Savvy English or American Studies majors will take full advantage of the various services provided by CS.

Plan to visit often. Just as you can't expect to hit Pattee for an hour to research a major paper or project (yes, we've all tried it at one time or another), you can't learn all you need to know about which careers might be right for you and how to conduct a successful job search (i.e., land a job!) in one or two short visits to CS.

If you have a quick question, you can send your inquiry over the Internet. The address is:

Ask-career-services@psu.edu

Or give them a call at 865-CDPS (that's 865-2377)

Pick up a copy of the CS brochure in the English Advising Office for a handy listing of CS services, which are briefly described below. (Contact CS for specifics.)

1. **Intake Assistance MBNA Career Services Center**--Immediate career planning assistance on a drop-in basis. Hours are 8:30--5:00, Monday through Friday. Drop-in intake services for Spanish-speaking students and students with disabilities are offered Tuesday mornings.
2. **Individual Career Counseling**--Available by appointment, these counseling sessions cover such topics as developing career goals, enhancing self-esteem, improving interview skills, coping with financial or parental pressures, mastering job search techniques, etc.
3. **Group Career Counseling**--Groups of four to eight students with similar concerns meet weekly with a counselor to explore issues related to career development and the job search. Group sessions are great motivators.
4. **Services for Students with Disabilities**--CS offers several resources and programs, including reference books on job search and referrals to appropriate agencies. An Intake counselor is available on Tuesday mornings to assist students with disabilities.
5. **Seminar Series**--Offered several times a week for the first few weeks of each semester, this series covers such topics such as job search strategies, resume preparation, grad. School applications, use of the Internet, networking, etc.
6. **Special Topic Series**-- These programs cover such topics as making yourself more marketable, what to expect from site visits, career issues for lesbian, gay, and bisexual students, career issues for women, and how to start and operate your own business. For more information and an event schedule, check out the website at: www.psu.edu/career
7. **Website**--<http://www.sa.psu.edu/career/>. Use the website to research employment opportunities, conduct job searches, and to review survey information on alumni on such issues as salary level (conducted and revised yearly).
8. **Computer-assisted guidance program**--DISCOVER & SIGI-PLUS provide a broad database of information about education and occupations as well as self-exploration (identifying your interests, values, and work attitudes, etc.) and decision-making exercises. These can be used alone or in conjunction with career counseling.
9. **Career Information Center (MBNA)**--Open weekdays from 8:00 a.m.- 5:00 p.m., the center houses books and pamphlets on occupations, majors, job search strategies, career planning, as well as employer directories, graduate and professional school guides, notices of available scholarships and internships, and more.

10. **Placement Library (MBNA)**--Contains information on 2000 corporations, hospitals, and government agencies, as well as literature and 500 videotapes on career planning, job search strategies, and interview preparation. Also notebooks containing position vacancies.
11. **Interview Training Center**--Offering a multimedia approach to career development and implementation, the center provides videotaped mock interview training, as well as training and company videotapes.
12. **On-Campus Recruiting**—Business, industry, government and other employers visit Penn State from September through April, to conduct interviews for internships, co-ops, and full-time jobs. Info on the process, important dates, deadlines, and registration is available via the CS Web page, the Placement Manual, or orientation sessions.
13. **Vacancy Listing Service**--More than 23,000 vacancies for full-time, part-time, internship, and temporary positions are identified through three different listing services.
14. **The Placement Manual and Handout**--Available in MBNA Center, the manual is an all-purpose guide to conducting a successful job search as well as the interview schedule for the academic year.

Seventeen extensive handouts (also available in MBNA Center) cover topics ranging from job search strategies to resume preparation to applying to graduate and professional schools, to interviewing techniques to the federal government hiring process to using the World Wide Web to conduct Job searches.

15. **Education Career Services (MBNA)**--Students pursuing careers in elementary, secondary, or higher education can establish credential files and also find weekly listings of vacancies.

Two additional services, Spring Career Day and Educational Career Day, are held each April, and can be excellent ways of locating additional potential employers. Again, see CS for details.

Finally, be sure to check out the **Career Planning News**, a published insert in the Collegian, which appears once each semester.

Some Additional Help

Most people are surprised to learn that few jobs are actually advertised, that usually, jobs are acquired on the initiative of the prospective employee, not the employer. Take the initiative to locate potential employers.

Thanksgiving and Christmas vacations are good times to begin making inquiries and developing contacts, so your preliminary planning--especially the writing of your resume--should be done before then. Keep a notebook or computer file reserved specifically for your job hunt, and record names of contacts, summaries for interviews, a schedule of deadlines, names of people who have agreed to write recommendations for you, and other relevant information.

When you've decided on your objective--on what you can do and what you want to do--make a list of employers who might offer jobs that interest you. Use such tools as Standard and Poor's Corporation Dictionary, Dun's Career Guide, CPC Job Choices, The Writer's Market, The College Placement Annual, and other sources from the CDPS Library to find the names of social service agencies, publishers, businesses, and public and private agencies in various cities.

In addition, consult professional journals and newsletters, Chamber of Commerce membership directories, and Professional Association Directories, as well as the Yellow Pages of telephone books. These sources, if carefully used, can expand your list of potential employers and careers.

"The greatest number of opportunities lie within small companies, so look for small organizations--those employing fewer than 100 people. Typically, you'll find you have more responsibility in a small office than you would in a large one; that level of responsibility can propel your career along into future jobs." (p. E10, job Choices: 1997, Robin Ryan)

Contact Penn State Alumni (try local clubs or alumni lists), members of professional associations, career day contacts. And be sure to tell everyone you know--professors, former summer or part-time employers, internship supervisors, relatives, family friends, neighbors--that you are looking for a job. They may know of a possible opening or the name of a contact. Once you've researched the organization you are interested in, send your resume and an application letter to a specific person whenever possible.

Consider requesting an information interview, which enables you to learn more about a particular organization. Such interviews often result in gaining additional contact names and can sometimes even result in a job offer.

Finally, don't overlook the obvious. Consult the want ads in newspaper--even though they represent only a tiny fraction of available jobs, they may well suggest possibilities to you.

Remember, job titles and descriptions do not necessarily fit either the tasks involved or inherent possibilities for growth. A job shrinks or grows depending on who does it. Few people perform the same responsibilities in quite the same way, and most jobs include problems to be solved which can enlarge their scope. Don't be afraid to take risks or make mistakes.

Final Thoughts

Yes, you can study what you love. In fact, you **should** study what you love. With creative and informed course planning, and by taking advantage of the myriad opportunities provided at Penn State, you can have the best of both worlds. You can immerse yourself in Elizabethan sonnets, American Cultures, avant-garde literature, Beowulf, or creative writing while preparing yourself for the marketplace.

“The English major gives me not only a way to make a living by developing communication skills still in demand across a variety of fields, but a way to live better by fostering an appreciation for art, thought, and feeling.”- PSU English Alumnus

Useful Job Hunting Resources

The literature on career development and employment strategies is vast. There are entire books devoted to resume writing or to career opportunities in your field. Below are books especially helpful to the English or American Studies major and directories to help you begin your job search (most materials are also in Career Services).

Bloomberg, Gerri & Margaret Holden. The Women's Job Search Handbook. Charlotte, VT: Williamson Publishing, 1991. Discusses myths & issues about women & work, job satisfaction, planning, resumes, networking, interviewing, negotiating, and more. Paterno # HF5382.65.

Bolles, Richard. What Color is your Parachute? A Practical Manual for Job-Hunters & Career-Changers. Berkley, California: Ten Speed Press, 2002. Updated annually, one of the best-known and most highly recommended books on strategies for locating a job and developing a satisfying career. Paterno # HF5383.B56.

The College Board Guide to Jobs & Career Planning. 2nd. Ed. New York: College Entrance Examination Board, 1994. College course planning, skills assessment, and brief sections on many career fields, including the performing & visual arts, business, marketing & public relations, communications, education, government, and many others. Paterno # HF5381.m557.

Planning Job Choices. Published each year by the National Association of Colleges and Employees, the Annual provides information on the positions customarily offered to college graduates by a wide range of employers. A complimentary copy is available free from Career Services.

Field, Shelly. 100 Best Careers for the 21st Century. New York: MacMillan, 1999. Includes job descriptions, responsibilities, employment opportunities, salary ranges, education & training requirements, & qualifications for a variety of positions in advertising, public relations, communications; sales & service; home-based businesses & others. Also includes list of trade associations. Paterno # HF5381.

Great Jobs for English Majors. Julie Stephen, Ed. Lincolnwood, IL: VGM Horizons, 2006. Provides information on how to target your ideal career, how to present your English Major as an asset, and how to perfect your job search. Concentrates primarily on utilizing your English Major to advance your career

Great Jobs for History Majors. Julie DeGalan, Stephen Lambert, Eds. Lincolnwood, IL: VGM Career Horizons, 2001. Discusses your options as a History Major. Includes information on how to target your ideal career, how to perfect your job search, and how to present your History Major as an asset.

Great Jobs for Liberal Arts Majors. Blythe Camenson, Ed. Lincolnwood, IL: VGM Career Horizons, 2002. Everything you wanted to know about utilizing your

Liberal Arts Major to find a great job. Combines various options, how to target your ideal career, and how to present your major as an asset.

Kastre, Michael, Nydia Rodriguez Kastre, & Alfred G. Edwards. *The Minority Career Guide: What African Americans, Hispanics, & Asian Americans Must Know to Succeed in Corporate America*. Princeton, NJ: Peterson's 1993. Discusses setting goals, job searches, resumes, interviewing, surviving & thriving in the workplace, avoiding minority traps & stereotypes, building a track record, fighting discrimination, etc. Paterno # HF5382.5.

Kennedy, Joyce Lain. *Job Interviews for Dummies*. Foster City, CA: IDG Books Worldwide, 2000. Combines advice and information on rehearsing for interviews, appropriate dress, scenarios to expect, types of interviewers and typical question (& suggested answers), etc. NOT available at Pattee. However, you can find this book at the Penn State Bookstore on campus.

Linn, Linda. *Landing Your First Real Job*. New York: McGraw Hill, 1996. Written by a certified personnel consultant, book discusses career planning, networking, resumes, interview skills, responding to offers, etc. Paterno # HF5383.7.

Messmer, Max. *Job Hunting for Dummies*. Foster City, CA: IDG Books Worldwide, 1999. Incorporates information on how to decide what you desire in a career, how to appraise your qualifications and skills for a specific job, and how to create a well-organized and developed resume that will catch any employer's eye.

Mickens, Ed. *The 100 Best Companies for Gay Men & Lesbians*. New York: Pocket Books, 1994. Briefly profiles 100 companies selected according to four criteria: written & enforced policies of non-discrimination; inclusion of gay & lesbian issues in diversity training; recognition of a gay/lesbian employee group, & availability of benefits for same-sex domestic partners. Paterno # HF5382.M48.

Munschauer, John L. *Jobs for English Majors and Other Smart People*. Princeton, N.J.: Peterson's Guides, 1991. An excellent guide written by the Director Emeritus of Cornell's Career Center. Provides strategies for selecting a career, advice about marketing yourself and many helpful examples. Paterno # HF5382.7.M86.

Riley, Margaret, Frances Roehm, & Steve Oserman. *The Guide to Internet Job Searching*, Lincolnwood, IL: National Textbook Co., 1996. Developed in conjunction with the Public Library Association, book includes hundreds of listing sites in Academe, Arts & Humanities, Business & Related Fields, Federal Government, State & Local Opportunities, co-op and internships, and more. Paterno # HF5382.7.

The A.W.P. Official Guide to Writing Programs. D.W. Fenza, David Sherwin, Katherine Perry, Philip Bacon, Eds. 9th ed. Fairfax, Va., Associated Writing Programs, 1999. An extensive guide developed by the Associated Writing Programs, this book includes descriptions of undergraduate and graduate writing programs and

conferences available in the U.S., Canada, and the United Kingdom. Lists faculty, and requirements.

The Princeton Review Internship Bible. Mark Oldman, Samer Hamadeh, Eds. New York: Random House Inc., 1999. Prepared by the Princeton Review, The Internship Bible offers the most recent information on how to find the ideal internship for your career goals. The book includes deadlines for applications, the requirements, a description of the internship, and whom to contact for further information. Available at the bookstore or a copy is available for review in the Advising Office (105 Burrowes).

Woodruff, Cheryl & Greg Ptacek. 150 Best Companies for Liberal Arts Graduates: Where to Get a Winning Job in Tough Times. New York: John Wiley & Sons, Inc., 1992. Profiles 50 companies and includes information on salary ranges, pluses & drawbacks, corporate philosophy, working conditions, atmosphere, tips for getting a job, internships, and a brief “report from the trenches” by an employee. Also includes addresses of 100 additional companies. Paterno # HF5382.75.

Directories

Encyclopedia of Associations. National Organizations of the United States. Detroit: Gale Research, 1999. A directory with signposts featuring every trade, business, and commercial interest imaginable. Use it to search out a career that interests you. Paterno # HS17.G3. CD-ROM available.

Guide to American Directories. 12th Ed. Barry T. Klein, Ed. Coral Springs, Fla.: B. Klein Publications, 1989. A virtual atlas of potential careers with 338 broad headings. In addition, a valuable guide to small businesses and other sources of venture capital. Paterno # Z5771.G8.

Occupational Outlook Handbook. Published by the U.S. Department of Labor, the Handbook describes the nature of hundreds of jobs, the training required, and employment prospects in the field. Paterno # HD8051.A623.

Occupational Outlook Quarterly. The Quarterly summarizes employment projections. Paterno # HF5382.5.U503.

Where to Start Career Planning. Carolyn Lloyd Lindquist, Diane June Miller, Ed. Princeton, N.J.: Peterson's Guides, 1993. A fundamental guide for job searching and career planning. Paterno # Z7164.V6W501.

Directories in Print. Dawn Conzett DesJardins, Ed. 10th ed. Detroit: Gale Research, 1999. Valuable for ideas and sources of information when beginning a job search. Contains an extensive subject index that guides readers to directories listed under specific areas, such as "Air Transportation Industry--Public Relations." Paterno # Z5771.D501.

1999 Writer's Market. Kirsten C. Holm, Ed. Cincinnati, Ohio: Writer's Digest Books Inc., 1999. This valuable publication, revised annually, is designed to help writers find markets for their work. Contains valuable information about the publishing industry. Available at Reference Desk 5th Floor Paterno.

This guide was prepared by Erin Takach, revising an earlier edition by Mary Rohrer-Dann, who in turn revised still earlier versions by George Yatchisin, Michael Holland, Jack Selzer, and Marion Schwartz respectively.