


STUDENT GUIDE



Aggies Go To Work



BE BOLD. Shape the Future.
Office of Experiential Learning

WELCOME

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Launch Your Career With Us

Our aim is to empower students to formulate individual goals and strategies through the guidance of our career professionals. We will work with you to foster career exploration and with early engagement we can assist you with the development of your personal four-year action plan.

Launch your career development and world of work plan by using the resources made available on the Experiential Learning homepage (<https://oel.nmsu.edu>). Schedule an appointment via Handshake with the Cooperative Education & Internship program staff to discuss your experiential learning goals, beginning with your freshman year through graduation. Find out how we can help you design a personalized plan to meet your experiential learning needs.

Experiential Learning is a department in the Division of Student Success and Enrollment Management. Our services are open to all students without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, genetic information, spousal affiliation, or protected veteran status as outlined in federal and state anti-discrimination statutes.



HANDSHAKE

Handshake is our on-line career management system. Registration in Handshake is automatic for all NMSU students and brings the applicant in contact with job postings (part-time regular or work-study student employment, Co-ops / Internships, and full/part-time), career fairs, schedule of workshops and career events provided by Experiential Learning staff, guest speakers and employer. Employers who interview students face-to-face (and virtually) at NMSU will provide Interview Schedule sign-ups to secure a time-slot.

Tired of searching every day for new jobs? Follow employers of interest and be notified when they post new jobs. Handshake learns your preferences and will occasionally email you summaries of postings you may be interested in from other employers as well!. View employer profiles to learn more about the companies.

Handshake Registration

Registration in Handshake is automatic for all NMSU students. You simply need to log-in once to activate your profile. You can access Handshake via your myNMSU page under the Launchpad applications section. Alternately, go to <https://nmsu.joinhandshake.com>, click the NMSU SSO button and use your myNMSU credentials to log-in.

An Effective Profile

Choose an Appropriate Profile Photo

- Choose a picture in which you are wearing work appropriate clothing
- If you choose not to upload a photo, the system will show a generic user graphic

Education

- Information in this section is pre-populated from data in the My Account section
- You may add educational experiences or programs including study abroad, continuing education, or prior undergraduate coursework taken at another institution
- Displaying your GPA is optional – if over a 3.0, it is recommended that you choose to show it

Get to Know Me - Short Bio

- This is a short paragraph, comprised of about 500 characters, focused on your personal brand, accomplishments, and ambitions, that gives an employer a feel for what you consider to be most important about yourself in relation to a position you are seeking
- A combination of the “tell me about yourself” question

asked during an interview and an elevator speech

- Do not repeat your resume, highlight it instead
- Use the first person (i.e. the pronoun, “I”) - it builds an emotional connection with the reader
- Promote your qualities, such as leadership, passion for collaboration, creativity, and career goals, to display how you can fulfill the needs of a prospective company
- For examples of personal statements click on the show examples link below the text box.

Documents

- Upload resumes, cover letters, and more to start applying for jobs and internships.
- Schedule an appointment (via Handshake!) to have a Career Advisor review your resume with you.
- Build your profile from your resume to avoid retyping everything already written in your resume. Handshake pulls the text from the document and loads it in the appropriate field. You can review and edit the text before posting it

Work Experience and Organizations / Extracurriculars

- Work Experience should focus on work, internship, and research experiences
- Organizations / Extracurriculars can include volunteer, leadership, research and service learning experiences
- Start each entry with a couple sentences that provide an overview of what the job entailed.
- Use action verbs and avoid passive voice:
E.g. the boy walked the dog vs. the dog was walked by the boy
- Keep the entry clear, concise, and in a consistent tense. Use the present tense when describing a present position and past tense when describing a past experience
- Always lead with your accomplishment. Check the Career Planning Guide for more tips!

Courses

- The Courses section serves as a way for you to highlight relevant coursework
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job

Projects

- This section serves as a way for you to provide tangible proof of

your value in the workplace or classroom

- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course

Skills

- Choose skills acquired from your education, work, or project experience

Social Links

- Your school email is already populated. You may optionally choose to include a permanent email
- Add links to your Facebook page, LinkedIn profile, and personal website (if you have one)
- Your social media presence is a reflection of you! Be sure that your feeds are free of any potentially embarrassing material before including them here

Make your Profile Public!

- By marking your profile as public, over 200,000 employers can search for your skills and experience or message you about job or internship opportunities.
- Click the See Employer View to see what your profile looks like to employers. Like what you see? Employers will too!

Tips

- Make sure your profile is complete (80%-100% completion score from Handshake) before publishing it for employers. Fill out all sections: personal statement, work experience, projects, skills
- Check for spelling, punctuation, and grammatical errors.
- Schedule an appointment with a Career Advisor (via Handshake) to have your profile reviewed! An advisor will provide feedback about the effectiveness of your profile and offer suggestions for improvement

For more Handshake information and the full Student Handshake guide, visit <https://oel.nmsu.edu/handshake>

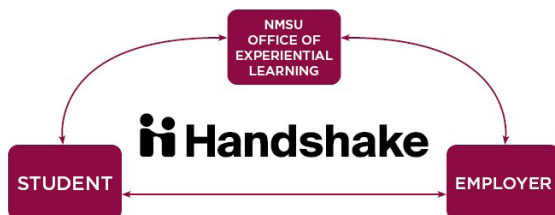
COOPERATIVE EDUCATION

Gain Professional Experience Before Graduation!

Employers are searching for candidates who have applied their classroom education in a real world environment. The co-op/ internship program provides NMSU students with experience-based learning through paid employment experiences. These practical, curriculum-related experiences must be structured to meet student's interests, abilities, and career goals while meeting employers' needs.

The co-op/internship program allows students to complete a co-op/internship experience during the fall, spring, or summer semesters and earn an official and permanent notation on their academic transcript. Students participating in approved, full-time, co-ops / internships will maintain their student status and thus protect their financial aid and scholarships while completing their experience.

The Cooperative Education and Internship program strives for partnerships where the student, the employer, and NMSU all participate on an equal basis to produce a meaningful educational experience.



What is a Co-op/Internship

- Paid, pre-professional work experience related to a student's major
- Positions are part-time or full-time
- Positions are local, national or international
- Positions are available in the summer, fall, or spring semesters
- NMSU, the employer and the student work together to ensure that the Co-op/Internship experience complement the student's academic major

Benefits to Students

- Gain valuable applied experience related to your major
- Make connections in your professional field
- Explore your interest in a particular career area
- Further develop career readiness skills
- Enhance your resume and improve your future employability with a Co-op/Internship
- Earn wages while learning from skilled professionals
- May lead to permanent employment upon graduation
- A notation is placed on your academic transcript

& INTERNSHIP PROGRAM

NMSU Requirements:

- Full-time student status (12+ credit hours for undergraduates; 9+ credit hours for graduate students).
- Degree-seeking student with declared major.
- Minimum GPA of 2.0 for undergraduates; 3.0 for graduate students.
- Minimum of Sophomore classification (NOTE: Students can apply for Cooperative Education/Internship positions as a Freshman, but cannot participate in work assignment related to major until the completion of 28 or more credit hours.)
- Recommendation – students should not complete work assignment during the final semester before graduation.
- Complete registration with Cooperative Education and Internship Program office
- Students may secure a co-op / internship on their own, however, in order for the experience to be officially certified, students must meet all of the Co-op / Internship Program requirements and deadlines respectively.
- International Students must complete a Curriculum Practical Training (CPT) Request Form and submit it to the co-op / internship program office. Questions about CPT? Contact the International Student and Scholar Services Office (ISSS) (iss@nmsu.edu, 575-646-2834)

Where Can Students Start?

In order for the Co-op / Internship Program to certify a co-op/internship experience, students must navigate the co-op / internship process.

To start navigating the co-op / internship process, students can request access to the Co-op / Internship Canvas Orientation Course by e-mailing - coop@nmsu.edu.

Questions about the Co-op / Internship Program? Please contact our office: coop@nmsu.edu | 575-646-4115

EDUCATION ABROAD

EDUCATION ABROAD INTERNSHIPS

NMSU Education Abroad partners with education abroad program providers and universities abroad to offer students part-time and full-time international internship opportunities. Education abroad internships are typically not paid, include academic credit, potential availability of financial aid, and offer placements in a wide variety of locations and industries. Many internship programs include an internship seminar course that prepare students to write cover letters and resumes, perfect their interview skills, and develop other professional skills. Programs also typically include housing, an on-site orientation, cultural events, and field trips.

Many education abroad programs offer opportunities to intern abroad part-time while taking courses at a host institution. Some programs include an internship as part of the course load, while other programs offer complementary part-time internships through their various partnerships in the community. Full-time internship programs typically take place during the summer and students intern for eight weeks or longer, with hours that are typical of full-time work in that specific location.

VIRTUAL INTERNATIONAL INTERNSHIPS

Beginning in fall 2020, education abroad is offering virtual international internships. Virtual international internships give students the opportunity to add an international experience from their home base in the U.S. while interning remotely with a company or organization abroad. Students will learn to excel in a global environment with international colleagues and student peers from across the US, gain remote professional networking and social skills, and communicate in an international context while earning academic credit.

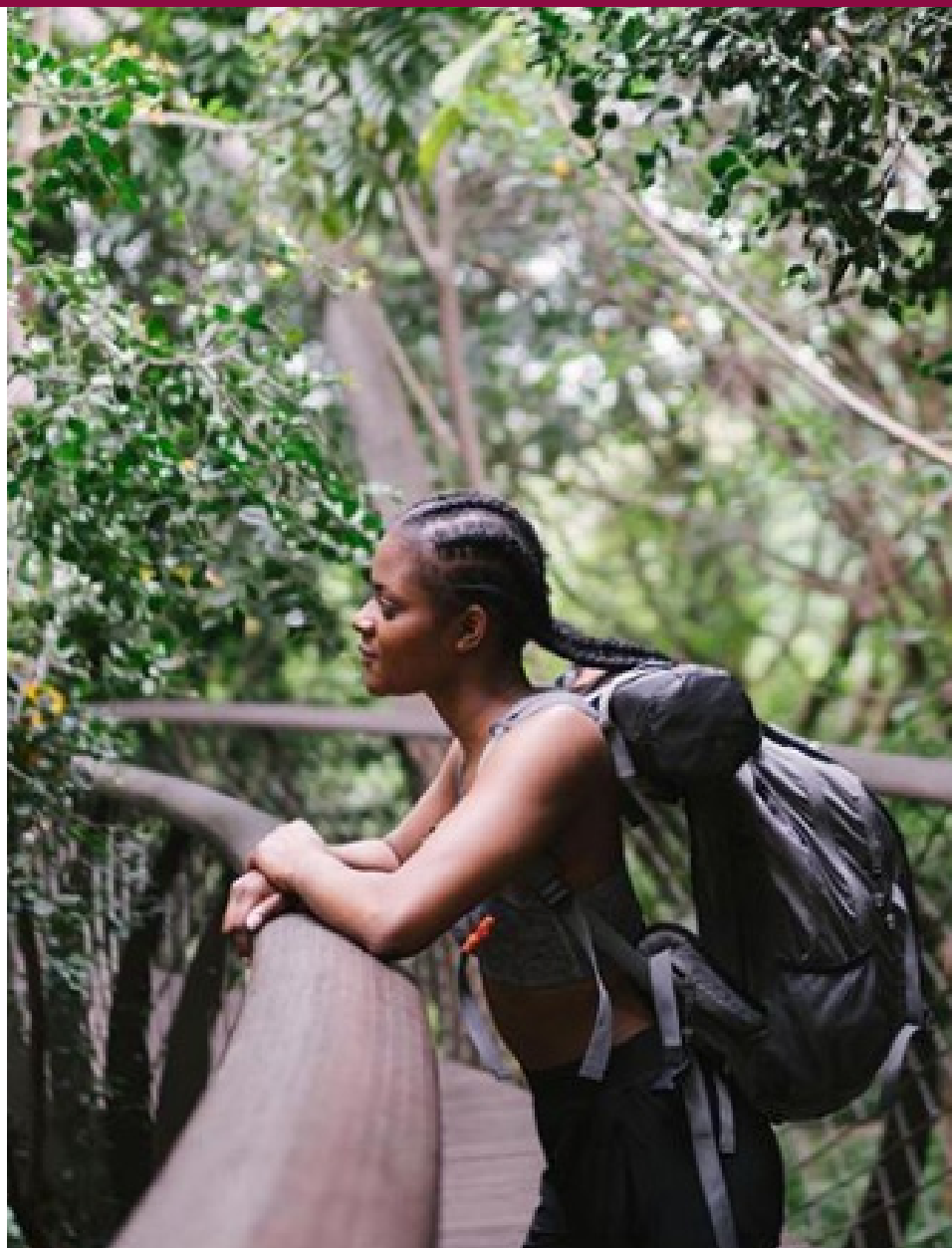
HOW IT WORKS

While each education abroad internship program is different, education abroad program providers utilize their network of employers and work with students to identify their career goals and professional interests. Students are then guaranteed that they will be matched with an appropriate internship experience in their field of interest in the city and term of their choice.

EMPLOYERS' PATH TO HIRING NMSU INTERNS

Employers interested in providing international internships for NMSU students should contact the Office of Experiential Learning to discuss available opportunities. Education Abroad can work with the student and their academic program/department to determine if enrolling

in a NMSU internship course is possible. Enrolling in a NMSU internship course will be at the discretion of the academic program/department. For paid internships, employers are responsible for advising students on the process and procedure for obtaining a work visa/permit in the host country. Employers should also be able to provide students with a list of housing resources.



CAREER FAIRS & EVENTS

Engage

Begin engaging with employers from Fortune 500, 200 and 100 companies; non-profit, government, education, and local and regional employers your freshman year—inquire about application requirements and academic expectations to assure you have all the tools needed to be a good candidate. View your Handshake account for specific details, dates and times for all events in your Events tab.

Fall Semester

- Student Employment Fair
- Career Expo
- Graduate and Professional School Fair
- Health Professions Fair

Spring Semester

- Career Connections
- Employment Extravaganza
- Educators' Job Fair



WORKSHOPS & PRESENTATIONS

Learn

Learn valuable resume writing tips or prepare for your next job interview: our free workshops and webinars are the best place to start.

Sample Workshops & Presentations

- Handshake Profile tips
- Resume Writing / Cover Letter Success
- Dress for your job interview
- Co-ops and Internship planning
- Interviewing Tips
- Life After College / Budgeting & Salary Negotiation
- How to Use LinkedIn to Enhance Your Career
- Job Search Strategies for all majors
- Federal and State Employment Guidelines
- Graduate School Applications

If your student organization, residence hall or class would like to request a special presentation by our staff on any of our workshop topics, please call (575) 646-2941, or complete the online Outreach Request form at <https://advising.nmsu.edu/career.html>



COMPANIES WHO RECRUIT

704th Test Group
Admiral Beverage Corporation
AECOM
Air Force Nuclear Weapons Center
Air Force Research Laboratory - Space Vehicles Directorate
Alamogordo Public Schools
Alaska Division of Geological and Geophysical Surveys
Albuquerque Public Schools
Albuquerque Public Schools Charter Schools
Alma d' Arte Charter High School
Altisource
Amazon
American Electric Power
American Medical Response
American National
American University of the Caribbean, School of Medicine
AMERIND
AMG Specialty Hospital
AMS Fulfillment
Anthony ISD
Aptive Environmental
Arizona Public Service (APS)
Astenos
ATEC
Austin Police Department
Automatic Data Processing (ADP, LLC)
Batavia High School
BCFS Health & Human Services
Beasley, Mitchell & Co.
Ben Archer Health Center
Bernalillo County Metropolitan Detention Center
Blue Sky Crop Consulting and Tri-County Seeds
BNSF Railway
Boeing Company
Bohannon Huston, Inc.
Bradbury Stamm Construction, Inc.
Bureau of Land Management
Burrell College of Osteopathic Medicine
California State Polytechnic University at Pomona
California State University, Los Angeles
Canutillo School District
Car Crafters AutoBody
Carlsbad Medical Center
Carlsbad Municipal Schools
Carrizozo Municipal Schools
Center for Community Analysis
Center for Countermeasures
Central Valley Electric Cooperative, Inc.
Centria Healthcare
Charles Johnson Company
Charles River laboratory
Chevron Phillips Chemical
Chi Alpha Campus Ministry
Chick-fil-A
City of Carlsbad
City of Las Cruces
Clariant Corporation
Cloudcroft United Methodist Preschool
Colorado College

Community Options
Concordia College
Consolidated Electrical Distributors, Inc.
Cooperative Extension Service
CRI Advantage, Inc.
Crop Quest, Inc.
Cummins Inc.
D.H. Lescombes
DACC Dental programs
Dallas Police Department
David Townsend Library
Defense Finance and Accounting Service
Defense Information Systems Agency
Dekker Perich Sabatini
Deming Public Schols
Descartes Labs
Desert Research Institute
DFW Airport Police Department
Dialysis Clinic Inc
DISH Network
DOE- National Nuclear Security Administration
Domestic Violence Resource Center - DVRC
Dona Ana Community College
Dona Ana County
Dona Ana County Assessor's Office
El Paso Electric
El Paso Independent School District
Electronic Caregiver
Elko County School District
EMI Technologies
Enterprise Holdings
Epiphany Dermatology
ESRI: Geographic Information System Company
Exponential Engineering Company
ExxonMobil
Famous Daves
Farm Credit of New Mexico
Farm Service Agency
Farmers Insurance
FCC Services
FDIC - Federal Deposit Insurance Corporation
Federal Aviation Administration (FAA)
Federal Bureau of Investigation (DC HQ)
Federal Bureau of Prisons - FCI La Tuna
FEDERAL NCCC & FEMA PROGRAMS (NATIONAL)
Ferguson Enterprises, LLC.
Fidelity National Financial, LLC
Five Rivers Cattle Feeding
FNF Construction, Inc.
Fort Bayard Medical Center
Fort Worth ISD
Frank X. Spencer & Associates, Inc.
Freeport-McMoRan
Freese and Nichols
Gadsden Independent School District
Gallup McKinley County Schools
Garney Construction
GEICO
General Dynamics Mission Systems

Genesis Healthcare
Geo Control Systems
Glorieta Camps
Goldman Sachs
Grand Paws Animal Clinic
Granite
Greeley-Evans School District 6
Hajoca Corporation
Harmony Public Schools
Harris Kocher Smith
Hawkeye Community College
HDR, Inc.
Head Start CDI Migrant Seasonal Worker Preschool
Helen of Troy
Hensel Phelps
Heritage Chiropractic
HollyFrontier Corporation
Honeywell FM&T
Hormel Foods Corporation
Howard Energy Partners
Hyatt Hotels
Independent contractor with Global Nutrition Services
Indian Health Board of Minneapolis
Indica Labs, Inc.
Information and Computing Services, Inc.
Inspirations Early Intervention Inc.
Intel Corporation
International boundary and Water Commission
Jacobs Engineering Group
Jimmy Johns
Johns Hopkins University Applied Physics Laboratory
Johnson, Miller & Co., CPA's
Jorge Valdez
Kansas City Public Schools
KD Engineering
Keystone Pump and Supply
Kimley-Horn
Knight Transportation
L3Harris Technologies
La Clinica De Familia, Inc. (LCDF)
Laguna Department of Education
Las Cruces Public Schools
Legislative Education Study Committee
LinQuest Corporation
Lockheed Martin
Los Alamos County
Los Alamos National Laboratory
Lovelace Biomedical Research Institute
Marathon Oil
Marshalls
Maser Consulting
Maurices, Clothing
Mayo Clinic
McCoy's Building Supply
Meca LLC
Memorial Medical Center
Mescalero Apache Tribal Historic Preservation Office
Mescalero Apache Tribe

AT NMSU*

Mesilla Valley Physical Therapy
 Millennium Engineering and Integration Company
 Missile Defense Agency
 MIT Lincoln Laboratory
 Molina Healthcare of Texas
 Molzen Corbin
 Montana State University Extension
 Moriarty-Edgewood School District
 Mountaire Farms of Delaware
 MYR Group, Inc.
 Nalco Champion An Ecolab Company
 National Distributing Company
 National Institutes of Health
 National Renewable Energy Laboratory
 National Writing Project
 Navajo Agricultural Products Industry
 Naval Information Warfare Center Pacific (NIWC Pacific)
 Navy Officer Recruiting Station El Paso
 New Mexico Department of Transportation
 New Mexico State University
 New Mexico State University, Carlsbad
 New Mexico Water Resources Research Institute
 NM Mortgage Finance Authority
 NMSU - Advancement/Foundation
 NMSU - College of Arts & Sciences
 NMSU - College of Health and Social Services
 NMSU - Physical Science Laboratory
 NMSU Alamogordo
 NMSU Grants
 NMSU School for Young Children
 Northern Area Workforce Board
 NRTF
 Nuclear Waste Partnership LLC
 Oklahoma Department of Transportation
 OMHP
 Oncor
 OneTrust
 Pacific Northwest National Laboratory
 PANTEX/Y12 CNS
 Parkhill, Smith & Cooper Inc.
 Paso Del Norte Center of Hope
 Peace Corps
 Peraton
 Pettigrew & Associates, P.A.
 Pittsburg High School, Pittsburg, Kansas
 PNM
 Policy and Research Group, San Juan College
 POWER Engineers, Inc.
 Presbyterian Medical Services
 PricewaterhouseCoopers
 Progressive Insurance
 Prudential Financial
 Public Service Company of New Mexico (PNM)
 Pueblo of Acoma Department of Education
 Quicken Loans
 Raytheon Technologies
 RESPEC
 RI International

Rochester City School District
 Roswell Independent School District
 Sandia National Laboratories
 Sandwich Community Unit School District #430
 Santa Fe Community College
 Santa Fe Public Schools
 Santo Domingo Early Childhood Learning Center
 Schneider Electric
 Scientific Games Corporation
 Seaboard Foods
 Second Chance Wildlife Rescue
 Admin Pro Management
 Aqua Nation Pool & Spa Services
 Sherman College of Chiropractic
 Sherwin-Williams Company
 Skyline Vision
 Smith Engineering
 Smithco Construction, Inc.
 Smithfield
 SolAero Technologies
 Souder Miller & Associates
 Southern NM Diabetes Outreach
 Southwest Conservation Corps
 SOUTHWEST RANGE SERVICES
 Southwest Research Institute
 Speedway, LLC
 SpinLaunch
 SpringHill Suites by Marriott Las Cruces
 SRP Salt River Project
 St James Episcopal Church
 State of New Mexico
 State of NM Children Youth & Families Department
 Steele Consulting Inc.
 Stubbs Engineering inc.
 Summit Electric Supply
 Sunrise Veterinary Clinic
 Syndetix
 Techtronic Industries, NA (TTI)
 Teleperformance USA
 Teresa of Avila Catholic school
 Teva Pharmaceutical
 Texas A&M AgriLife Extension
 The Aerospace Corporation
 The Children's Garden
 The City of Las Cruces
 The District Ysleta Independent School District
 The Eye Site
 The National Radio Astronomy Observatory
 The Walt Disney Company
 Thornburg Investment Management, Inc.
 Tinker Air Force Base Civilian Employment
 TMC Design Corporation
 TnT Premier
 Topographic, Inc
 TransCore
 Transglobal Services, LLC
 Transmission & Distribution Services, LLC
 TransPerfect

Tricore Reference Laboratories
 Truth or Consequences Municipal School
 TTUHSC PLFSOM
 Tucson Police Department
 Tulsa Police Department
 U.S. Army Electronic Proving Ground
 U.S. Army Futures Command
 U.S. Census Bureau - Denver Regional Center
 U.S. Customs and Border Protection
 U.S. Department of Defense
 U.S. Department of State
 Ultramain Systems, Inc.
 United Rentals, Inc.
 United States Army Recruiting Station Las Cruces, NM
 United States Probation Office
 United States Secret Service
 Universidad Autónoma de Chihuahua
 Universidad Autonoma de Ciudad Juarez (UACJ)
 University Medical Center
 University of Nebraska Omaha
 University of Tennessee at Chattanooga
 UNM Hospital
 Urenco USA
 US ARMY ATEC White Sands Missile Range
 US Army The Research and Analysis Center (TRAC)
 US Forest Service, Lincoln National Forest
 USDA Farm Production and Conservation (FPAC)
 USDA Forest Service
 USDA-NRCS
 UT Southwestern
 Vanguard
 Vector Marketing
 VELIZ COMPANY LLC
 Verizon
 Vertiv
 Veterans Affairs
 Village of Los Lunas Public Library
 Virgin Galactic
 Walgreens
 Walmart
 Wanzek Construction, Inc.
 Washington River Protection Solutions
 Washington Utilities and Transportation Commission
 Wells Fargo
 Western New Mexico University
 Wilson & Company, Inc., Engineers and Architects
 WPSS
 X2nSat
 Xcel Energy
 Yeshiva University
 Ysleta School District
 Yucca Elementary
 YWCA
 Zia Engineering

* including many more!

VIRTUAL ENGAGEMENT PRACTICES

The Handshake platform helps you navigate the new world of virtual/online engagement with employers.

Update Your Profile

- The vast majority of engagement with employers occurs online.
- It's smart to follow employers you are interested in to stay update on any job or event activity
- Complete your profile to increase the chances of being noticed by an employer

Participate in Virtual Events

Employers are shifting towards virtual events as they seek to build connections with students.

- Search for available virtual events on Handshake, you can also view Virtual Event details.
- Register to participate in events: this will allow you to track your personal recruiting efforts and ensure that you receive a reminder notification
- Check your notification settings on your profile, this will ensure you are notified when a new event is posted so you can quickly view event details.
- Become familiar with video conferencing tools

80% of students who fill out the following three areas of their profile receive a message from an employer:

- 1** location preference
- 2** job role preference
- 3** job type preference

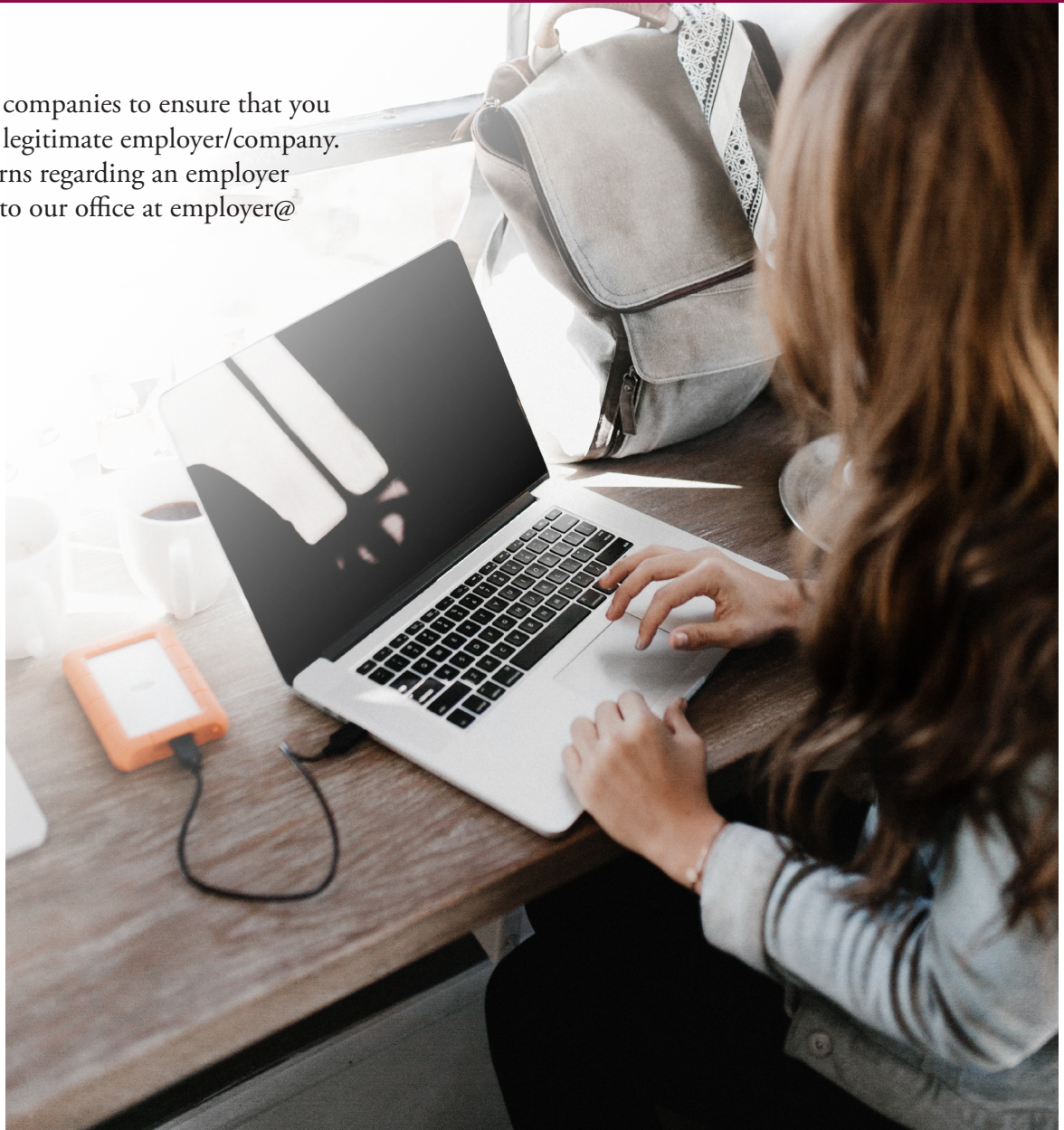
most likely to be used by employers: Zoom, Google Hangouts/Meet, GoToMeeting, and Cisco WebEx.

- Handshake is rapidly adding live-links in Virtual Events so you can click a link to be taken to the video conferencing platform chosen by the employer.

Schedule Virtual Interviews

Companies are moving to increased virtual interviews utilizing various software platforms such as: Skype, Zoom and many others. Please also

remember to research companies to ensure that you are connecting with a legitimate employer/company. If you have any concerns regarding an employer connection reach out to our office at employer@nmsu.edu.



Experiential Learning



Connect With Us!



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