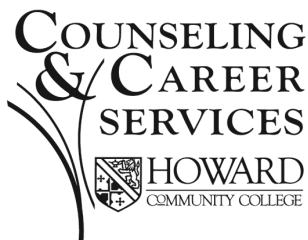




CareerAbilities

September 2011

CareerAbilities is a monthly newsletter produced by Howard Community College Counseling and Career Services and Disability Support Services to increase student awareness of HCC career programs and services and to highlight career topics that are important to students with disabilities. CareerAbilities newsletters inform students about employment issues unique and not so unique to people with disabilities and provide information that can be used to make education and career decisions. We welcome suggestions about topics you would like to see addressed and encourage you to stop into our offices and use the many services that we offer free of charge to HCC students. Issues of CareerAbilities can be found online at the HCC Counseling and Career Services Website at www.howardcc.edu/students/counseling_career_services_and_job_assistance/job_search/resourcesdisability.com. They are also available in the Counseling and Career Services Library, RCF-302, and can be sent directly to your e-mail address.



Counseling & Career Services

Mon, Tue, Wed
8:30 a.m.—8:00 p.m.

Thu & Fri
8:30 a.m.—5:00 p.m.

Phone: 443.518.1340
Fax: 443.518.4499

Website:
www.howardcc.edu/counseling

Disability Support Services

Mon, Tue, Thu, Fri
9:00 a.m. —5:00 p.m.

Wed
9:00 a.m.—8:00 p.m.

Phone: 443.518.1300
Fax: 443.518.4276

Website:
www.howardcc.edu/students

INSIDE THIS ISSUE

What Counseling and Career Services/Disability Support Services Has To Offer You	2
It Could Soon Be Your Turn To...	3
This Month's Quiz	4
Upcoming Events	5
Correct Answers to This Month's Quiz	5

“To make our way, we must have firm resolve, persistence, tenacity. We must gear ourselves to work hard all the way. We can never let up.”

~ Ralph Bunche

WEBSITE OF THE MONTH

Counseling and Career Services at Howard Community College
www.howardcc.edu/counseling

Disability Support Services at Howard Community College
www.howardcc.edu/students (click on Disability Support)

For more information about services and programs discussed in this issue of CareerAbilities, please visit the above websites



To receive a copy of this Newsletter via e-mail, contact Ann Kukulies at

WHAT COUNSELING AND CAREER SERVICES / DISABILITY SUPPORT SERVICES HAS TO OFFER YOU

WHAT COUNSELING AND CAREER SERVICES HAS TO OFFER YOU

◆ Learn how knowing your skills, abilities, interests and values can lead you to a major and a career that you will be successful in and enjoy.

How? Talk to a counselor, take an assessment, and/or attend a Career Information Series program.

◆ Learn how to enter the job market – how to conduct a job search, write a resume, and do well in an interview.

How? Attend a workshop, talk to a career counselor, and use the many resources in the CCS library.

◆ Gain work experience through an internship or co-op position.

How? Contact our office about the Federal Workforce Recruitment Program, attend an information session about local internship opportunities, watch for the Disney signs, and make an appointment with the internship coordinator.

◆ Locate local job openings.

How? Watch for the local employers who come on campus to recruit, attend the

HCC Job Fair on November 4th use HCC Jobs On-line, and visit the CCS Library to check out the Job Books with local listings.

◆ Find assistance with the personal issues that are interfering with your success.

How? Make an appointment to talk to a counselor, if you are a single parent or displaced home maker, you may be eligible for the Career Links program. Stop in RCF 302. Office Hours: Mon, Tue, Wed 8:30am–8:00pm and Thu, Fri 8:30am–5:00pm

WHAT DISABILITY SUPPORT SERVICES HAS TO OFFER YOU

◆ Receive appropriate academic accommodations for your disability.

How? Make an appointment to talk to a DSS counselor to set up your accommodations. If you have not picked up your accommodations memos for the fall semester, be sure to stop by our office to get them.

◆ Determine your major and receive assistance in selecting your classes.

How? DSS counselors act as academic advisors and can

help you select a program of study that interests you. Call to make an appointment with one of the DSS counselors. You may also wish to work with a career counselor as your choice of college major influences later career choices.



Talk to a counselor, take an assessment, and/or attend a Career Information Series program.

◆ Learn about appropriate workplace accommodations and how to ask for them once you leave HCC.

How? DSS counselors can provide you with information about accommodations in places of employment. Make an appointment with one of the DSS counselors or attend a workshop on Disclosing Your Disability offered by Counseling and Career Services. Office Hours: Mon, Tues, Thu, Fri 8:30 am to 5:00 pm and Wed 8:30 am to 8:00 pm, or call 443.518.4629 or stop in RCF 302. By Appointment Only.

IT COULD SOON BE YOUR TURN TO...

PARTICIPATE in the 2012 Workforce Recruitment Program for College Students with Disabilities (WRP) –Your opportunity to be a part of a program of summer internships with the federal government. To qualify to participate in the Workforce Recruitment Program you must meet the following criteria:

1. You must be a current degree-seeking student or must have graduated after October 2010.
2. You must be in good academic standing (at least a 2.0 GPA and not on academic probation)
3. You must be ESSENTIALLY a full time student. This means that you must be taking at least 12 credit hours OR due to your disability, be taking a minimum of 6 credit hours.
4. You must apply for the program through Counseling and Career Services at HCC.
5. You must complete an application packet by the deadline and participate in the interviewing process.

WHAT IS THE WRP?

The Workforce Recruitment Program, sponsored by U.S. Department of Labor's Office of

Disability Employment Policy (ODEP) and the U.S. Department of Defense with the participation of many other federal agencies, is a nationwide program to help students with disabilities find summer internships with Federal government agencies throughout the Washington, D.C. and Baltimore metro areas. Representatives from the Department of Labor will be conducting interviews with HCC students in October 2011 for Summer 2012 placements. The internships are a great opportunity to earn money and get excellent job experience to add to your resume! Students who participate in the Workforce Recruitment Program will also be informed about other local summer internships and jobs for students with disabilities.

WRP recruiters from federal agencies conduct personal interviews with interested students on college and university campuses across the country. Students represent all majors, and range from college freshmen to graduate students and law students. Information from these student interviews is compiled in a searchable database that is available through this website to federal Human Resources Specialists, Equal Employment Opportunity Specialists, and other

hiring officials in federal agencies. Employers in the private and non-profit sectors can gain access to the WRP's pool of job candidates through the Employer Assistance and Recruiting Network (EARN), a free service of ODEP. In Fall 2010, recruiters from federal agencies visited college campuses nationwide, resulting in a database containing application information on nearly 2,200 students with disabilities. Over 500 students (approximately 25%) were reported as being hired, the majority in summer jobs. HCC students have had great success in being placed into WRP internships.

APPLICATIONS MUST BE COMPLETED BY OCTOBER 12TH

Actual interviews will take place during the last week in October and internships begin after Spring Semester ends. To learn more about the Workforce Recruitment Program and how to submit an application packet, **please attend of the following orientation/workshop on: Friday, September 16, 11:00 am - 12:30** Or you may contact: **Ann Kukulies in Counseling and Career Services** is the coordinator of this program at HCC. To reach her, please call 443.518.4009 or email her at akukulies@howardcc.edu .

This Month's Quiz

Can you match the following questions to the correct answers?

- A. _____ What is the way in which a person with a disability can independently meet his/her needs by utilizing a positive attitude, appropriate and articulate disclosure, and accurate information about needs and strengths?
- B. _____ What is the office located on the third floor of the RCF building inside Counseling and Career Services where students with disabilities can obtain information and assistance with the concerns they may have while attending HCC?
- C. _____ What is the information a person with a disability must provide to a DSS counselor in order to obtain reasonable accommodations?
- D. _____ What is the set of laws which identifies and protects the rights of people with disabilities in higher education, employment, and other life functions?
- E. _____ What are the individually determined, written, and least restrictive modifications by which people with disabilities can accomplish requirements in an academic or employment setting? Once determined and written, it is then the student/employees responsibility to provide these to the appropriate instructor/supervisor and provide clarification and/or follow-up.
- F. _____ Located on the third floor of the RCF building, this space offers students the opportunity to

obtain assistance writing papers, with tutoring in many subjects, and with study and test taking skills?

- G. _____ What is the process by which people with disabilities share with others information about their disability for any purpose, including obtaining reasonable accommodations or increasing understanding?
- H. _____ What is the space inside the Learning Assistance center where students with disabilities who have accommodations for the use of technology or modified equipment to complete their academic requirements may go to learn about and/or use this technology and equipment?

Answers to choose from

1. Documentation of Disability
2. Reasonable Accommodations
3. ADA (a.k.a. The Americans with Disability Act)
4. Assistive Technology Center
5. Disclosure
6. DSS (a.k.a., Disability Support Services)
7. Self-Advocacy
8. LAC (a.k.a., The Learning Assistance Center)



TIME TO APPLY IS ENDING SOON !!

Workforce Recruitment Program
Federal Government Internships

PAID SUMMER 2012
INTERNSHIPS FOR STUDENTS
WITH DISABILITIES

LAST ORIENTATION AND
WORKSHOP IS FRIDAY, SEPT. 16TH
FROM 11 am to 12:30 pm

This summer program is for
students with disabilities who are
in good standing and are
considered essentially full time
students (at least 6 credit hours).

For more information,
please contact Ann Kukulies
in RCF 302 or call 443-518- 4009

UPCOMING EVENTS

COUNSELING & CAREER SERVICES

Walk-UP Resumé Reviews by the Staff of Counseling and Career Services

Wednesday, September 14
10:30 to 11:30 am
Duncan Hall Lobby

Suicide Awareness Information Table, Pick up information about depression, anxiety and trauma and ways of coping with these issues. Wednesday, Sept. 14
12 to 2 pm
RCF Lobby

Presentation by the Dept. of Juvenile Services
September 20

1:00 to 2:30 pm
Kittleman Room, DH 100.

HCC's Business College and Career Program, A panel of professionals will be sharing information about careers in Financial Planning, Entrepreneurship, Human Resources and Accounting, and a program director from the University of Maryland at College Park will be speaking about transfer/admissions requirements for the Robert H. Smith School of Business.

Tuesday, September 27
12:30 to 2:00 p.m.
Transfer Center, RCF 242

Depression Screening for Students

October 4
12:30 to 2:30 pm.
RCF Lobby



Activeminds, a student organization focused on mental health issues, will begin meeting soon. Please contact Alissa Putman (aputman@howardcc.edu) or Ronnie Uhland (ruhland@howardcc.edu) for more information.

LEARNING ASSISTANCE CENTER WORKSHOPS

Time on a Budget

Tuesday, Sept 13th
4 to 5 pm
RCF 305



Maximize your Memory

Thursday, Sept. 15th
4 to 5 pm
RCF 305



Note Taking

Monday, Sept. 19th
4 to 5 pm
RCF 305

Overcoming Writer's Block

Wednesday, Sept. 21st
12 to 1 pm
RCF 305

Dealing with Math Anxiety

Thursday, Sept. 29th
3:30 to 4:30 pm
RCF 305

Grammar to Go

Wednesday, Oct. 5th
4 to 5 pm
RCF 305



verb
adverb
noun
pronoun
adjective
vowel
consonant



Correct Answers to This Month's Quiz

- | | |
|-----------------------------------|-----------------------------------|
| A. 7. Self-Advocacy | E. 2. Reasonable Accommodations |
| B. 6. DSS | F. 8. LAC |
| C. 1. Documentation of Disability | G. 5. Disclosure |
| D. 3. ADA | H. 4. Assistive Technology Center |