

**Career Services  
Center**  
Where Today's  
Braves Look to  
the Future

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### Career Center Info:

#### Location

University Center, Suite 210,  
521-6270, [cs@uncp.edu](mailto:cs@uncp.edu),  
[www.uncp.edu/cs](http://www.uncp.edu/cs)

#### Hours M-F, 8:00 am - 5:00 pm

Appointments may be made for Career Consulting, DISCOVER, Resume Critiques, Mock Interviews, etc.

#### Staff

Dr. Denisha Sanders  
Director

Sarah Francisco, MPA  
Assistant Director

Brenda C. Jacobs  
Student Services Assistant

# Brave Opportunities

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## “Dress to Impress,” What Does That Mean?

At some time or another, most people get dressed with the intention of impressing someone else. Whether it is a friend, parent or potential employer, we spend time and money on looking our best. But there are different ways to attract your audience with your appearance, and you want to make sure you are dressing appropriately for the situation so that the attention received is positive.

When “Dressing to Impress” for an interview or going to work everyday, an individual should bear certain styles in mind. Clothing that may be appropriate for a night out or the classroom is not always appropriate for the workplace. CareerBuilder.com provides

some of the following suggestions for what not to wear to an interview.

**1.** Too much perfume or cologne and you may get a reaction from the potential employer before the interview can be completed. Wear minimal amounts or none at all, but please follow your daily personal hygiene routine.

**2.** Be sure to wear clothes that fit you well, and that are clean and pressed. The interview is not the time to be revealing more than your interest in the organization and your skills for performing the job.

**3.** Keep your hairstyle and color simple and conservative. You don't want the inter-

viewer to become distracted by what is on your head. Additionally, be sure to remove sunglasses and headphones before you even enter the building where the interview is being held.

**4.** Jewelry for both men and women should be minimal and subtle. Don't distract the interviewer with jewelry that jangles and body piercings.

**5.** Check your hands and nails before an interview. While long nails and flashy nail polish can be a turnoff, so can dirty unkempt nails. Have your nails trimmed professionally before an interview, even the men out there!

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## Informational Interviews: Gathering Information

Job searching is a task that many people fear, but most of us don't go through life without working. Knowing as much as we can about a career field or a specific job is helpful when starting to job search. But how do we go about finding that information? Career development Web sites and books and articles have plenty of statistics, quotes and descriptions. One thing that cannot as easily be learned from a paper source is personal experience. Informa-

tional interviews are designed to help job seekers learn about those first-hand experiences from working professionals in a non-threatening way.

By asking for information, and *not* a job, current professionals are often willing to spend time with you discussing their field and its requirements. The people you meet with may be able to assist you in your job search in the future.

Some questions that you might ask during an informa-

tional interview are:

- What are your responsibilities?
- How did you get your first job in this field?
- What personal qualities do you feel are needed to be successful in this field?
- What advice would you give a student aspiring to this career?

To find more information on Informational Interviewing, please see the Career Center Web site, [www.uncp.edu/cs](http://www.uncp.edu/cs).

## Major of the Month: Special Education

Special Education Teachers work with children, youth, and adults who have a variety of disabilities. Most special education teachers instruct students at the elementary, middle, and secondary school level, although, some teachers work with infants and toddlers.

They instruct children who have been evaluated as needing services and educational programs in addition to, or outside of, the standard educational programs offered in regular classrooms. Special education teachers design and modify instruction to meet a student's special needs. Teachers also work with students who have other special instructional needs, including the gifted and talented.

Special education teachers design curriculum, assign work, and grade papers and homework assignments. Special education teachers are involved in a student's behavioral, as well as, academic development.



### Recommended characteristics for special education teachers include:

- ◆ A pleasant, positive, and friendly manner
- ◆ Sensitive to the differences in and needs of others
- ◆ Communicate effectively with persons of differing intellectual capacities and personalities
- ◆ Leadership skills

### Where do Special Education Teachers Work?

You can find special education teachers in many places. A practical setting is the local school system. Other locations include:

- ◆ Hospitals and Clinics
- ◆ Adult Education Programs
- ◆ Social Assistance Agencies
- ◆ Homebound Environments
- ◆ Residential Facilities

### What education or training does a Special Education Teacher need?

The UNCP School of Education outlines 11 objectives for potential teachers. A few of them include:

- ◆ Bachelor of Science degree with a completed academic concentration

- ◆ Complete a comprehensive teaching internship and have experience in the field at the elementary and secondary level
- ◆ Develop appropriate communication skills
- ◆ Knowledge of human growth and development
- ◆ Broad background in categories of exceptional, diverse, and at-risk students

For a complete list please contact the School of Education, [www.uncp.edu/soe](http://www.uncp.edu/soe).

### How do I become a Special Education Teacher?

By completing the required educational components a student at UNCP is eligible to receive a license to teach in NC. The NC Department of Public Instruction issues state teaching licenses. The Special Education programs are accredited by the National Association for the Accreditation of Teacher Education and the NC State Board of Education.

Sources include: DISCOVER Online. To learn about thousands of occupations and majors, you can access DISCOVER via our Web site at [www.uncp.edu/cs](http://www.uncp.edu/cs). The School of Education Web site, [www.uncp.edu/soe](http://www.uncp.edu/soe), and the UNCP 2006-2007 Catalog.

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The list of things you should wear include suits in conservative colors, matching shoes and belt, and bring a portfolio or briefcase instead of a backpack.

A new style of dress has become more mainstream, business casual. While business casual is not always appropriate for an interview, it can be appropriate for everyday wear in the workplace. The definition of business casual varies from organization to organization, but Monster.com provides this as a definition, "In general, business casual means dressing professionally, looking relaxed yet neat and pulled together." Some options for business casual wear include khaki pants over tailored slacks and the shirt alone instead of the traditional button down and tie. Ladies could opt for a skirt and sweater combo or casual slacks and a blouse over a traditional suit. Before breaking out

the jeans and sandals, take note of what your coworkers are wearing. What is the organization culture? The human resources department many have a written dress code, or it may be an understood policy as to what styles are acceptable and what are not.

As you are building your professional wardrobe, take the time to window shop and ask questions. A business wardrobe does not have to be strictly conservative, but beware of putting together a closet full of clothes that will be out of style next spring. By taking care of your clothes, they will last and a classy professional wardrobe will be built over time.

Information for this article gathered from [www.careerbuilder.com](http://www.careerbuilder.com) and [www.monster.com](http://www.monster.com), 2007.

## UNCP Career Fair

**Wednesday**

**February 21st**

**10:00 am, UC Lounge**

## Spring Teacher Education Fair

**Wednesday**

**March 21st**

**10:00 am, UC Lounge**

# Career Services Planner

## Staff News

### Upcoming Events

#### Workshops

2-7 Keys to a Successful Job Search  
3:30 pm UC 210 Career Center Library

2-14 How to Work a Career Fair  
10:00 am & 3:30 pm UC 210 Career Center Library

3-14 Everything You Need to Know About Getting into Law School  
10:00 am UC 210 Career Center Library

3-14 Major Decision: Choosing a Major/Career 3:30 pm UC 210 Career Center Library

#### Fairs

2-21 UNCP Career Fair 10:00 am  
UC Lounge

3-21 Spring Teacher Education Fair  
10:00 am UC Lounge

Please join us in welcoming Ms. Sarah Francisco to UNCP as the new Assistant Director of Career Services in the Career Center. Ms. Francisco comes to us from Fayetteville Technical Community College where she worked with continuing education students on all aspects of career planning from career exploration to the job search. She has also taught courses in the community college arena and worked with other student services offices at the University of Tennessee.

Ms. Francisco will be providing individual career consulting for students and alumni, presenting workshops, and assisting in the coordination of Career Fairs, on-campus recruiting, and other Career Center programs and services.



### "I Can't Believe You Did That" and other Career Mishaps

These ideas did little to impress the boss....

As an interviewee, it is a bad idea to ask your interviewer out to dinner.

Also, don't try doing a stand-up comedy routine at your interview.

[www.careerbuilder.com](http://www.careerbuilder.com)

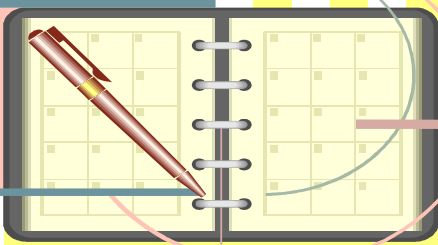
### Career Definitions

Ever wondered what certain career terms mean?

We have the answers!

**Career Fair**-A dual purpose event that allows for potential employees to talk to an organization representative while also allowing the organization to screen many potential employees at once.

[www.quintcareers.com](http://www.quintcareers.com)



## SAVE THE DATE!

UNCP Career Fair—Wednesday, February 21  
Teacher Education Fair—Wednesday, March 21  
Business Etiquette Dinner—Wednesday, April 11